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-Wiecck, 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:  
Barbara Schoeb Nelson  
Secretary  
Richmond Regional Transportation Planning Organization

BY:

Sharon E. Robeson  
Program Assistant  
Richmond Regional Planning District Commission
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

Approved and 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
Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meetings without good reason, the Chairman or Secretary 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.
In order to facilitate a regular and orderly rotation of leadership of the Technical Advisory Committee (TAC) 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
Community Transportation Advisory Committee Leadership Rotation

Approved and Adopted
June 28, 2018

In order to facilitate a regular and orderly rotation of leadership of the Community Transportation Advisory Committee (CTAC) among the representatives of the member jurisdictions, the CTAC Chairmanship may be elected pursuant to the order listed below. The CTAC Vice Chairmanship 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.
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 [Governor 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
Meeting Cancelation Policy

In the event of inclement weather or other event constituting an emergency, staff will contact the MPO Chairman to make a determination on cancelation 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 Cancelation

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.