

# **BY-LAWS of the BONNEVILLE METROPOLITAN PLANNING ORGANIZATION**

Pursuant to specifications of Article VII of the Joint Powers Agreement of the Bonneville Metropolitan Planning Organization, the following By-Laws are hereby adopted by a majority vote of the membership of the Bonneville Metropolitan Planning Organization, hereinafter referred to as BMPO.

## **ARTICLE I. ORGANIZATIONAL STRUCTURE**

### **Section 1. BMPO Organizational Structure**

The organizational structure of BMPO shall consist of a Policy Board, advisory committees and staff.

### **Section 2. Policy Board**

The Board of Directors of the BMPO, as defined in the BMPO Joint Powers Agreement, shall be the Policy Board of BMPO. Each governing agency may also appoint an alternate representative to the Policy Board. The appointed Alternative representative may cast a vote only in the absence of the appointed representative. In compliance with the Bonneville Metropolitan Planning Organization Joint Powers Agreement Article VIII Section 2, both the appointed representative and the alternate must be elected officials representing the governing body that appointed them.

### **Section 3. Technical Advisory Committee**

A. There is hereby established a Technical Advisory Committee (hereinafter "TAC") of the BMPO, which shall function in accordance with the applicable federal and state statutes, and lawful rules and regulations promulgated pursuant thereto.

B. Representation

The TAC's regular membership shall consist of representatives appointed by the governing board of each representative agency having authority to direct and control the following departments and agencies. Each member shall have one vote, except as noted.

City of Ammon Administration – one member  
City of Ammon Engineering – one member  
City of Idaho Falls Planning Division – one member  
City of Idaho Falls Public Works Department – two members  
City of Idaho Falls Parks and Recreation Department – one member  
City of Iona – one member  
City of Ucon – one member  
Bonneville County Public Works Department – one member  
Bonneville County Planning and Zoning Department – one member  
Public Transportation Provider (representative of FTA funding recipient/subrecipient) – one staff member  
Idaho Transportation Department District 6 – one member  
Idaho National Laboratory – one member  
ITD Highway Development Division Ex-Officio member – Non Voting  
Federal Highway Administration Ex-Officio member – Non Voting  
Bicycle/Pedestrian Advisory Committee Ex-Officio member – Non Voting

Any member of TAC who is absent for two consecutive meetings without being excused will be notified by BMPO staff of status. If the member is absent at a third meeting without being excused, a letter will be written by the TAC Chair to the responsible jurisdiction requesting the appointment of a replacement. The Policy Board will be notified of all actions. Members must notify BMPO staff at least one business day prior to the meeting for the absence to be considered excused.

#### C. General Responsibilities

1. Direct and recommend a multi-modal Long Range Transportation Plan that complies with area goals and objectives for submission to the Policy Board.
2. In cooperation with the Idaho Transportation Department (ITD) and the Public Transportation Provider, direct and recommend an annual Transportation Improvement Program (TIP) for submission to the Policy Board.
3. Direct an annual Unified Planning Work Program (UPWP) that identifies specific tasks and a budget for the upcoming fiscal year for presentation and approval of the Policy Board.
4. Direct revisions and amendments to the Long Range Transportation Plan, TIP and UPWP when appropriate and recommend modifications for Policy Board approval.

5. Under the direction of the Policy Board, provide professional and technical review, advice and recommendations regarding the transportation planning process including policies, plans, studies, programs, projects and other related issues.
6. When deemed necessary, form subcommittees to assist in the development of transportation plans, studies and programs.
7. Review and consider citizen input regarding transportation plans, studies, programs and projects.
8. Perform other activities delegated by the Policy Board

Section 4. **Bicycle/Pedestrian Advisory Committee<sup>1</sup>**

A. There is hereby established a Bicycle/Pedestrian Advisory Committee (hereinafter "BPAC") of the BMPO, which shall function in accordance with applicable federal and state statutes, and lawful rules and regulations promulgated pursuant thereto.

B. Representation

The BPAC's regular membership shall consist of representatives appointed by the governing board from individuals representing constituencies which have an interest and an expertise in bicycle/pedestrian issues. Each member shall have one vote.

Bicycle Club/Organization  
 Walking/Running Club/Organization  
 Business/Economic Development  
 Health/Physical Fitness  
 Neighborhood Council/Groups  
 Recreation Business  
 University Students/Faculty  
 Schools/Education

Ex-officio Advisory Members - Non Voting

City of Ammon - Parks/Recreation, Planning, Engineering/Public Works  
 City of Idaho Falls - Parks/Recreation, Planning, Engineering/Public Works, Police Department  
 City of Iona - City Representation (City Staff)  
 City of Ucon - City Representation (City Staff)  
 Bonneville County- Parks/Recreation, Planning, Engineering/Public Works

## Transportation Department District 6 - Representation

### C. General Responsibilities

1. Participate in the development and review of a comprehensive bicycle/pedestrian plan that includes goals, deficiencies, needs, standards and projects.
2. Based on planned priorities - propose, review, prioritize and recommend bicycle and pedestrian projects for potential federal/state funding to the TAC and Policy Board. The committee may recommend that planned priorities be funded from another source, such as locally. In such cases, the BPAC chair will work with the appropriate entity.
3. Review the area's existing bicycle and pedestrian system and make recommendations on operational improvements to the existing facilities.
4. Review public and private development projects that may impact the bicycle and pedestrian system to ensure adequate consideration of the needs of bicyclists and pedestrians. (The development projects will be reviewed by the Transportation Planner and then reported to BPAC).
5. Review planned funded roadway projects for bicycle/pedestrian suitability.
6. Work with Law Enforcement to promote bicycle/pedestrian safety through education and enforcement.
7. Recommend bicycle and pedestrian policies to the Policy Board for implementation in jurisdictions within the BMPO area.

### Section 5. **Planning/Program Advisory Committees**

The Policy Board may establish, as deemed necessary and appropriate, any member of the Planning/Program Advisory Committees (hereafter "PACs") for the development of specific activities. PACs may consist of citizens, technical and administrative staff from various organizations and officials from local and state entities.

### Section 6. **BMPO Staff**

- A. The professional planning, technical, administrative and financial support services needed to execute the tasks outlined in the UPWP, including the development of a Long Range Transportation Plan, TIP and UPWP, shall be accomplished by BMPO

staff. This may be determined at anytime in an annual Cooperative Agreement executed by the members of the Policy Board. Staff services may include, but are not limited to:

1. Perform technical analyses, research, data collection, and public involvement activities for the development of plans, studies and programs.
  2. Draft plans, studies and programs for TAC review, comment and recommendation.
  3. Monitor and report on the implementation, progress and status of plans, studies, programs and tasks.
  4. Provide advice and guidance to the TAC and Policy Board relating to technical and policy issues.
  5. Administer the day to day operations of the BMPO, including fiscal and grant activities and assure compliance with federal and state requirements.
  6. Perform other activities requested or delegated by TAC and/or Policy Board.
- B. Subject to any limitations set forth in the Cooperative Agreement, the Policy Board shall determine and approve a method for establishing and maintaining staff.
- C. Tasks or subtasks may be performed by consultants under contract as outlined in the UPWP and approved by the members of the Policy Board.

## **ARTICLE II. OFFICERS AND DUTIES**

### **Section 1. Officers**

The Policy Board and TAC shall each have a Chair and Vice-Chair who shall be elected at an annual meeting in the month of January and/or February.<sup>2</sup>

### **Section 2. Term of Office**

The Chair and Vice-Chair shall hold office for a period of one year beginning at the close of the annual meeting. However, there is no limit to the number of terms.

### **Section 3. Duties**

- A. The Chair shall conduct all meetings and may vote on all issues. The Chair of the

Policy Board shall act as the MPO spokesperson. The Chair of the TAC shall act as spokesperson for that committee. However, unless otherwise directed, BMPO staff will present the committees' recommendations to the Policy Board.

- B. The Vice-Chair shall perform all duties of the Chair in his/her absence. If the Chair is unable to complete his/her term, the Vice-Chair shall complete the unexpired term of the Chair and a new Vice-Chair shall be elected at the next regular meeting of the BMPO.

### **ARTICLE III. MEETINGS**

#### **Section 1. Time and Place of Meetings**

- A. The Policy Board and TAC shall each hold an annual meeting in the month of January and/or February<sup>2</sup> at which new officers shall be elected. Regular meetings of the Policy Board and TAC will be held quarterly or as needed. The specific date, time, and place of these meetings shall be addressed by either the Policy Board or TAC as an agenda item at each regular meeting. All meetings shall be open to the public, except as otherwise provided by the Idaho Open Meeting Statute.
- B. Special meetings of the Policy Board or TAC may be called by the respective Chair. Each committee member shall be notified of time and place. All special meetings shall be subject to the Idaho Open Meeting Statute.

#### **Section 2. Conduct of Meetings of Policy Board and TAC**

- A. Policy Board and TAC
  1. Quorum – A quorum for purposes of conducting business shall consist of fifty percent (50%) attendance of the members. In the case a quorum is not present at any meeting, members may be polled at a later date to determine their position.
  2. Voting – Voting rights at all meetings shall be controlled by Article VIII, Section 2, of the Joint Powers Agreement for the Policy Board and by Article I, Section 3, of these By-Laws for the TAC.
  3. Procedure – All meetings shall be conducted according to such rules as established by Policy Board and the Idaho Open Meeting Statute identified in Idaho Code Section 67-2340 through Section 67-2347.
  4. Officers – The Chair shall conduct all meetings; the Vice-Chair shall conduct meetings in the Chair's absence. If both the Chair and Vice-Chair are


absent, the members present shall select one from among themselves to conduct the meeting.

5. Meeting Record – At the direction of the Chair, minutes of the meeting shall be taken and sent to all members with the next meeting's agenda and meeting notice. A taped record of all proceedings will be maintained in the BMPO office.
6. Approval – With the exception of approval of amendments to the Joint Powers Agreement and By-laws, when there is not a consensus over specific approvals, recommendations or requests, a majority of votes is needed to pass on the approvals, recommendations or requests.

#### **ARTICLE IV. AMENDMENTS**

The Articles of the By-Laws may be amended or repealed and/or new By-Laws may be adopted by a two-thirds majority of the entire membership of the Policy Board at a regular or special meeting called for that purpose at which a quorum is present. Written notice of such proposed changes and the nature thereof shall have been given to the membership of the Policy Board at least fifteen (15) days prior to the date of the meeting at which the By-Laws are to be considered.

**Note:** The June 29, 2022 By-Laws is a rewrite of all previous updates to the document and incorporates all previous amendments as appropriate.

  
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Policy Board Chairman

7/1/2022  
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Date