

BYLAWS
OF
SIouxLAND REGIONAL TRANSPORTATION PLANNING ASSOCIATION (SRTPA)
POLICY BOARD

ARTICLE I. - GENERAL

Section 1. The name of this body shall be the Siouxland Regional Transportation Planning Association Policy Board (hereinafter “**Policy Board**”).

ARTICLE II. - PURPOSE

Section 1. The **Policy Board** shall serve as the local planning agency for matters necessary to comply with the requirements of Title 23, United States Code, and subsequent acts. The **Policy Board** shall have the power and duty to prepare and adopt comprehensive transportation studies and plans to guide the unified development of the Siouxland Regional Transportation Planning Area and to promote the general welfare and prosperity of its people in an economic and efficient manner.

Section 2. The **Policy Board** shall examine projects concerning the development of a safe, efficient, and coordinated transportation network.

Section 3. The **Policy Board** shall annually adopt, at a minimum, a four-year *SRTPA Transportation Improvement Program* (TIP) and shall review the allocation of all federal-aid funds to eligible projects within each Annual Element of the TIP.

Section 4. The **Policy Board** shall annually review the *SRTPA Long-Range Transportation Plan* (LRTP) and update as necessary, or at least once every five years.

Section 5. The **Policy Board** shall annually adopt a *SRTPA Transportation Planning Work Program* (TPWP) that details projected work activities and a proposed budget for implementation.

Section 6. The **Policy Board** shall adopt and implement a *SRTPA Public Participation Plan* (PPP) that outlines the promotion and utilization of public involvement, to be reviewed annually and updated as necessary.

Section 7. The **Policy Board** shall annually review the *Passenger Transportation Plan* (PTP) and update as necessary, or at least once every five years.

ARTICLE III. - MEMBERSHIP

Section 1: A **Policy Board** voting member shall be an elected official of the governmental entities listed in Subsection 1a. The mayor or chairperson of each of the following governmental entities shall submit in writing to the **Policy Board** Secretary the name of the designated voting member and an alternate. The alternate shall also be an elected official of the governmental entity listed in Subsection 1a.

Subsection 1a. Voting Members

Woodbury County Board of Supervisors (1)
Plymouth County Board of Supervisors (1)
Cherokee County Board of Supervisors (1)
Monona County Board of Supervisors (1)

Ida County Board of Supervisors (1)
Le Mars City Council (1)
Cherokee City Council (1)

A **Policy Board** non-voting member shall be a representative(s) of the governmental entities listed in Subsection 1b.

Subsection 1b. Non-Voting Members

Iowa Department of Transportation
Federal Highway Administration - Ames, Iowa
Federal Transit Administration

Section 2. All vacancies occurring in the **Policy Board** shall be filled in a manner similar to the original appointment.

ARTICLE IV. - OFFICERS

Section 1. The officers of the **Policy Board** shall be: a Chairperson whose duties shall be to preside at all meetings and to call special meetings; a Vice-Chairperson who shall perform the duties of the Chairperson in his or her absence or inability to act; and a Secretary who shall keep a full record of the proceedings of the **Policy Board** and of its committees and shall perform such other duties as the **Policy Board** may from time to time direct.

Section 2. The Chairperson and Vice-Chairperson shall be elected annually by a majority of those present of the **Policy Board** voting members for a term of one (1) year at the first regular meeting of each calendar year.

Section 3. The Transportation Planning Director shall serve as Secretary.

Section 4. All vacancies occurring in the offices of the **Policy Board** shall be filled by election by a majority vote of those present of the **Policy Board** voting members; the officer or officers so elected will serve until the next regular annual election of officers.

ARTICLE V. - MEETINGS

Section 1. The **Policy Board** shall meet at least four times per year. Special meetings may be called by the Chairperson or by at least three (3) voting members of the **Policy Board**.

Section 2. The Secretary of the **Policy Board** shall email, or mail notice of each regular meeting, including a tentative agenda and designated location, to each member of the **Policy Board** at least seven (7) calendar days prior to such meeting. Notice of special meetings shall state the purpose for which said meeting is called and shall be called or delivered at least 24 hours in advance of the meeting date and time.

Section 3. **Policy Board** may adopt such rules of operation as is deemed necessary, be open to the public, and conform to the requirements of Chapter 21 per the Code of Iowa.

Section 4. The **Policy Board** may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical.

Section 5. Any member can initiate items for **Policy Board** meetings to the Chairperson or Transportation Planning staff for incorporation into the formal agenda.

ARTICLE VI. - QUORUM

Section 1. A simple majority of the voting members shall constitute a quorum of the **Policy Board** for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When there is quorum, action may be taken by the **Policy Board** upon a vote of a majority of the voting members present.

Section 2. The adoption of plans, amendments, revisions, or other actions thereof shall be by a majority vote of those present of the **Policy Board** voting members.

ARTICLE VII. - VOTING POWER

Section 1. Each **Policy Board** voting member shall have one vote. Non-voting members shall not have voting power.

Section 2. In the absence of a regular **Policy Board** voting member, the designated alternate shall have the voting power.

Section 3. No proxy vote shall be accepted.

ARTICLE VIII. - COMMITTEES

Section 1. The **Policy Board** may use such committees as may be necessary to carry out their duties. Committees shall be appointed by action of the **Policy Board**.

Section 2. The **SRTPA Technical Advisory Committee** (Technical Committee) shall be created under separate bylaws and shall be directly responsible to the **Policy Board** for the initiation, review, and recommendations of transportation and transportation-related activities. The **Technical Committee** Chairperson or the Transportation Planning Director, in the Chairperson's absence, shall report committee activities to the **Policy Board**. All transportation related matters requiring action by the **Policy Board** shall first be submitted to the **Technical Committee** for their review and recommendation. The **Policy Board** shall give due consideration to the **Technical Committee's** recommendation in the disposition of their duties.

ARTICLE IX. - AMENDMENT TO BYLAWS

Section 1. All Bylaws of the **Policy Board** are subject to amendment, alteration, or repeal. New Bylaws or amendments, alterations or repeals may be made by a majority vote of all the Policy Board voting members, provided that written notice shall be emailed or mailed to each member at least seven (7) calendar days prior to the date of such meeting, which shall state an intention to alter, amend or reject or to adopt new provisions at such meeting.

Section 2. The **Policy Board** may adopt other rules or operational procedures that are not inconsistent with these or subsequently adopted Bylaws.

ARTICLE X.

Section 1. If any one or more of the provisions of these Bylaws are declared contrary to law and therefore null and void, the validity of the remainder shall not be affected thereby.

The Bylaws of the Siouxland Regional Transportation Planning Association (SRTPA) Policy Board are hereby passed and adopted this 18th Day of March 2010



Jeff Simonsen
SRTPA Policy Board Chairperson

ATTEST:



Michelle Bostinelos
Transportation Planning Director