

BYLAWS
BIRMINGHAM METROPOLITAN PLANNING ORGANIZATION
Adopted in Association with Companion Bylaws of the
Regional Planning Commission of Greater Birmingham

Adopted August 13, 1980
Updated December 1994 Per Modified 3-C Agreement
Revised November 10, 1999
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ARTICLE I: GENERAL

The name of this organization is the Birmingham Metropolitan Planning Organization (MPO) Policy Committee and will be known as the Policy Committee.

The MPO, administered by the Regional Planning Commission of Greater Birmingham, was designated by the Governor of Alabama as being responsible, together with the State, for carrying out the provisions of the Code of Federal Regulations as applicable to transportation planning in certain urban areas and apportionment of funds as well as being capable of meeting requirements of the United States Codes as applicable to federal financial assistance, long-range planning, urban mass transit, and air quality. These regulations also set forth requirements for establishing a proactive public involvement process.

ARTICLE II: POLICY COMMITTEE MEMBERSHIP

Section 1: Composition

- A. The Policy Committee will have 45 voting members.
- B. Membership will be geographically representative of the Metropolitan Planning Area based on the most recent decennial census.
- C. A person must reside, hold elected office, or work in the district in which he/she is appointed to represent.

D. Voting members will include representatives from the following:

- The City of Birmingham will have nine (9) voting members selected by the Mayor, of which:
 - at least four (4) representatives must be elected officials.
- Birmingham-Jefferson County Transit Authority will have one (1) voting member, selected by the Board Chair.
- Unincorporated Jefferson County will have five (5) voting members, selected by the Jefferson County Commissioner of Roads and Transportation, of which:
 - at least two (2) must be elected officials, and
 - one (1) must be the Director of Roads and Transportation.
- Municipalities within Jefferson County, excluding Birmingham and Hoover, will have thirteen (13) voting members, selected by the Jefferson County Mayors' Association, of which:
 - at least nine (9) must be elected officials.
- The City of Hoover will have four (4) voting members, selected by the Mayor.
- Shelby County will have eight (8) voting members from the incorporated and unincorporated areas, excluding Hoover. Seven (7) members will be selected by the Shelby County Commission, of which:
 - one (1) must be the county engineer; and
 - one (1) representative will be from the most populous municipality, selected by its mayor.
- Blount County will have one (1) voting member, selected by the Blount County Commission.
- Blount County Public Transportation will have one (1) voting member, selected by the Blount County Commission.
- St. Clair County will have two (2) voting members, selected by the St. Clair County Commission.
- St. Clair County Public Transportation will have one (1) voting member, to be selected by the St. Clair County Commission.
- Alabama Department of Transportation, East Central Region, will have one (1) voting member, selected by the Region Engineer.

- E. Nonvoting members will be deemed permanent and ongoing and include representatives from the following:
- Permanent Joint Legislative Committee
 - Alabama Department of Transportation, Planning Division
 - Federal Highway Administration

Section 2: Appointments

- A. Appointments must be confirmed in writing by the first meeting of even-numbered years. Failure to appoint by this date means that the position is vacant and ineligible for a representative vote until such confirmation is provided.
- B. Changes to the composition of voting membership must be made by recommendation of the voting membership. A request will be sent to the Director of the Alabama Department of Transportation (ALDOT), whose written approval constitutes designation of MPO Policy Committee membership by the Governor of Alabama, as required under federal regulations.
- C. The MPO Policy Committee may add nonvoting members as it deems appropriate.

Section 3: Proxy

- A. Any member can designate any other member or non-member as a permanent proxy eligible to vote. The designation of a permanent proxy must be made by the member in writing. The term of a permanent proxy cannot exceed the term of the appointing member.
- B. In addition to a permanent proxy, a proxy for an individual meeting can be designated. A written request (via email or U.S. Mail) may be submitted in advance of the meeting or the Policy Committee Chair may appoint a temporary proxy for an individual meeting pursuant to a voting member's verbal request followed by confirmation in writing.
- C. A person can be designated as only one proxy per meeting.
- D. A proxy is a representative of the member and will serve in his/her stead to constitute a quorum, whether in-person or online.

Section 4: Responsibilities

- A. The responsibilities of the Policy Committee are generally to provide a continuing, cooperative, and comprehensive (3C) transportation planning process that results in plans and programs consistent with the purpose of the MPO. This organization is the forum for cooperative decision-making by elected officials of local governments. Specific duties to meet the requirements of the law are outlined below.
- B. Establish rules of procedure and bylaws.

- C. Review and concur with the composition of the Transportation Technical Committee, Transportation Citizens Committee, and independent standing committees established under written agreement between the MPO, ALDOT, and other parties involved in transportation planning.
- D. Consider recommendations of the Transportation Technical Committee and Citizens Advisory Committee in the decision-making process.
- E. Establish the transportation study area and federal aid planning area boundaries.
- F. Adopt transportation goals and objectives to guide the Birmingham MPO planning process.
- G. Annually endorse the Unified Planning Work Program that documents the transportation-related planning activities to be performed with FTA and FHWA Planning funds of the current federal transportation bill and other funding sources.
- H. Review and endorse the Regional Transportation Plan (RTP) to confirm its validity and consistency with current transportation and land use conditions as required by state and federal regulations.
- I. Adopt a Transportation Improvement Program (TIP) and updates as required by state and federal regulations.
- J. Adopt an Air Quality Conformity Determination Report as required by state and federal regulations.
- K. Adopt and submit plans and recommendations to participating agencies and local governments.
- L. Work in conjunction with the RPCGB to provide transportation planning input into regional development plans.
- M. Only Committee officers and RPCGB executive leadership are authorized to use the Committee name within their discretion and to issue a position statement for and on behalf of the Committee consistent with its established positions.

Section 5: Officers and Staff

- A. A Chair, Vice-Chair, and Secretary, to be elected by the voting membership, will serve for a term of two years.
- B. The Chair will preside over the business to come before the Committee, appoint subcommittees, and be an ex-officio member of all subcommittees.

- C. The Vice-Chair will preside in the absence of the Chair and will direct the MPO Advisory Committee and all subcommittees appointed by the Chair.
- D. The Secretary will preside over the MPO Policy and/or Advisory Committees in the absence of the Chair and Vice-Chair.
- E. The MPO Policy Committee officers and the Chairs of the Transportation Citizens and Technical Committees will constitute an MPO Leadership Committee that will advise the RPCGB executive leadership as needed.
- F. The RPCGB is responsible for appointing staff to assist the Committee in the performance of its responsibilities.

Section 6: Subcommittees

Subcommittees will be utilized to research and make recommendations concerning major issues and will be appointed by the Chair.

Section 7: Meetings

- A. Regularly scheduled meetings are to be held on the second Wednesday of the month. Meeting notices including an agenda and minutes of the previous meeting must be emailed at least ten days prior to the meeting and posted, at a minimum, on the RPCGB website.
- B. The Advisory Committee will have the responsibility to set the agenda items included with the meeting announcement.
- C. A special meeting may be called by the Chair, providing members receive written notice at least 24 hours in advance of the meeting. No business can be transacted except that mentioned in the notice of the special meeting.
- D. No transaction of business at a regularly scheduled meeting can take place unless a majority of current voting members are present or represented. Agenda items may be added or deleted by a two-thirds vote of the voting membership present or represented.
- E. In the absence of the Chair, Vice-Chair, and Secretary, the RPCGB staff will chair the meeting and conduct the scheduled items of business.
- F. Roberts Rules of Order, current edition, will be applicable concerning the conduct of scheduled business at meetings.
- G. A vote by voice will be the regular method of voting. Any voting or staff member may request a roll call vote.

ARTICLE III: ADVISORY COMMITTEE MEMBERSHIP

Section 1: Composition

- A. All members of the MPO Advisory Committee must be voting members of the Policy Committee.
- B. Voting members will include representatives from the following:
- City of Birmingham will have three (3) voting members selected by the Mayor.
 - Unincorporated Jefferson County will have two (2) voting members selected by the Jefferson County Commissioner of Roads and Transportation, of which
 - one (1) must be the Director of Roads and Transportation.
 - Birmingham-Jefferson County Transit Authority will have one (1) voting member, selected by the Board Chair.
 - Municipalities within Jefferson County will have four (4) voting members, selected by the Jefferson County Mayors' Association.
 - City of Hoover will have one (1) voting member selected by the Mayor.
 - Shelby County will have three (3) voting members selected by the Shelby County Commission, of which:
 - one (1) must be the county engineer
 - one (1) must be a representative from a Shelby County municipality
 - Blount County will have one (1) voting member, selected by the Blount County Commission.
 - Blount County Public Transportation will have one (1) voting member, selected by the Blount County Commission.
 - St. Clair County will have one (1) voting members, selected by the St. Clair County Commission.
 - St. Clair County Public Transportation will have one (1) voting member, selected by the St. Clair County Commission.
 - Alabama Department of Transportation, East Central Region will have one (1) voting member, selected by the Region Engineer.
 - Vice-Chair of the MPO Policy Committee will also be a member and serve as Chair of the MPO Advisory Committee.

Section 2: Appointments

Appointments must be confirmed in writing by the first meeting of even-numbered years by the appointing authority for each district. Failure to appoint by this date means that the position is vacant and ineligible for a representative vote until such confirmation is provided.

Section 3: Proxy

- A. Any member can designate any other member or non-member as a permanent proxy eligible to vote. The designation of a permanent proxy must be made by the member in writing. The term of a permanent proxy cannot exceed the term of the appointing member.
- B. In addition to a permanent proxy, a proxy for an individual meeting can be designated. A written request may be submitted in advance of the meeting. The Advisory Committee Chair may appoint a temporary proxy for an individual meeting pursuant to a voting member's request followed by confirmation in writing.
- C. A person can be designated as only one proxy per meeting.
- D. A proxy is a representative of the member and will serve in his/her stead to constitute a quorum, whether in-person or online.

Section 4: Responsibilities

The Advisory Committee provides recommendations to and sets the agenda for the Policy Committee. These responsibilities are identified in the Agreement Concerning a Transportation Planning Process for the Birmingham Urbanized Area, of which the MPO and ALDOT are signatories. The Advisory Committee will conduct activities that result in an action by the Policy Committee. It may also confer with the RPCGB Board of Directors.

Section 5: Meetings

- A. Regularly scheduled meetings are to be held on the fourth Thursday of the month. Notices including an agenda and minutes from the previous meeting must be emailed at least ten (10) calendar days prior to the meeting and posted, at a minimum, on the RPCGB website.
- B. A special meeting may be called by the Policy Chair, providing members receive notice at least 24 hours in advance of the meeting. No business can be transacted except that mentioned in the notice of the special meeting.
- C. No transaction of business at a regularly scheduled meeting can take place unless a majority of current voting members are present or represented. Agenda items not

included in the meeting notice can be discussed, but voting must be deferred until a future meeting.

- D. In the absence of the Policy Committee Chair, Vice-Chair, and Secretary, the RPCGB staff will chair the meeting and conduct the scheduled items of business.
- E. Roberts Rules of Order, current edition, will be applicable concerning the conduct of scheduled business at meetings.
- F. A vote by voice will be the regular method of voting. Any voting or staff member may request a roll call vote.
- G. The Advisory Committee will vote to set the Agenda for the Policy Committee.

ARTICLE IV: AMENDMENTS

Amendments to bylaws must be made by approval of at least a two-thirds vote of the membership present and voting at a regular meeting. Notice must be provided at the meeting in advance of the one at which the amendment is to be considered for a vote.