

# **INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION**

## **BY-LAWS**

Revised  
October 26, 2009

Adopted  
October 28, 2009

Effective  
January 1, 2010

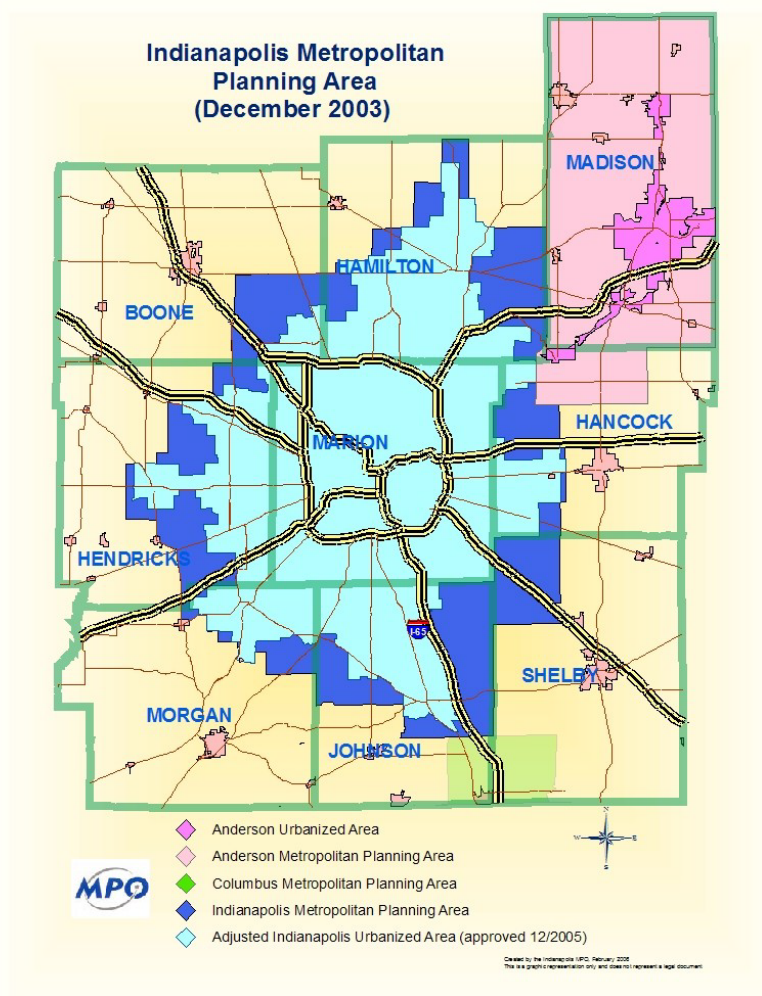
## BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people for the purpose of conducting a cooperative, comprehensive and continuing transportation planning process.

### I. DESIGNATED METROPOLITAN PLANNING ORGANIZATION (MPO) and METROPOLITAN PLANNING AREA (MPA) for the INDIANAPOLIS REGION

- A. The City of Indianapolis Department of Metropolitan Development is the designated MPO for the Indianapolis Metropolitan Planning Area. Per the 2000 Decennial Census the Indianapolis Metropolitan Planning Area includes all of Marion County and portions of Boone, Hamilton, Hancock, Johnson, Morgan, Hendricks and Shelby counties as shown on the attached map.
- B. The Policy Committee of the Indianapolis Regional Transportation Council is the body that approves all transportation-related activities of the MPO.

Map 1: Indianapolis Metropolitan Planning Area



## **II. MPO ROLE**

- A. To develop and direct a continuing and comprehensive transportation planning process that is conducted cooperatively with the state and Local Public Agencies (LPA's) in concurrence with federal guidelines.
- B. To advise the IRTC Policy Committee on the status of needs identified through the transportation planning process.
- C. To assist the general public in understanding decisions and policies of the IRTC Policy Committee.
- D. To evaluate short and long-range transportation needs and prepare plans to address those needs.
- E. To provide early and continued guidance of elected and appointed officials in the planning and development of transportation systems.
- F. To provide a sound framework for cooperative federal, state, regional, and local efforts for organizing transportation development.
- G. To serve as the focal body for developing and evaluating policies and guidelines for use in shaping transportation developments.
- H. To eliminate to the extent possible duplication of effort, unnecessary or unrealistic requirements, costly delays and confusing processes within the transportation planning arena.
- I. To achieve consistency of planning principals, philosophies and procedures consistent with federal, state and local laws, rules and regulations.
- J. To make recommendations and decisions based on the consequences and consistency with local, regional, state and national transportation goals, significance to the quality of life, impacts upon the environment and natural resources, technical and financial feasibility, and effects on related transportation modes and inter-governmental relationships.

## **III. RESPONSIBILITIES**

- A. Establishment of goals and objectives for the transportation planning process
- B. Consideration of the planning factors outlined in SAFETEA-LU (and subsequent federal transportation bills) and planning emphasis areas identified annually by FHWA and FTA in the preparation of the Unified Planning Work Program (UPWP) and in the Transportation Plan.
- C. Preparation of a UPWP in cooperation and consultation with the Indiana Department of Transportation (INDOT), the Indianapolis Public Transportation Corporation (IPTC) / IndyGo, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

- D. Provision of pertinent certifications to INDOT and FHWA pertaining to the conduct of the transportation planning process for the MPA.
- E. Completion and updating of the Indianapolis Regional Transportation Plan.
- F. Development and maintenance of the Indianapolis Regional Transportation Improvement Program (IRTIP).

#### **IV. ORGANIZATIONAL STRUCTURE / MEMBERS**

- A. The MPO organizational structure consists of the Indianapolis Regional Transportation Council (IRTC) which includes a Technical Coordinating Committee, a Policy Committee and an Administrative Committee.
- B. The IRTC Policy Committee will include elected and appointed representatives from all of the Local Public Agencies (LPA) within the Indianapolis Metropolitan Planning Area. The current list (August 2009) is shown below.

1. Boone County
2. Town of Zionsville
3. Hamilton County
4. Town of Arcadia
5. Town of Atlanta
6. City of Carmel
7. Town of Cicero
8. Town of Fishers
9. City of Noblesville
10. City of Westfield
11. Hancock County
12. Town of McCordsville
13. Town of New Palestine
14. Hendricks County
15. Town of Avon
16. Town of Brownsburg
17. Town of Danville
18. Town of Pittsboro
19. Town of Plainfield
20. Johnson County
21. Town of Bargersville
22. City of Franklin
23. City of Greenwood
24. Town of New Whiteland
25. Town of Whiteland
26. Morgan County
27. Town of Brooklyn
28. Town of Mooresville
29. Shelby County
30. Marion County
31. City of Indianapolis
32. City of Beech Grove

- 33. City of Lawrence
- 34. City of Southport
- 35. Town of Speedway
- 36. Town of Cumberland

- i. Each LPA's elected/appointed official(s) shall designate the representative for that LPA.
- ii. Only members that pay their share of the local match are considered *eligible voting members*.
- iii. Representatives shall remain as members until a successor has been named by the LPA. Each LPA shall provide a letter to the MPO by February 1 of each year noting the official representative and eligible alternate (proxy).
- iv. The use of a proxy requires notification in writing before the Policy Committee meeting (mail, e-mail, or fax are acceptable methods of notification).
- v. Following approved changes to the urbanized area and/or Metropolitan Planning Area (MPA), elected officials from municipalities within the new area shall be included on the IRTC Policy Committee.
- vi. The following agencies are represented as voting members of the IRTC Technical and Policy Committees:
  - Indianapolis Public Transportation Corporation / IndyGo
  - Central Indiana Regional Transportation Authority (CIRTA)
  - Indianapolis Airport Authority
  - Indiana Department of Transportation
  - Ports of Indiana
- vii. The following agencies serve on the IRTC Technical and Policy Committees as advisory, non-voting members:
  - Federal Highway Administration
  - Federal Transit Administration
  - Environmental Protection Agency
  - Indiana Department of Environmental Management
  - Indianapolis Metropolitan Development Commission
  - Local Public Agencies that choose not to pay
- viii. Actions of the Policy Committee are approved by a majority vote and are only considered valid if the 15 member quorum is present.
- ix. The Indianapolis MPO agrees to conform to the policies agreed-upon in the Planning Activities Agreement with the Madison County Council of Governments (MCCOG) and the Columbus Area Metropolitan Planning Organization (CAMPO). This document is attached for reference as Attachment 1.
- x. Participation in the metropolitan planning process is contingent upon the following requirements:

1. Each local public agency within the Indianapolis Metropolitan Planning Area (MPA) is required to contribute to the local match of the metropolitan transportation planning function,
  - a. *Eligible voting members* are defined as those who contribute their share of the local match and the agencies defined in Section IV – H above.
  - b. Effectively immediately, each LPA must commit to the provision of the local match for the life of the surface transportation bill that begins October 1, 2009
  - c. If an LPA decides to “opt in” after a transportation bill is in place they must pay their share of the local match retroactive to the start of the current transportation bill (including continuing resolution periods for transportation bills)
  - d. Any LPA that has a current transportation project in the MPA funded with federal dollars may not opt out of the local match funding cycle until the project is officially closed out by INDOT
    - If an LPA does not pay their local match by the end of the first quarter of each calendar year or ceases to pay while receiving federal funds for construction, the federal portion of the project will be canceled, the project will be removed from the Indianapolis Regional Transportation Improvement Program (IRTIP) and the LPA will be required to complete the project with local funding.
  - e. Only LPA’s that do not have active transportation projects funded with federal dollars or any projects programmed for implementation in the Indianapolis Regional Transportation Improvement Program (IRTIP) may opt out by giving written notice to the MPO no later than May 1<sup>st</sup> of each year
  - f. The period of time during a continuing resolution(s) is considered the start of a new transportation bill and is counted toward the overall 6-year bill cycle.
  - g. Currently, SAFETEA-LU is set to expire on 9-30-09. Local match commitments for 2010 shall be construed as to support the future surface transportation legislation and the commitment will carry over the 6 years of that act
  - h. The contribution of the local match share by each LPA is required in order to receive federal funds for construction and implementation of transportation projects
  - i. The contribution of local match share is required in order to gain access to any licensed data products (for example: Pictometry, Dun and Bradstreet data, etc) available to the MPO
  - j. The contribution of local match share is required in order to gain MPO planning support (encompasses a variety of transportation planning assistance)
  - k. The contribution of local match share is required in order to be eligible for use of surplus planning funds that may become available to the MPO
2. The local match share for each LPA shall be based on the percentage share of the participating LPA’s population within the MPA, as defined by the current Decennial Census or special Census (as applicable)
  - a. The MPO staff shall provide a spreadsheet showing the current status of funding match upon request but no less than annually at the 2<sup>nd</sup> quarter meetings of the IRTC Technical and Policy Committees

- C. The Technical Coordinating Committee includes the technical staff of the policy members plus other interested parties as recommended by SAFETEA-LU and subsequent federal transportation acts to conduct the transportation planning process. Actions by the Technical Committee are advisory to the Policy Committee.
- i. Each LPA's elected/appointed official(s) shall designate the representative for the Technical Coordinating Committee, recognizing that Technical Committee members should be a staff member with technical expertise.
  - ii. Only members that pay their share of the local match are considered *eligible voting members*.
  - iii. Representatives shall remain as members until a successor has been named by the LPA. Each LPA shall provide a letter to the MPO by February 1 of each year noting the Technical Committee member and eligible alternate (proxy).
  - iv. The use of a proxy requires notification in writing before the Technical Committee meeting (mail, e-mail or fax are acceptable methods of notification).
  - v. The responsibilities of the Technical Committee shall include the following:
    - Provide general guidance in carrying out the transportation planning process
    - Advise on technical procedures and standards for conducting the cooperative transportation planning process.
    - Recommend alternative transportation system plans and programs for consideration by the IRTC Policy Committee.
    - Coordinate programs that involve multi-agency responsibility and/or impact.
    - Establish "special task forces" as required to meet IRTC purposes, and coordinate their assignments.
    - Review progress on the transportation planning process; review activities and reports on technical sufficiency, accuracy, and completeness of studies, plans and programs.
    - Review the Unified Planning Work Program as it relates to the transportation planning process and recommend it to the IRTC Policy Committee.
    - Review proposed project plans significantly impacting the transportation system for compatibility with the adopted system plan.
    - Develop and review transportation system plans and programs and recommend to the IRTC Policy Committee.
- D. The Administrative Committee shall serve as an ad hoc committee to the Policy Committee

- i. The Chair of the Policy Committee shall serve on the Administrative Committee. The Chair may designate the MPO Executive Director to act in the capacity of the Chair if the Chair is not able or unavailable to attend a meeting of the Administrative Committee.
- ii. Other Committee members shall be elected on the same cycle as the Chair and Vice-Chair from *eligible voting members* and shall not exceed four (4) – for a maximum of five (5) Administrative Committee members. In the event a member of the Administrative Committee is not able to fulfill their obligation they shall provide notification in writing to the Chair and the MPO Executive Director. At the next scheduled IRTC Policy Committee meeting a special election shall be held to fill the vacant position.
- iii. All matters before the Administrative Committee shall be decided by a majority vote of the voting members present at the meeting. Each voting member of the Administrative Committee shall be entitled to one (1) vote.
- iv. The responsibilities of the Administrative Committee are as follows:
  - Review and advise on personnel, hiring and training needs and issues of the MPO staff
  - Review and advise on consultant selection processes for MPO planning studies
  - Review and advise on budget needs and issues
  - Review and advise on issues pertaining to the organizational structure of the MPO and the IRTC
  - Review and advise on contractual needs and issues of the MPO staff as they pertain to planning studies and the hiring of outside contractors
  - Approve emergency amendments brought before the Indianapolis Regional Transportation Council. Emergency amendments will be provided to members of the Technical Committee and Policy Committee and final action will be taken by the Administrative Committee at their regularly scheduled monthly meeting.
- v. The Administrative Committee has the authority to approve situations and issues pertaining to the above responsibilities in Section D-iv without further endorsement from the Policy Committee, unless the Chair determines that additional review and consultation is required by the full Policy Committee.

## V. OFFICERS

- A. The officers of the IRTC Policy Committee for the Indianapolis MPO / IRTC shall consist of a Chair and a Vice-Chair.
- B. The Chair and Vice-Chair shall be elected annually from the *eligible voting members* at the first regularly scheduled meeting of the calendar year. The newly elected Chair and Vice-Chair shall take office immediately following the election. The chair must have served as an MPO *eligible voting member* for one year immediately prior.

Additional elections may be held if either the Chair or Vice-Chair cannot carry out his/her duties and complete the remainder of the appointed term.

- C. The term of office for officers shall be one year. Officers may serve unlimited terms.
- D. The Chair shall preside at IRTC Policy Committee meetings, including sub-committee meetings as appropriate. The Chair shall work with the MPO staff to set the order of business for each meeting. In the Chair's absence the Vice-Chair shall preside and complete all other duties of the Chair. In the event that the Chair is unable to carryout his/her duties for the remainder of the term, the Vice Chair shall carryout the functions of the Chair for the remainder of the year.
- E. The Executive Director of the Indianapolis MPO shall preside over the IRTC Technical Committee.

## **VI. MEETINGS**

- A. Four meetings of the IRTC Technical Committee and Policy Committee will be held annually, in the months of February, May, August and October (or as deemed appropriate for the efficient conduct of business). The Chair may cancel regular meetings should there be insufficient business on the Committee's tentative agenda (which is prepared by the MPO staff).
- B. Special meetings may be called by the Chair with one week's notice, or at the request of the majority of the *eligible voting members*. Whenever possible, at least seven (7) calendar days notice shall be given.
- C. A quorum of the IRTC shall be constituted by 15 of the *eligible voting members*.
- D. Each member shall be expected to attend each regular meeting. When *eligible voting members* (or their authorized alternates) do not attend three (3) consecutive IRTC meetings, the Chair will send a letter to the chief elected/appointed officer of the LPA indicating the number of absences and requesting reaffirmation or re-designation of the LPA's representative.
- E. The Administrative Committee shall meet monthly. During the months of the regularly scheduled quarterly meetings of the Technical Committee and Policy Committee no meeting will be held unless deemed necessary by the Chair.
- F. Meeting agendas will be distributed at least one week prior to the IRTC meetings. Items on the agenda originate from the MPO staff and pertain to pertinent items of business that the MPO must complete. Items may also be placed on the agenda at the request of the Chair.
- G. The MPO and IRTC shall conduct their business in compliance with the State of Indiana's Open Meetings Law.

## **VII. VOTING PROCEDURES**

- A. The Chair and any member may call for a vote on any issue, provided that it is seconded and within the roles and responsibilities set forth in Sections II and III of these By-Laws and provided the issue is on the agenda as outlined in Section VI of these By-Laws.

- B. The Chair and voting members (or their qualified alternates) are permitted to vote. Non-voting members and unauthorized alternates are not permitted to vote. Abstentions shall be considered affirmative votes. By approval of the IRTC, a member may withdraw from voting on an issue.

#### **VIII. AMENDMENTS TO BY-LAWS**

Amendments to these By-Laws of the MPO/IRTC shall require the affirmative vote of at least one-half of the IRTC votes, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered.