

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
BYLAWS, POLICIES, PROCEDURES AND NON-BINDING GOVERNANCE
GUIDANCE DOCUMENTS

BYLAWS

AMENDED

[Bylaws](#)

3-5-26

POLICIES AND PROCEDURES

ADOPTED

[Policy for All-virtual Public Meetings](#)

11-3-22

[Policy for the Remote Participation of Members](#)

11-3-22

NON-BINDING GOVERNANCE GUIDANCE DOCUMENTS

ADOPTED

[Establishing the Non-Binding Governance Guidance Documents](#)

6-28-18

[MPO Policy Board Leadership Rotation](#)

6-28-18

[Meeting Attendance](#)

6-28-18

[Technical Advisory Committee Leadership Rotation](#)

6-28-18

[Community Transportation Advisory Committee Leadership Rotation](#)

6-28-18

[Member Appointment Resolution Template](#)

6-28-18

[Meeting Cancellation](#)

6-28-18

BYLAWS OF THE RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

Ratified April 12, 1990
Amendments ratified March 5, 2026

ARTICLE I – Name and Authority

- Section 1.** The name of this organization shall be known as the Richmond Area Metropolitan Planning Organization, hereinafter called the MPO, generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO.
- Section 2.** The MPO shall have such authority as prescribed by the Governor in his designation of September 11, 1995 and as prescribed in “A Memorandum of Understanding for Conducting the Metropolitan Transportation Planning and Programming Process in the Richmond Urbanized Area” and subsequent revisions to the Memorandum, hereinafter referred to as the MOU.

ARTICLE II - Purpose

Section 1.

- A.** The purpose of the MPO is to perform policy and technical functions for Richmond Urbanized Area transportation planning, reflecting a multimodal process founded upon coordination and cooperation between planning, transit, and service providers. The policy function is designed to develop and implement transportation policies for the Richmond Regional Metropolitan Transportation Plan and related efforts. The MPO shall:
- i. establish policy for continuing, comprehensive, and cooperative transportation planning process;
 - ii. annually evaluate the current Transportation Plan, accept it when appropriate, determine when a re-evaluation of the Transportation Plan is necessary, and recommend appropriate action;
 - iii. review the results of the re-evaluation;
 - iv. determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends;
 - v. cooperate in the evaluation of forecasts of transportation demands;
 - vi. work cooperatively on any proposal, alternate lines, and work performed on the study, location, and design of facilities and programs in the Transportation Plan;
 - vii. assign special or standing committees, or ad hoc working groups to specific assignments;
 - viii. establish priorities for consideration in the development of the areawide Unified Planning Work Program, and to approve the areawide Unified Planning Work Program;
 - ix. approve programs of planning projects and programs of capital expenditures and construction projects, including the annual Transportation Improvement Program, its Annual Element, the Short

- x. perform and approve other plans and programs as may be required by state and federal regulations, and Executive orders and directives.
- B.** The technical function of the MPO is designed to establish, monitor and review the results of the technical process for urban transportation planning in the Richmond Urbanized Area. The MPO shall:
 - i. establish the technical details of the continuing process through the MOU and pass-through agreements;
 - ii. establish detailed work activities through the Unified Planning Work Program process that fulfilled these agreements;
 - iii. review and certify the satisfactory completion of these activities; and
 - iv. in general, prepare the technical recommendations that the MPO needs to perform its policy functions in either ad hoc working groups, special or standing committees, or at MPO meetings.

ARTICLE III – Membership

Section 1. Membership

The MPO policy board shall be composed of elected members of the governing bodies of member local governments, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, providers of public transportation and appropriate state transportation officials representing the voting member organizations. The membership includes both voting and nonvoting members.

Each member organization may designate one or more alternate member(s), hereinafter referred to as alternate(s), to serve in place of an absent member of that member organization. The maximum number of alternates permitted for each member organization is equal to the number of regular members of that organization. All alternates shall be vested with the same powers and responsibilities as the regular member they are replacing.

Section 2. Voting Membership

The MPO policy board voting membership shall be composed of the following member organizations with total votes listed for each in the table below.

MEMBER	VOTES
Chesterfield County	4
Henrico County	4
City of Richmond	4
Hanover County	3
Goochland County	2
New Kent County	2
Powhatan County	2
Town of Ashland	1
Charles City County	1
Capital Region Airport Commission	1
Greater Richmond Transit Company	1
Richmond Metropolitan Transportation Authority	1
Commonwealth of Virginia Secretary of Transportation* or Designee	1
TOTAL VOTES	27

*The Commonwealth's appointment represents all departments within the Secretariat:

- Virginia Department of Aviation
- Virginia's Department of Motor Vehicles
- Motor Vehicle Board
- Office of Intermodal Planning and Investment
- Virginia Port Authority
- Virginia Passenger Rail Authority
- Department of Rail and Public Transportation
- Virginia Commercial Space Flight Authority
- Virginia Department of Transportation

Section 3. Nonvoting Membership

The nonvoting membership of the MPO policy board shall be composed of one representative from each of the agencies or organizations listed below.

Central Virginia Transportation Authority

Federal Highway Administration

Federal Transit Administration

RideFinders, Inc.

Virginia Department of Aviation

Virginia Department of Rail and Public Transportation

Virginia Port Authority

MPO Community Transportation Advisory Committee Chair

Section 4 Term of Appointment

Member organizations shall have the authority to determine the length of the terms of their member(s) and alternate(s) and whether or not they serve at the pleasure of the appointing member organization, but it is recommended that members and alternates serve for a two-year term and be eligible to be reappointed for successive terms.

ARTICLE IV – Officers and Elections

- Section 1.** The officers of the MPO shall consist of a Chair, a Vice Chair, and a Secretary. The voting membership of the MPO shall elect the Chair and Vice Chair annually in accordance with the non-binding guidance document regarding this action. The Chair and Vice Chair must be MPO jurisdictional voting members; MPO alternate members are not eligible to serve as MPO officers. The Secretary shall be the Richmond Regional Planning District Commission (PlanRVA) staff liaison to the MPO.
- Section 2.** The election of officers shall be held no later than June 30 of each year. The newly elected officers shall take office on July 1 and shall serve for a one-year term.
- Section 3.** The office of MPO Chair shall be rotated among the member local governments and the MPO may consider an order of succession incorporated into a nonbinding guidance document approved by the MPO policy board.
- Section 4. Officers: Authority & Duties**
- a. Chair
The Chair shall preside over all meetings of the MPO except when not in attendance. The Chair may address remarks to an issue before the MPO and may request appropriate actions. The Chair may request an action, however, he or she will not be eligible to move or second any action for a vote. The Chair shall be eligible to vote on all actions regardless of a tie vote.
Chair
 - b. Vice Chair
The Vice Chair shall serve as Acting Chair of the MPO in the absence of the Chair. When the Vice Chair is serving as Acting Chair, the Vice Chair shall be vested with authority to perform all the duties and exercise all the powers of the Chair, including those vested in or delegated to the Chair in these Bylaws.
 - c. Secretary
The Secretary shall be responsible for the preparation and maintenance of a permanent written record of all MPO actions and proceedings, and shall transmit notices, agendas, monthly status reports, and the minutes of each MPO meeting to each member 8 days prior to the next regular meeting.

ARTICLE V - Meetings

- Section 1.** Regular meetings of the MPO policy board shall be held monthly, or as necessary, at a suitable meeting time and place, normally on the first Thursday of the month. Special meetings may be called by the Chair. When a meeting falls on a holiday, the rescheduled meeting shall be determined by the Chair. Members shall be notified in advance of a rescheduled meeting.
- Section 2.** A quorum shall exist when a majority of the votes allocated to voting member organizations are represented by members or their alternates at the meeting.

Vacancies shall not be considered in the establishment of a quorum.

Section 3. Meeting Agendas

- a. The agenda for each MPO policy board meeting shall be prepared jointly by the Chair and the MPO Secretary.
- b. The agenda shall be transmitted eight (8) days prior to the next meeting.
- c. Additions to the agenda shall be made at the beginning of the meeting upon an affirmative vote of two-thirds of the votes represented at the meeting. An item may be added to the agenda for the next MPO meeting upon an affirmative vote of a majority of the votes represented at the current meeting.
- d. At the discretion of the Chair, the agenda may include items for consent action. Any voting member shall have the right to request and to have a consent action item removed from the agenda for consent action and placed on that day's MPO meeting agenda for review and discussion, with the Chair having the right to determine where to consider the item on the meeting agenda.

Section 4. Parliamentary authority for MPO proceedings not otherwise specified by these bylaws shall be the most recently published edition of *Robert's Rules of Order*.

Section 5. Each voting member organization shall have the right to invite technical representatives to participate in meetings and discussions of the MPO as advisors on specific agenda topics.

Section 6. The MPO is a "public body" and subject to the Virginia Freedom of Information Act (§ 2.2-3700, et seq. of the Code of Virginia) (FOIA). In accordance with the provisions of FOIA, all meetings of the policy board or any committees or subcommittees established by the policy board shall be open to the public unless lawfully convened into a closed session in accordance with FOIA.

ARTICLE VI - Voting

Section 1. Voting member organizations shall designate one representative to cast all of its votes or multiple representatives to cast any number of its votes, up to the number of representatives prescribed by the Governor of Virginia in the September 11, 1995 designation letter and listed in Article III, Section 2 of these Bylaws. Although member organizations may empower individual representatives with differing numbers of votes, each individual vote shall be cast as a whole vote and may not be split fractionally among multiple representatives.

Section 2. A voting member or alternate voting member of an organization shall be allowed to cast the vote(s) of any absent voting member(s) of the same voting member organization. In general, the member of the Executive Committee will represent an absent member's allocated votes for their same jurisdiction if a member or designated alternate is not present to vote. If the representative(s) and

alternate(s) present at the meeting are unable to unanimously agree upon which of them shall cast the votes of any absent representative(s), then the vote of the absent representative(s) will not be counted.

Section 3. All members and alternates of voting organizations must be vested with the authority to speak for and act on behalf of the appointing organization in matters concerning regional transportation planning activities.

Section 4. Each member organization shall notify the MPO Secretary of its authorized representative(s) and alternate(s), and the number of votes designated to each of them, in writing at least three business days prior to the first meeting of the MPO policy board in which they will act in their official capacity.

Section 5. Members must notify the MPO Secretary if their vote(s) will be represented by their designee or alternate prior to the start of the subject meeting. If advance notice is not given, the MPO Secretary (or their designee) will assign the absent members' votes according to the instructions provided by the jurisdiction at the time of appointment.
When indicating presence during attendance, the alternate in attendance should disclose their intention to represent the absent member(s) and the votes they will cast in the subject meeting.

Section 6. Voting on matters before the MPO policy board shall generally be conducted by voice vote.
Either before or immediately following a voice vote, any member may request that the vote be conducted (or conducted again) by either a show of hands or a roll call. In conducting such votes, the Secretary or designee shall, when called upon by the MPO Chair, announce the number of votes cast by each member or alternate.

Section 7. No proxy votes shall be allowed.

ARTICLE VII – MPO Committees

Section 1. Standing Committees

The MPO is supported by Standing Committees as described below.
These Bylaws shall be applicable to all standing committees.

Section 2. Executive Committee

There shall be an Executive Committee, which shall be a Standing Committee of the MPO. The Chair of the MPO shall serve as a member and as the Chair of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the MPO, the immediate past Chair of the MPO, and one representative from each jurisdiction not having an officer on the MPO. The Chair shall appoint these additional members of the Executive Committee. A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

The Executive Committee shall have the following specific powers and duties:

- a. To facilitate work program planning and management of the regional transportation planning process by providing policy guidance and input on future agenda items.
- b. Any other power granted to it by an affirmative vote of the MPO policy board in an open meeting, provided a quorum is present at said open meeting, such as but not limited to
 1. recommend amendments to the MPO-adopted Unified Planning Work Program and Transportation Improvement Program;
 2. recommend additions and/or revisions to the highway functional classification system;
 3. approve socioeconomic data and forecasts; and
 4. recommend endorsements of requests from local governments, agencies, and other organizations seeking state and federal grant funds.

Section 3. Technical Advisory Committee

There shall be a Technical Advisory Committee (TAC) composed of one technical representative from each of the following local governments and organizations:

City of Richmond
County of Charles City
County of Chesterfield
County of Goochland
County of Hanover
County of Henrico
County of New Kent
County of Powhatan
Town of Ashland
Capital Region Airport Commission
Central Virginia Transportation Authority
GRTC Transit System
Richmond Metropolitan Transportation Authority

RideFinders, Inc.
Virginia Department of Rail and Public Transportation
Virginia Department of Transportation
Virginia Port Authority

Each local government or organization shall be responsible for designating its member to TAC. Local governments may wish to designate an alternate to their designated TAC member to ensure representation at all meetings. A quorum shall consist of a majority of the TAC membership, which shall include, at a minimum, four of the local government representatives. Either TAC members or the local government members' alternates will be considered in determining TAC meeting quorums, and for voting on actions before TAC.

The purpose of the TAC is to serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC shall address other matters and concerns if directed by the MPO or the MPO Chair. TAC shall specifically be responsible for reviewing, and providing technical comments and recommendations to the MPO on the following:

- a. Unified Planning Work Program
- b. Transportation Improvement Program
- c. Long Range Transportation Plan
- d. Air Quality Planning

The TAC shall meet as required in the performance of its duties.

Section 4. Community Transportation Advisory Committee

There shall be a Community Transportation Advisory Committee (CTAC) to the MPO, with both citizen and organizational voting membership as shown in the chart below.

MEMBER	Votes
Chesterfield County	4
Henrico County	4
City of Richmond	4
Charles City County	1
Goochland County	2
Hanover County	3
New Kent County	2
Powhatan County	2
Town of Ashland	1
Up to twelve (12) at-large member organizations appointed by the MPO	1 vote each

Each local government may appoint representatives from the community up to the amount of votes indicated in the table. Community representatives may represent more than one vote provided the number of assigned votes is communicated with notice of the appointment:

The officers of CTAC shall consist of a Chair and Vice Chair elected by the CTAC voting membership. Only jurisdictional representatives shall be eligible to be Chair and Vice Chair. The CTAC officers shall be elected to a one-year term of office beginning July 1 and ending June 30.

To the maximum extent possible, the at-large appointees should represent diverse organizations with recognized transportation planning concerns including but not limited to representation of transportation disadvantaged populations.

Each at-large member organization may appoint an alternate member to serve in the absence of the regular member. Each appointee shall serve a two- year term, and may be reappointed for successive terms. The CTAC should meet as necessary. A quorum shall consist of a majority of the Committee's current membership.

The purpose of this Committee is to advise the MPO on issues, plans, studies, and matters necessary and appropriate for providing viable and reasonable citizen and stakeholder input. Resolutions approved by the CTAC shall be presented to the MPO.

Section 5. Other Committees

The Chair may create other committees with concurrence from the Executive Committee to address matters of importance to the body. The Chair will appoint members and name the Chair of such specially formed committees. These bylaws apply to the operation of any MPO committee.

ARTICLE VIII – Amendment

Section 1. These bylaws may be amended by an affirmative vote of two-thirds of all votes on the MPO policy board at that time, at two consecutive meetings of the MPO policy board. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Section 2. These bylaws shall become effective immediately upon ratification by a vote of the MPO policy board as described in Section 1 above. Each MPO member shall be given a copy.

AMENDMENT NOTES:

1. Ratification Date: First reading of Bylaws amendment on March 15, 1990. Second reading and final adoption on April 12, 1990.
2. Bylaws Amendment: Article V, Section 2, amended by MPO on December 13, 1990.
3. Bylaws Amendment: Article VI, Section 4, amended by MPO on June 10, 1993.
4. Bylaws Amendment: Article IV, Section 3, amended by MPO on July 8, 1993.
5. Bylaws Amendments: Article I, Section 2; Article III, Sections 1, 2, and 3; Article IV, Section 3; Article V, Sections 1, 2, and 3; and Article VI, Section 2; amended by the MPO on November 9, 1995.
6. Bylaws Amendment: Article V, Section 2; amended by MPO on February 12, 1998.
7. Bylaws Amendment: Article III, Section 3; amended by MPO on May 11, 2000.
8. Bylaws Amendments: Article IV, Section 4, Subsection (a); Article V, Section 1; and Article VI, Section 1; amended by MPO on April 12, 2001.
9. Bylaws Amendment: Article V, Section 1; amended by MPO on March 14, 2002.
10. Bylaws Amendment: Article V, Section 3; amended by MPO on December 11, 2003.
11. Bylaws Amendments: Article III, Section 3; and Article V, Section 3; amended by MPO on February 10, 2005.
12. Bylaws Amendment: Article VI, Section 1, amended by MPO on February 14, 2013.
13. Bylaws Amendment: Article III, Section 3; and Article V, Sections 2 and 3; amended by MPO on November 7, 2013.
14. Bylaws Amendment: Article I, Section 1; Article III, Sections 1, 2, 3, 4 and 5; Article V, Section 1; Article VI, Sections 1, 2, 4 and 5; and Article VII, Section 1; amended by MPO on October 2, 2014.
15. Bylaws Amendment: Consistent with the 2013 federal certification review report, the RRTPO undertook a comprehensive review of the Bylaws; the last comprehensive review was conducted in 1990. This comprehensive amendment resulted in document reorganization, changes recommended for clarity and consistency, several recommendations included in the 2017 federal certification review report, and re-incorporation of the Elderly and Disability Advisory Committee into the Citizens Transportation Advisory Committee as a standing work group; amended by MPO on June 28, 2018.
16. Bylaws Amendment: The RRTPO Policy Board acted to amend the Bylaws on May 5, 2022, to remove the prohibition of conducting meetings via electronic communications

means in response to amendments to the Virginia Freedom of Information Act allowing regional public bodies to do so.

17. Bylaws Amendment: The RRTPO Policy Board acted to amend the Bylaws on February 5th, 2026 and March 5, 2026, to update attendance and vote casting procedures. There were also updates to the TAC membership, including the removal of PlanRVA members and the addition of CVTA and Port of Virginia members.

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY FOR MEETINGS HELD THROUGH ELECTONIC COMMUNCIATIONS MEANS
DURING DECLARED STATES OF EMERGENCY OR OTHERWISE

Adopted: May 29, 2025

1. AUTHORITY AND SCOPE

- a. This policy is adopted pursuant to the authorization of §§ 2.2-3708.2 and 2.2-3708.3 of the *Code of Virginia* ("Va. Code") and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.
- b. This policy rescinds and supersedes the Policy for the Remote Participation of Members and the Policy for All-Virtual Public Meetings, both of which were adopted on October 6, 2022.
- c. This policy shall be reviewed and re-adopted or amended annually in compliance with applicable provisions of VFOIA.

2. DEFINITIONS

- a. "**RRTPO**" means the Richmond Regional Transportation Planning Organization or any committee, subcommittee, or other entity of the Richmond Regional Transportation Planning Organization.
- b. "**Member**" means any member of the RRTPO.
- c. "**Remote participation**" means participation by an individual member of the RRTPO by electronic communication means in a public meeting where a quorum of the RRTPO is physically assembled, as defined by Va. Code § 2.2-3701.
- d. "**Meeting**" means a meeting as defined by Va. Code § 2.2-3701.
- e. "**Notify**" or "**notifies**," for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MEETINGS HELD THROUGH ELECTRONIC COMMUNICATION MEANS
DURING DECLARED STATES OF EMERGENCY

The RRTPO may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor or the locality in which the body is assembling for the meeting has declared a state of emergency in accordance with applicable law, provided that (i) the

catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations or the discharge of its lawful purposes, duties, and responsibilities. Under such circumstances, the RRTPO:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members conducting the meeting;
- b. Make arrangements for public access to such meeting through electronic communication means, including video-conferencing;
- c. Provide the public with the opportunity to comment when public comment is customarily received during meetings; and
- d. Otherwise comply with the VFOIA.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the meeting minutes. These policy provisions shall be applicable only for the duration of the declared emergency under applicable law.

4. **MEETINGS HELD THROUGH ELECTRONIC COMMUNICATION MEANS**
(SITUATIONS OTHER THAN DECLARED STATES OF EMERGENCY)

- a. Individual members may use remote participation instead of attending a meeting in person if, in advance of the meeting, the member notifies the chair that:
 - i. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
 - ii. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held.
 - iii. The member's principal residence is more than 60 miles from the meeting location identified in the meeting notice; or
 - iv. The member is unable to attend the meeting due to a personal matter, the nature of which is identified with specificity. The member may not rely upon this rationale more than two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

- v. The reason for the member's remote participation and the general location from which the member participates shall be recorded in the meeting minutes.
 - vi. If a member's remote participation is disapproved because such participation would violate this policy, the disapproval shall be recorded in the meeting minutes.
- b. An all-virtual public meeting may be held under the following circumstances:
 - i. The meeting notice shall indicate whether the meeting will be an in-person or all-virtual meeting and that the meeting arrangements will not be changed without providing an updated notice, pursuant to VFOIA;
 - ii. Public access to the all-virtual meeting is provided via electronic communication means, which allows the public to hear all members participating in the all-virtual meeting and, when audio-visual technology is available, to see the members;
 - iii. A phone number or other live contact information is provided as a means to report if the audio or video transmission of the meeting fails;
 - iv. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members are made available to the public in electronic format at the same time that such materials are provided to the members;
 - v. The public is afforded the opportunity to comment through electronic means, including by way of written comments;
 - vi. No more than two members are together in any one remote location unless that remote location is open to the public;
 - vii. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify compliance with VFOIA;
 - viii. All-virtual meetings shall not be conducted (i) more than two times per calendar year or 50 % of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual meeting; and
 - ix. Minutes of all-virtual meetings shall include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.

- x. If a member's participation from a remote location is disapproved it shall be recorded in the minutes with specificity.

5. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

- a. The RRTPO may schedule its all-virtual public meetings at the same time and using the same procedures used by the RRTPO to set its meeting calendar for the calendar year; or
- b. If the RRTPO wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 4 above, the RRTPO Chair may schedule an all-virtual public meeting provided that any such meeting comports with this policy and VFOIA notice requirements.

THE RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS

Adopted: October 6, 2022

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or a local governing body. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. DEFINITIONS

a. **“RRTPO”** means the Richmond Regional Transportation Planning Organization or any committee, subcommittee, or other entity of the Richmond Regional Transportation Planning Organization.

b. **“Member”** means any member of the RRTPO.

c. **“Remote participation”** means participation by an individual member of the RRTPO by electronic communication means in a public meeting where a quorum of the RRTPO is physically assembled, as defined by Va. Code § 2.2-3701.

d. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.

e. **“Notify”** or **“notifies,”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the RRTPO must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at

any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the RRTPO Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the RRTPO staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the RRTPO has assembled for the meeting, the RRTPO shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the RRTPO shall record in its minutes (1) the RRTPO's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the RRTPO goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.



Planning District Commission



Metropolitan Planning Organization

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond

RRTPO AGENDA 6/28/18; ITEM II.

**MPO BYLAWS: ESTABLISH NON-BINDING
GOVERNING GUIDANCE DOCUMENTS,
SECOND READING AND FINAL ACTION**

Richmond Regional Transportation Planning Organization

On motion of Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

BE IT FURTHER RESOLVED, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

This is to certify that the Richmond Regional Transportation Planning Organization approved the above resolution at its meeting held June 28, 2018.

WITNESS:

Sharon E. Robeson
Program Assistant
Richmond Regional Planning
District Commission

BY:

Barbara Schoeb Nelson
Secretary
Richmond Regional Transportation
Planning Organization



Planning District Commission



Metropolitan Planning Organization

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond

RRTPO AGENDA 5/3/18; ITEM II.B.

**MPO BYLAWS: ESTABLISH NON-BINDING
GOVERNING GUIDANCE DOCUMENTS**

Richmond Regional Transportation Planning Organization

On motion of Patricia S. O'Bannon, seconded by James M. Holland, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

BE IT FURTHER RESOLVED, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

This is to certify that the Richmond Regional Transportation Planning Organization approved the above resolution at its meeting held May 3, 2018.

WITNESS:

BY:

Sharon E. Robeson
Program Assistant
Richmond Regional Planning
District Commission

Barbara Schoeb Nelson
Secretary
Richmond Regional Transportation
Planning Organization



RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT # 1

MPO Policy Board Leadership Rotation

Adopted June 28, 2018

In order to facilitate a regular and orderly rotation of leadership of the MPO Policy Board among the representatives of the member jurisdictions, the MPO Chairmanship may be rotated among the representatives from the respective jurisdictions in the order presented below. The MPO Vice Chairman may be from the jurisdiction following that of the MPO Chairman.

Goochland County
Hanover County
Chesterfield County
City of Richmond
Henrico County
Town of Ashland
Charles City County
New Kent County
Powhatan County



RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT # 2

Meeting Attendance

Adopted June 28, 2018

Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meetings without good reason, the Chairman or Director of the MPO shall inquire as to the cause of the absence and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on the MPO.



RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT # 3

Technical Advisory Committee Leadership Rotation

Adopted June 28, 2018

In order to facilitate a regular and orderly rotation of leadership of the Technical Advisory Committee (TAC) leadership among the representatives of the member jurisdictions, the TAC Chairmanship may be elected pursuant to the order listed below. The TAC Vice Chairman may be elected by the TAC from the jurisdiction following that of the TAC Chairman. Terms of the Chairman and Vice Chairman shall be one year from July 1 to June 30.

City of Richmond
Goochland County
Powhatan County
Chesterfield County
Town of Ashland
New Kent County
Henrico County
Hanover County
Charles City County



RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT # 4

Community Transportation Advisory Committee Leadership Rotation

Adopted June 28, 2018

In order to facilitate a regular and orderly rotation of leadership of the Community Transportation Advisory Committee (CTAC) leadership among the representatives of the member jurisdictions, the CTAC Chairmanship may be elected pursuant to the order listed below. The CTAC Vice Chairman may be elected by the CTAC from the jurisdiction following that of the CTAC Chairman. Terms of the Chairman and Vice Chairman shall be one year from July 1 to June 30.

Hanover County
Henrico County
Charles City County
Chesterfield County
Goochland County
Town of Ashland
New Kent County
City of Richmond
Powhatan County

In the event that a jurisdictional representative is unable to serve as CTAC Chairman or CTAC Vice Chairman when required by the rotational schedule, the MPO Chairman shall appoint a Chairman or Vice Chairman for CTAC for that term.



**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION
NON-BINDING GOVERNANCE**

GUIDANCE DOCUMENT #5

Membership Appointment Resolution Template

Adopted June 28, 2018

RESOLUTION OF THE [GOVERNING BODY] OF THE [TOWN/CITY/COUNTY]

WHEREAS, the [Town/City/County] is a member organization of the Richmond Regional Transportation Planning Organization (RRTPO); and

WHEREAS, the RRTPO policy board is composed of local elected officials and officials of public agencies; and

WHEREAS, pursuant to Article III, Section 2 of the RRTPO Bylaws, the [Town/City/County] is required to appoint local officials to serve as authorized representatives; and

WHEREAS, the [Governing Body] of the [Town/City/County] desires to appoint [name of individuals] to the RRTPO for [term]; and

WHEREAS, each authorized representative is entitled to [number of votes]; and

WHEREAS, pursuant to Article III, Section 1 of the Bylaws, the [Board/Council] also designates [name of individual(s) equal to number of regular representatives] as an alternate to serve in place of an absent representative;

NOW, THEREFORE, BE IT RESOLVED, by the [Board/Council] of [Town/City/County] as follows:

1. The [Board, Council] desires to appoint [list names of appointees] and each representative will have [number of votes].
2. The [Board/Council] appoints [names of alternates] to serve as an alternate in place of an absent representative.

Adopted: _____

Chairman/Mayor

Attest:

County/City Manager

RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

GUIDANCE DOCUMENT #6

MEETING CANCELTATION POLICY

Adopted June 28, 2018

Meeting Cancellation Policy

In the event of inclement weather or other event constituting an emergency, staff will contact the MPO Chairman to make a determination on cancellation of the MPO meeting. An MPO meeting may be canceled if:

- the meeting place is closed;
- driving is likely to be hazardous; or
- attendance is likely to be below the requirements for a quorum.

The Richmond Regional Planning District Commission follows the State of Virginia Employee emergency closing schedule for inclement weather. Additionally, at the discretion of the MPO Chairman in consultation with staff, an MPO meeting may be canceled for other cause.

Notification of Cancellation

Every effort will be made to notify members and other potential attendees, as appropriate, of the determined MPO meeting cancellation. Notification methods may include the following, as possible:

- An e-mail notification will be sent to all MPO members and alternate members.
- Telephone calls will be made to persons without e-mail.
- The closing will be posted on the website (www.richmondregional.org).
- The RRPDC recorded telephone answering message will include RRPDC office closing or late opening information.
- The State of Virginia Employee emergency closing schedule will be listed on the WWBT Channel 12 website.