



BY-LAWS  
OF THE  
SAN ANGELO  
METROPOLITAN PLANNING ORGANIZATION  
(MPO) POLICY BOARD



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**The San Angelo Metropolitan Planning Organization Policy Board**

Approved (Draft) August 13, 2003  
Amendment August 16, 2006  
Amendment October 16, 2009  
Amendment March 30, 2011

(Final) September 10, 2003  
Amendment May 2, 2007  
Amendment November 16, 2009

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## **ARTICLE I**

### **INTRODUCTION**

In August 1964, a study of transportation in the San Angelo urban area was begun, with respect to existing facilities, existing deficiencies, and future needs. This study was initiated as a result of the passage by Congress of the Federal-Aid Highway Act of 1962, which provided for a "continuing, comprehensive transportation planning process carried on cooperatively by states and local communities" for each urban area of more than 50,000 population.

Formal adoption of a transportation plan for the San Angelo area was through the combined efforts of the City of San Angelo, Tom Green County, the Texas Highway Department, and the Bureau of Public Roads of the U. S. Department of Commerce. Completion of the initial phase of study in 1966 covering ten (10) basic study elements resulted in the publication of a two-volume report: San Angelo Urban Transportation Study, Volume 1, 1964 Origin-Destination Survey; and San Angelo Urban Transportation Study, Volume 2, 1964-1985 Transportation Plan. While many revisions have been made, the original scope of this transportation plan remains.

In 1988, the Governor of Texas designated the City of San Angelo as the Metropolitan Planning Organization (MPO) for transportation planning in the San Angelo urbanized area using the Committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the MPO overall transportation guidance. On October 19, 2010, the Council for the City of San Angelo resolved to re-designate the City of San Angelo Metropolitan Planning Organization to the San Angelo Metropolitan Planning Organization as a separate entity, from the City of San Angelo, with the City to serve as the fiduciary agent of the re-designated San Angelo Metropolitan Planning Organization. On December 9, 2010 the City of San Angelo MPO Policy Board, with a quorum present at a meeting duly called, agreed with the proposal for the re-designation. The Texas Transportation Commission at its January 27, 2011 meeting entered a Minute Order approving the said re-designation.

In order to provide for the continuing phase of the comprehensive cooperative planning process for the purpose of keeping San Angelo's transportation plan up-to-date, a continuing phase agreement between the San Angelo MPO Policy Board and the State of Texas is executed every six years. This agreement provides the guidelines for the organization and functioning of the San Angelo MPO. The San Angelo Metropolitan Planning Organization (SAMPO) Policy Board works cooperatively with the Texas Department of Transportation (TxDOT) to provide the best transportation plans possible while maintaining a financially constrained budget. The MPO Policy Board consists of voting representatives from TxDOT, Tom Green County, the City of San Angelo, the Concho Valley Council of Governments, and the Chamber of Commerce. State and federal elected officials participate as non-voting members. The City of San Angelo and TxDOT provide staff services.

In June of 1998 the Transportation Equity Act for the 21st Century (TEA 21) was signed into law. TEA 21 modified the mandatory planning considerations required under previous law but retained the emphasis on cooperative decision making in transportation plans and programs. SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) was enacted on August 10, 2005, and requires that Metropolitan Planning Organizations provide consideration of projects and strategies that will serve to advance transportation planning factors.

## **ARTICLE II**

## **ORGANIZATION OF THE POLICY BOARD**

The personnel who will direct the operations of the San Angelo Metropolitan Transportation Planning Program consist of the Policy Board.

The Personnel who will perform the operations of the San Angelo Metropolitan Transportation Planning Program consist of the Planning Coordinators, employees of TXDOT, and employees of the City of San Angelo who will perform the day-to-day activities of the study. In addition, a Citizen Advisory Board will be established as necessary to deal with special interest projects and the non-voting review and advisory agency officials will provide technical assistance.

### **ARTICLE III**

#### **PURPOSE OF THE POLICY BOARD**

Functions of this Board will include the following:

- A. Provide general policy guidance for the transportation planning process to ensure that the requirements of *23 USC §§134 and 135 and 49 USC, Chapter 53, §5301, et seq.* are carried out.
- B. Adopt a Metropolitan Transportation Plan for the metropolitan planning area that will complement the Statewide Transportation Plan required by the state and federal laws, a Transportation Improvement Program, and a Unified Planning Work Program and such other planning documents, and reports that may be required by state or federal laws or regulations for the San Angelo Metropolitan Area.
- C. Take appropriate action on the recommendations of the Planning Coordinators or their staff, including those relative to certification and recertification action for the planning activities.
- D. Meet as necessary to perform its function as the forum for cooperative transportation decision making in the San Angelo Metropolitan Area.
- E. Hold a public meeting to discuss the status of the planning process at least once a year.
- F. Designate such technical committees or task forces as found necessary to carry out the work of the MPO.

### **ARTICLE IV**

#### **STRUCTURE OF THE POLICY BOARD**

##### **Section 4.01 Structure**

The Policy Board has three (3) membership categories; ex-officio members, voting members, and non-voting review/advisory members. The ex-officio members consist of three (3) state and federal elected officials. The eleven (11) regular voting members consist of elected officials from the City of San Angelo and Tom Green County, staff from the City of San Angelo, staff from TxDOT, and delegates from the San Angelo Chamber of Commerce and the Concho Valley Council of Governments. The two (2) non-voting advisory members are representatives of various governmental agencies. Figure 1 illustrates the organizational chart.

## SAN ANGELO METROPOLITAN PLANNING ORGANIZATION

### Policy Board Organizational Chart

**Figure 1**

<b>EX-OFFICIO MEMBERS</b>  (Non-Voting) State & Federal Elected Officials	<b>VOTING MEMBERS</b>				<b>OTHER MEMBERS</b>  (Non-Voting) Review & Advisory Agency Officials
	<b>Local Community Members</b>	<b>City of San Angelo Officials</b>	<b>Local Elected Officials</b>	<b>TxDOT District Officials</b>	
U.S. Representative District 11  State Senator District 28  State Representative District 72	President of the Chamber of Commerce  Concho Valley Council of Governments Executive Director	City of San Angelo City Manager  Director of Community Planning and Development  City Engineer  Director of Airport	City of San Angelo Mayor  Tom Green County Judge  Tom Green County Commissioner	District Engineer  Director of Transportation Planning and Development	Federal Highway Administration Planning Engineer  TxDOT Transportation Planning and Programming Area Planner

**Section 4.02 Chairman**

The Chairman of the Policy Board shall be the Mayor of the City of San Angelo. The Chairman will serve during the term of office as Mayor.

**Section 4.03 Vice-Chairman**

The Vice-Chairman of the Policy Board shall be the City Manager. The Vice-Chairman shall assume the duties of the Chair in the absence of the Chairman.

**Section 4.04 Chairman Pro Tem**

The members of the Board shall elect a Chairman Pro Tem of the Policy Board. The Chairman Pro Tem shall assume the duties of the Chair in the absence of the Chairman and Vice-Chairman.

**Section 4.05 Vacancies**

Vacancies on the Policy Board will be filled as per the position on the organization chart (Figure 1). Representatives will be appointed from the perspective agencies. As personnel enter or leave jobs, they will fulfill the duties as per the chart.

**Section 4.06 Term**

Voting members, ex-officio members and non-voting review and advisory members shall serve as long as they hold the job position as per the chart (Figure 1). Delegates not occupying a specific job position shall be appointed as per their elected terms.

**Section 4.07 Changes to the Organizational Chart (Figure 1)**

Any change, addition, or deletion of members shall be by a two-thirds (2/3) vote of the voting members present of the Policy Board.

**Section 4.08 No Compensation**

Members shall serve on the Policy Board without special compensation from any agency, person, or governmental entity for serving on this Board. Many members serve as a part of their employment and that compensation is not referred to by this section.

#### **Section 4.09 Standards of Conduct**

The following ethics policy is adopted for Policy Board members and employees of the metropolitan planning organization in accordance with Section 472.034 of the Transportation Code.

- A. A Policy Board member or employee of the metropolitan planning organization may not:
  - (1) accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
  - (2) accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
  - (3) accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
  - (4) make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
  - (5) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another.
  
- B. A copy of the ethics policy must be distributed to:
  - (1) each new employee not later than the third business day after the date the person begins employment with the agency; and
  - (2) each new policy board member not later than the third business day after the date the person qualifies for office.
  
- C. To the extent an employee of the metropolitan planning organization is subject to the ethics policy of another government entity and to the extent that policy conflicts with this section, the ethics policy of the other governmental entity prevails.
  
- D. An employee of the metropolitan planning organization who violates Subsection (A) is subject to termination of the employee's employment or another employment-related sanction. Notwithstanding this subsection, a Policy Board member or employee of the metropolitan planning organization who violates Subsection (A) is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.
  
- E. A Policy Board member may not have a conflict of interest in business before the metropolitan planning organization. For purposes of determining if a Policy Board member must abstain from participation in a vote or decision due to conflict of interest, Chapter 171 of the Local Government Code controls.

## ARTICLE V

### **PLANNING COORDINATORS AND SUPPORT STAFF**

#### **Section 5.01 Planning Coordinators**

Because of the joint responsibility of the MPO and TxDOT to carry out transportation planning, the San Angelo Metropolitan Transportation Planning Organization uses two planning coordinators. One coordinator directs TxDOT's planning staff in its day-to-day activities and one directs the MPO planning staff. The MPO coordinator and the TxDOT coordinator work closely to ensure that the planning process is accomplished in a comprehensive and efficient manner.

The coordinator for TxDOT is the transportation planner. This coordinator's responsibilities are as follows:

- A. Maintain current records of expenditures by TxDOT, the Federal Highway Administration, and the Federal Transit Administration for transportation facilities within the Study Area.
- B. Ensure the preparation and/or execution of the planning elements for which this document, the Policy Board, or the urban transportation planning contract assigns responsibility to the state.

The coordinator for the MPO is the Transportation Planning Coordinator/MPO Director. This coordinator's responsibilities are as follows:

- A. Annually supervise and update the preparation of the Unified Planning Work Program (UPWP).
- B. Oversee the development of a metropolitan transportation plan that will complement the Statewide Multi-modal Transportation Plan required by state and federal law.
- C. Arrange for meetings of the Policy Board when appropriate, but at least once a year.
- D. Maintain a file of annual summaries of all study elements involved in the continuing planning process and prepare an annual progress report to reflect general development and plan implementation within the area.
- E. Direct MPO transportation planning staff in the preparation and/or execution of the planning elements for which this document, the Policy Board, or the urban transportation planning contract assigns responsibility to the MPO.
- F. Maintain communications with the City Manager who serves as the liaison between the MPO and the City of San Angelo with respect to the Memorandum of Understanding (MOU) between the MPO and the City.

As previously mentioned, a close working relationship between the coordinators is required for all areas of the planning process. However, there are certain areas of the process for which the duties of the coordinators overlap to such an extent that one coordinator cannot be singularly responsible. Such areas of joint responsibility are as follows:

- A. Maintain liaison and act in an advisory capacity to the Policy Board.
- B. Coordinate and maintain liaison between the cities, the counties, and the state.
- C. Through coordination with state and local officials, develop and annually update the Transportation Improvement Program (TIP).
- D. Recommend to the Policy Board special studies, revision of the Metropolitan Transportation Plan, or renegotiation of the urban transportation planning contract when considered appropriate.

- E. Arrange for meetings between the MPO staff and the TxDOT staff, as necessary.
- F. Ensure an active effort to involve the public in the planning process.
- G. Make available to participating agencies all projected traffic and other data relative to the MPO Study Area.
- H. Arrange for additional or modified traffic assignments and assist in the procurement of additional data for zonal traffic forecasts.
- I. Effect studies and procedures to ensure the planning process is in compliance with Title VI of the Civil Rights Act of 1964 and Environmental Justice.
- J. Assure that special efforts are made in the planning stage so that older persons and persons with disabilities can effectively utilize public transportation facilities and services.
- K. Ensure that all planning efforts include all considerations mandated by applicable law.

### **Section 5.02 Support Staff**

The personnel who will conduct the planning work will be drawn from employees of the City of San Angelo and TxDOT and will vary according to the nature of the activities.

## **ARTICLE VI**

### **RULES OF PROCEDURE**

The Policy Board shall adopt its own rules of order and procedure to regulate meetings and activities directly related thereto. The rules shall deal only with procedural matters and shall be available to the public and kept on file with the San Angelo MPO Planning Coordinator.

## **ARTICLE VII**

### **PUBLIC MEETINGS**

All meetings of the Policy Board shall be open to the public. The San Angelo MPO Planning Coordinator shall call together the Policy Board as necessary to conduct official business. Regular meetings shall be scheduled at least once a year. Additional meetings may be held upon the call of the Chairman or upon petition of a simple majority of the Policy Board. All meetings of the Policy Board shall be in compliance with the requirements of the Texas Open Meetings Act and the Texas Open Records Act.

The Public Participation Plan adopted by the San Angelo Metropolitan Planning Organization (MPO) shall be incorporated within all pertinent aspects of the MPO's actions.

### **Section 7.01 Notice**

Notice of any meeting of the Policy Board, whether a regular or a special meeting, shall be given to the members at least three (3) days in advance of the meeting by written notice delivered personally, sent by mail, or electronically transmitted to each member of the Board. Such notice shall contain the time, date, place, and the agenda to be considered.

### **Section 7.02 Quorum**

For purposes of convening a meeting, a quorum shall consist of fifty-one percent (51%) of the voting members of the Policy Board. If a quorum cannot be obtained, the Chair may adjourn the meeting or invite discussion of the items to be transacted at the meeting; however, no action shall be taken on such items.

For purposes of a tied vote, the presiding officer's vote shall determine the deciding vote. Upon an appeal being made from a decision of the presiding officer, the vote of the majority shall decide.

### **Section 7.03 Agenda**

The San Angelo Metropolitan Planning Organization Planning Coordinator is hereby assigned the responsibility for preparing the agenda for the Policy Board. However, any member of the Policy Board may have an item placed on the agenda by notifying the San Angelo Metropolitan Planning Organization Planning Coordinator.

### **Section 7.04 Briefing Session**

The Chairman may wish to hold briefing sessions prior to regular or special meetings. In such cases, the Chairman shall so notify the members of the Board. Briefing sessions shall be public meetings, but no formal vote shall be taken on any matter under discussion.

### **Section 7.05 Discussion of Agenda**

Other than members, ex-officio members, non-voting review/advisory members, planning coordinators, or consultants to the Policy Board, each person who wishes to address the Board regarding an item on the agenda shall be limited to a five (5) minute presentation unless such person requests and receives additional time from the Chairman. The Chairman may exercise discretion in allowing or not allowing additional time to any speaker.

The use of a single spokesperson to represent a group of people is encouraged. Where there are large numbers of persons who wish to address the Policy Board on a single matter, the Chairman may decrease the amount of time available to each person who wishes to address the Policy Board.

Where the number of people who wish to address the Policy Board is too great for the time available during the scheduled hearing, the Board may hear so much of the information as time permits and continue the hearing on that matter to a later date.

**Section 7.06 Records**

The Policy Board shall keep minutes of its proceedings, showing the vote upon each question. Such minutes shall be a public record, filed with the Metropolitan Planning Organization Coordinator.

**ARTICLE VIII**

**AMENDMENTS TO BY-LAWS**

Changes in the By-Laws of the Policy Board shall require a two-thirds (2/3) vote of the voting members present of the Policy Board.

**ARTICLE IX**

**PARAGRAPH HEADINGS AND TABLE OF CONTENTS**

The table of contents and paragraph headings contained herein are for convenience in reference to these By-Laws and are not intended to define or to limit the scope of any provision herein.

ADOPTED AND APPROVED by the San Angelo Metropolitan Planning Organization Policy Board on September 10, 2003.

AMENDED this 30th day of March, 2011.

\_\_\_\_\_  
Chairman,  
San Angelo Metropolitan Planning Organization

ATTEST:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## ARTICLE X

### AMENDMENT NOTES

#### **August 16, 2006 Meeting**

1. Article IV – Structure of the Policy Board  
Changed number of members from ten to eleven to incorporate the Concho Valley Council of Governments due to the consolidation of the transit system. Changed non-voting advisory members from three to two.
2. Article IV - Policy Board Organizational Chart  
Moved the Concho Valley Council of Governments Executive Director from non-voting Advisory Agency Officials to voting Local Community Members. Changed one of the Tom Green County Commissioner's members to Judge.

#### **May 2, 2007 Meeting**

1. Article I – Introduction  
Added SAFETEA-LU Information
2. Article IV – Structure of the Policy Board  
Changed the Director of Public Works to Director of Operations.
3. Article X – By-Law Amendment Notes  
Added this section to track By-Law Changes.

#### **October 16, 2009 Meeting**

1. Article IV – Structure of the Policy Board  
Changed the Director of Operations to the City Engineer based on September 2, 2009 meeting

#### **November 16, 2009 Meeting**

1. Article IV – Standards of Conduct (Section 4.09)  
(Per new law - Standards of Conduct: Ethics Policy effective January 1, 2010)

#### **March 30, 2011 Meeting**

1. Article I (Per re-designation of the MPO to an independent MPO effective January 27, 2011 TTC action and Planning Contract signed March 20, 2011)
2. Article V (Section 5.01) change from Senior Transportation Planner to Transportation Planning Coordinator and specify the liaison from the City of San Angelo
3. Article VII Public Involvement Policy changed to Public Participation Plan