

**Gainesville Hall Metropolitan Planning Organization
POLICY COMMITTEE
BYLAWS**

Article I

Name

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

Article II

Composition

The voting body of the Policy Committee shall be composed of the following officials or designated representatives of the participating governmental jurisdictions:

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

The non-voting members shall be composed of the following:

Chairperson, Citizens Advisory Committee
Director, Gainesville Hall Metropolitan Planning Organization
Chairman, Technical Coordinating Committee
GA Division Administrator, Federal Highway Administration
Regional Administrator, Federal Transit Administration
District Engineer, Gainesville District Office, Georgia DOT
Director of Planning, Data & Intermodal Development, Georgia DOT
Representative, Hall Area Transit

Article III

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 by the Study.
2. The Policy Committee has the responsibility for insuring that the Study Area 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 Study 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 study area in order to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the Study.
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 IV

Organization

1. The Chairperson of the Policy Committee 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 of Mayor of Gainesville, Mayor of Oakwood and Mayor of Flowery Branch. Rotation of the Chairperson shall continue in the above order until changed by the Policy Committee.
2. The Vice Chairperson shall be the chief elected officer that is next in order for the chair position.
3. 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.
4. 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.
5. The Chairperson or Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Policy Committee.

Article V

Duties of the Chairperson

1. The Chairperson shall preside at all meetings of the Policy Committee.
2. The Chairperson shall authenticate, by their signature, all minutes and resolutions adopted by the Policy Committee.
3. The Chairperson shall serve as chief policy advocate for the Committee.
4. The Chairperson shall 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 their place.
5. During the absence or disability of the Chairperson, or in the event that a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all of the duties of the Chairperson.

Article VI

Director

1. The Project Director, or their designee, shall be the chief executive of the primary agency responsible for the planning activities of the Gainesville Hall Metropolitan Planning Organization.
2. The Project Director shall serve as Secretary of the Policy Committee and shall coordinate all activities of the Gainesville Hall Metropolitan Planning Organization.
3. The Project 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 Project Director no later than two weeks prior to the meeting.

Article VII

Meetings

1. The regular meeting date of the Policy Committee shall be 10:00 AM, on the second Tuesday of March, May, August, and November, unless otherwise specified.

2. The Policy Committee shall meet at least three times each year or as development dictates for the purpose of reviewing the Plan and actions which may materially affect the Plan and its implementation.
3. In order for business to be transacted there must be a recognized quorum of voting members or their designates and such quorum consists of three (3) 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. In the event an important issue arises, which must be decided before the next scheduled committee meeting, a special telephone solicitation shall be made in order to act on such unanticipated matters. This method shall be used only in extreme cases.
6. The Project Director shall have the ability to call meetings of the Policy Committee with the approval of the Policy Committee Chair.

Article VIII

Rules of Order

The Policy Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas of parliamentary procedure, unless prescribed otherwise by these bylaws.

Article IX

Amendments to Bylaws

These bylaws may be amended by an affirmative vote of a simple majority of full voting membership of the Committee. A bylaw change 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 change was proposed. In any event, the bylaws and organizational framework are bound to the parameters established in the Memorandum of Understanding.

Adopted by the GHTS Policy Committee this ____ day of _____,
2004.

Gary Gibbs, Chairman
Gainesville-Hall MPO Policy
Committee

Attest

William Meyer, Director
Gainesville-Hall MPO