

# **RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

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## **NON-BINDING GOVERNANCE GUIDANCE DOCUMENTS**

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**Approved and Adopted June 28, 2018**

**MPO RESOLUTIONS: Establishing the Non-Binding Governance Guidance Documents**

<b>DOCUMENT 1:</b>	<b>MPO Policy Board Leadership Rotation</b>	<b>page 1</b>
<b>DOCUMENT 2:</b>	<b>Meeting Attendance</b>	<b>page 2</b>
<b>DOCUMENT 3:</b>	<b>Technical Advisory Committee Leadership Rotation</b>	<b>page 3</b>
<b>DOCUMENT 4:</b>	<b>Community Transportation Advisory Committee Leadership Rotation</b>	<b>page 4</b>
<b>DOCUMENT 5:</b>	<b>Member Appointment Resolution Template</b>	<b>page 5</b>
<b>DOCUMENT 6:</b>	<b>Meeting Cancellation</b>	<b>page 6</b>





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.

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

WITNESS:

BY:

Sharon E. Robeson  
Program Assistant  
Richmond Regional Planning  
District Commission

Barbara Schoeb Nelson  
Secretary  
Richmond Regional Transportation  
Planning Organization



Planning District Commission



Metropolitan Planning Organization

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Henrico  
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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**

**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

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**NON-BINDING GOVERNANCE**

**GUIDANCE DOCUMENT #2**

**Meeting Attendance**

**Approved and 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 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.

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**NON-BINDING GOVERNANCE**

**GUIDANCE DOCUMENT #3**

**Technical Advisory Committee Leadership Rotation**

**Approved and Adopted  
June 28, 2018**

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

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**NON-BINDING GOVERNANCE**

**GUIDANCE DOCUMENT #4**

**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 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**

**Approved and 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**

## **MEETING CANCELTION POLICY**

### **GUIDANCE DOCUMENT #6**

**Approved and 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](http://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.