

**GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION  
POLICY COMMITTEE  
BYLAWS**

**Article I**

**Section I**

**Name**

The name of the organization shall be the Policy Committee of the Gainesville-Hall Metropolitan Planning Organization.

**Section II**

**Origin**

This organization is created by the Gainesville-Hall Metropolitan Planning Organization.

**Article II**

**Purpose**

The Policy Committee (PC) of the of the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is the decision-making body for the organization.

**Article III**

**Members**

The voting members of the Policy Committee shall be the following officials or their designated representatives:

Commissioner, Georgia Department of Transportation  
Chairperson, Hall County Board of Commissioners  
Chairperson, Jackson County Board of Commissioners  
Mayor, City of Flowery Branch  
Mayor, City of Gainesville  
Mayor, City of Oakwood

The non-voting members shall be the:

Chairperson, Citizens Advisory Committee  
Director, Gainesville-Hall Metropolitan  
Planning Organization  
Chairperson, Technical Coordinating Committee  
GA Division Administrator, Federal Highway Administration  
Regional Administrator, Federal Transit Administration  
District Engineer, Gainesville District Office, GDOT  
Director of Planning, Data & Intermodal Development, GDOT  
General Manager, Hall Area Transit

Chairperson, City of Buford  
Mayor, City of Clermont  
Mayor, City of Gillsville  
Mayor, City of Lula  
Mayor, Town of Braselton  
Mayor, City of Hoschton

**Article IV**  
**Duties**

1. The Policy Committee is the body responsible for review and approval of the Gainesville-Hall Metropolitan Planning Organization and all aspects, including goals, objectives, plans, and programs developed for the Gainesville Metropolitan Planning Area.
2. The Policy Committee has the responsibility for insuring that the Transportation Plan is kept up-to-date, that timely reports are made to inform the public of progress of the Plan, that a complete and "unified" work program is developed for all aspects of the Gainesville Metropolitan Planning Area and that the respective agencies, jurisdictions, or commissions are kept informed of the progress of the Plan.
3. The Policy Committee shall serve as liaison representative between governmental units in the Planning Area to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the Plan,
4. The Policy Committee shall have the authority to determine and alter from time to time the membership of the Technical Coordinating Committee (TCC).
5. The Policy Committee shall have the authority to determine and alter, as required, the membership of the Citizens Advisory Committee (CAC) with the intended purpose of providing a broad cross-section of citizen participation.

**Article V**  
**Organization**

1. The officers shall be the Chairperson and Vice Chairperson.
2. The Chairperson shall be one of the chief elected officials of the participating units of local government, beginning with the Chairman of the Hall County Board of Commissioners and rotating in the following order: Mayor of Gainesville, Mayor of Oakwood, Mayor of Flowery Branch, and the Chairman of the Jackson County Board of Commissioners. Rotation of the

Chairperson shall continue in the above order until changed by the Policy Committee.

3. The Vice Chairperson shall be the chief elected officer that is next in order for the chair position.
4. The new Chairperson and Vice Chairperson shall take office on the first meeting of the fiscal year and said terms shall be for one year.
5. The terms of the Chairperson or Vice Chairperson shall not continue in the event an officer becomes ineligible for membership on the Policy Committee. The next chief elected official in the order of rotation shall fill the vacant position.
6. The Chairperson or Vice Chairperson may be removed from office by a majority vote of all the voting members of the Policy Committee.

**Article VI**  
**Duties of Officers**

1. The Chairperson shall:
  - a. Preside at all meetings of the Policy Committee.
  - b. Authenticate, by his/her signature, all minutes and resolutions adopted by the Policy Committee.
  - c. Serve as chief policy advocate for the Committee.
  - d. Represent the Committee at hearings, conferences, and other events as required or designate another member of the Committee and/or the Project Director to serve in his/her place.
2. During the absence or disability of the Chairperson, or if a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all the duties of the Chairperson.
3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.

**Article VII**  
**Director, GHMPO Staff**

1. The Director, Metropolitan Planning Organization Staff, or his/her designee, shall be the chief executive of the primary agency responsible for the planning activities of the Gainesville-Hall Metropolitan Planning Organization.
2. The Director shall serve as Secretary of the Policy Committee and shall coordinate all activities of the Gainesville-Hall Metropolitan Planning Organization.
3. Director shall prepare the meeting agenda and distribute it to the Policy Committee members no later than one week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Planning Director no later than two weeks prior to the meeting.

**Article VIII**  
**Meetings**

1. The Policy Committee shall meet at least three times each year or as development dictates to review the Transportation Plan and actions which may materially affect the Transportation Plan and its implementation.
2. The regular meeting time of the Policy Committee shall be 10:00 AM, on the second Tuesday of March, May, August, and November, unless otherwise specified. The locations of meetings will vary based on offers by the member organizations to host a meeting.
3. For business to be transacted, there must be a quorum of voting members or their designees, and such quorum consists of four (4) voting members or designees.
4. All voting members shall officially designate alternates, who shall in the event of a member's absence, serve in the member's place.
5. Approval of any action shall require a majority vote of the members present and voting, unless prescribed otherwise in these bylaws. All references in these bylaws to a "majority vote" shall mean the majority of the members present and voting.
6. The GHMPO Staff Director shall can call meetings of the Policy Committee with the approval of the Policy Committee Chair.

**Article IX**  
**Emergency Committee Meeting Procedure**

An emergency is defined as a sudden and unexpected turn of events requiring immediate action. In case of emergency, notice of such meeting shall be given to each committee member as far in advance of the meeting as possible and by the most direct means of communications. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Georgia law and the GHMPO Public Participation Plan. An emergency vote would still require the regular public comment periods for adoption of the Long-Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and Public Participation Plan and for amendments to them.

Telephonic voting and participation shall be permitted. The meeting will be held in a designated public place. Notice of the meeting will meet MPO public participation process noticing requirements. All materials made available to the MPO will be made available to persons attending the meeting. Individuals who are not on the MPO committees and who plan to speak at a meeting, including invited guests, are to submit copies of testimony and handouts 24 hours before the meeting to enable MPO members to review the materials in advance. When telephonic meetings are held, a roll call vote will be conducted, so the vote of each official voting member can be acknowledged and recorded.

Emergency sessions should be afforded the most appropriate and effective notice under the circumstances. Special meetings should have at least 24-hour notice to the public, with the meeting agenda posted on the GHMPO website, [www.ghmpo.org](http://www.ghmpo.org), and use press releases and/or phone calls to The Gainesville Times and other local media.


**Article X**  
**Rules of Order**

The Committee shall conduct business as prescribed in Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition), or subsequent edition, in all areas of parliamentary procedure, unless prescribed otherwise by these bylaws.

**Article XI**  
**Amendment of Bylaws**

These bylaws may be amended by a majority vote of the entire voting membership of the Committee. Notice of a proposed amendment of the bylaws shall be included in the notice for the meeting in which the amendment will be presented. An amendment of the bylaws shall be presented for consideration at a regular scheduled meeting of the Committee; however, voting shall be deferred until the regular meeting following the meeting at which the bylaws amendment was proposed. In any event, the bylaws and organizational framework are bound to the parameters established in the Designation Resolutions from Hall County and the Cities of Flowery Branch, Gainesville, and Oakwood (October - December 2002) that endorsed the Hall County Planning Department to serve as the GHMPO.

Adopted by the GHMPO Policy Committee this 8th day of August, 2017.

  
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Lamar Scroggs, Chairman  
Gainesville-Hall MPO Policy Committee

Attest

  
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Srikanth Yamala, Director  
Gainesville-Hall MPO