

**BYLAWS OF THE ERIE AREA TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION**

ARTICLE I – Name

Section 1. The name of this organization shall be The Erie Area Transportation Study Metropolitan Planning Organization, hereinafter referred to as the Erie MPO.

Section 2. The Erie MPO shall have such authority as prescribed by PennDOT Agreement No. 32649 dated August 24, 1964.

ARTICLE II – Purpose

Section 1. The Erie MPO was to guide this 3-C planning process in the urbanized area of Erie County surrounding the City of Erie. In 1978, the planning boundary of the Erie MPO was expanded to include the entire County. The role of the Erie MPO is to provide representation for municipalities / organizations in Erie County, in order to facilitate an integrated and informed decision-making process which incorporates all concerns and issues into the formal development of policies and actions. The Erie MPO planning and program management functions are administered and implemented through the Erie County Department of Planning and Community Development, which provides staff, technical and clerical support.

ARTICLE III – Membership

Section 1. The Coordinating Committee shall act as the governing body of the Erie MPO. The Committee shall have twenty-three (23) voting members¹:

- 2 representing the Pennsylvania Department of Transportation
- 1 representing Erie County
- 6 representing the City of Erie
- 1 representing the City of Corry
- 1 representing Fairview Township
- 1 representing Harborcreek Township
- 1 representing Lawrence Park Township
- 2 representing Millcreek Township
- 1 representing Summit Township
- 1 representing Wesleyville Borough
- 1 representing the Association of Boroughs²
- 2 representing the Association of Townships^{3 & 4}
- 1 representing Erie-Western PA Port Authority
- 1 representing the Erie Metropolitan Transportation Authority
- 1 representing the Erie Municipal Airport Authority

Section 2. The Coordinating Committee shall also have six (6) non-voting members composed of one representative from:

- Federal Highway Administration, U.S. Department of Transportation
- Federal Transit Administration, U.S. Department of Transportation
- Federal Aviation Administration, U.S. Department of Transportation
- Pennsylvania Department of Community and Economic Development
- Pennsylvania Department of Environmental Protection
- U.S. Department of Housing and Urban Development

¹Voting Members shall be appointed by the governing body of their organization and may only be removed by said organization. Municipalities and organizations may appoint any resident/employee, but are encouraged to select elected officials, Executive Officers, and/or Department Directors to serve as their voting representatives. Alternates shall be of a similar status within an organization.

² Voting members must be selected from municipalities other than those listed above.

³ Voting members must be selected from municipalities other than those listed above.

⁴ One (1) member must be selected from a Township located in the West County (Conneaut Twp., Elk Creek Twp., Franklin Twp., Girard Twp., McKean Twp., Springfield Twp., Washington Twp.);

And

One (1) member must be selected from a Township located in the East County (Amity Twp., Concord Twp., Greene Twp., Greenfield Twp., Lebeouf Twp., Northeast Twp., Union Twp., Venango Twp., Waterford Twp., and Wayne Twp.)

ARTICLE IV – Officers

Section 1. The Chairperson and the Vice-Chairperson of the MPO shall be elected annually by and among the voting members of the MPO. The Chairperson shall be responsible for conducting the committee meetings, shall be responsible for signing official documents of the MPO, and shall only vote on an issue in the event of a tie. The Vice-Chairperson shall have the right to vote on all issues.

Subsection a. In the event of the absence of the Chairperson, or at the Chairperson's direction, the Vice-Chairperson shall temporarily assume the powers and fulfill all of the duties of the Chairperson.

Section 2. The staff of the Erie County Department of Planning and Community Development shall serve as the staff and Secretary to the MPO and perform

transportation planning activities as defined through the annual work program developed in cooperation with federal, state, and local priorities.

ARTICLE V – Meetings

Section 1. All meetings of the MPO shall be open to the public and copies of any materials considered by the committee shall be made available to the public at the time of the meeting or subsequent to a committee meeting. Minutes of the meeting shall be maintained and shall be made available for review in the offices of the Erie County Department of Planning and Community Development. The responsibility for the development of the minutes shall rest with the Secretary.

ARTICLE VI – Authority

Section 1. It shall be the duty and the responsibility of the MPO to direct and control the policies and objectives of the transportation planning and programming process, with due regard to the requirements and recommendations of its several represented agencies of government, in order to accomplish and maintain the County's eligibility for federal transportation funds, and help implement the County's Comprehensive Plan.

Section 2. Actions of the MPO shall be by a majority vote of the members present and entitled to vote, provided that a quorum is present at the beginning of the meeting. Eleven (11) voting members, or their alternates, shall constitute a quorum for the MPO.

Section 3. On occasions when actions may be sought without convening a meeting, a telephone ballot may be conducted. The Chairperson will review the issue at hand and determine the appropriateness of a mail, fax, or electronic mailing to poll MPO voting members. Briefing material relevant to the issue at hand, along with a date and time the telephone poll will be conducted; will be sent to all voting members of the MPO at least one week prior to the poll. The Secretary of the MPO will be responsible for disseminating the briefing material and polling all voting members. The result of the poll will not be considered valid unless a majority vote has been obtained. Upon completion of the poll, the Secretary will notify the MPO voting members of the result. The action will be confirmed at the next meeting of the MPO.

ARTICLE VII – Technical Advisory Committee

Section 1. The Technical Advisory Committee shall have eighteen (18) voting members¹:

- 2 representing the Pennsylvania Department of Transportation
- 2 representing Erie County
- 2 representing the City of Erie
- 1 representing the City of Corry
- 1 representing Fairview Township
- 1 representing Harborcreek Township
- 1 representing Lawrence Park Township
- 1 representing Millcreek Township
- 1 representing Summit Township
- 1 representing Wesleyville Borough
- 1 representing the Association of Boroughs²
- 1 representing the Association of Townships³
- 1 representing Erie-Western PA Port Authority
- 1 representing the Erie Metropolitan Transportation Authority
- 1 representing the Erie Municipal Airport Authority

Section 2. The Technical Advisory Committee shall also have six (6) non-voting members composed of one representative from:

- Federal Highway Administration, U.S. Department of Transportation
- Federal Transit Administration, U.S. Department of Transportation
- Federal Aviation Administration, U.S. Department of Transportation
- Pennsylvania Department of Community and Economic Development
- Pennsylvania Department of Environmental Protection
- U.S. Department of Housing and Urban Development

¹ Voting Members shall be appointed by the governing body of their organization and may only be removed by said organization. Municipalities and organizations may appoint any resident/employee, but are encouraged to select: the Planning Director and Transportation Planner of the County, the Planning Director and Engineer of a City, a Manager, Secretary, Code Enforcement Officer, Engineer, or Planning Commission member of a municipality, a Director, Department Head, Manager or executive officer of an agency or other organization. Alternates shall be of a similar status within an organization.

² Voting members must be selected from municipalities other than those listed above.

³ Voting members must be selected from municipalities other than those listed above.

Section 3. The Chairperson and the Vice-Chairperson of the Technical Advisory Committee shall be elected annually by and among the voting members of the Technical Advisory Committee. The Chairperson shall be responsible for conducting the committee meetings and shall only vote on an issue in the event of a tie. The Vice-Chairperson shall have the right to vote on all issues.

Subsection a. In the event of the absence of the Chairperson, or at the Chairperson's direction, the Vice-Chairperson shall temporarily assume the powers and fulfill all of the duties of the Chairperson.

Subsection b. The Coordinating Committee and/or the Technical Advisory Committee may, from time to time in its discretion, by majority vote, designate one of its former chairpersons as Chairman Emeritus. Such a designation shall be for a life time term or until such Chairman Emeritus death, resignation, retirement or removal (for any reason or no reason by a majority vote of the Coordinating Committee or Technical Advisory Committee). Chairman Emeritus shall provide such advisory services to the board and its committees as requested from time to time by the board. Chairman Emeritus may attend committee meetings as and when invited by the committee, and they shall be entitled to notice of any such meetings. If present, the Chairman Emeritus may participate in the discussions occurring at such meetings. Any person holding the position of Chairman Emeritus shall not be considered a director or officer however shall have the ability to conduct the meeting on behalf of the committee in the event both the Chairman or Vice Chairman are not present and quorum is met. Under said circumstance, Chairman Emeritus shall have a vote be counted at any such meetings but only in event of the Chairman and Vice Chairman's absence will they hold the duties as prescribed under Article IV Section 1. The Chairman Emeritus shall not have any of the responsibilities or liabilities of a chair member or voting member of the committee, nor any of a chairperson's or member's rights, powers or privileges in their capacities as Chairman Emeritus outside of the above mentioned.

Section 4. The staff of the Erie County Department of Planning and Community Development shall serve as the staff and Secretary to the Technical Advisory Committee and perform transportation planning activities as defined through the annual work program developed in cooperation with federal, state, and local priorities.

Section 5. All meetings of the Technical Advisory Committee shall be open to the public and copies of any materials considered by the committee shall be made available to the public at the time of the meeting or subsequent to a committee meeting.

Section 6. The Technical Advisory Committee is responsible for providing a technical review of data, plans, and programs at the direction of the MPO, and for forwarding recommendations for action to the MPO.

Section 7. It shall be the duty and responsibility of the Technical Advisory Committee to study and report on technical aspects as directed by the MPO. The Technical Advisory Committee may establish and abolish subcommittees and/or advisory groups as needed. Subcommittees and/or advisory groups shall report to the Technical Advisory Committee.

Section 8. Actions of the Technical Advisory Committee shall be by a majority vote of the members present and entitled to vote, provided that a quorum is present at the beginning of the meeting. Nine (9) voting members, or their alternates, shall constitute a quorum for the Technical Advisory Committee.

ARTICLE VIII – Provisions

Section 1. Vacancies on the MPO or the Technical Advisory Committee shall be filled by an appointment by the responsible organization as shown in Article III, Section 1 or Article VII, Section 1.

Section 2. Removal of any member, or their representative, of the MPO or the Technical Advisory Committee, due to failure to attend meetings, or for other reasons, shall be at the discretion of the appointing authority. Absence from three (3) consecutive meetings or less than 60% attendance over a twelve (12) month period will result in a letter being sent from the MPO to the appointing authority apprising them of the situation.

Section 3. An alternate who will participate and vote in his/her behalf may represent any voting member who is absent from a meeting of the MPO or the Technical Advisory Committee. Each voting member of the MPO or the Technical Advisory Committee shall notify the Secretary of the MPO or the Technical Advisory Committee of his/her alternate, who shall be empowered to vote in the absence of the voting member, and shall be counted towards establishing a meeting quorum. This notification shall be done annually, or when the designated alternate changes. In the event that time would not permit a voting member to notify the Secretary of the MPO or the Technical Advisory Committee in advance of his/her absence and his/her alternate, a one time written proxy will be considered acceptable.

ARTICLE IX - Procedures

Section 1. The MPO and the Technical Advisory Committee shall establish regular meetings, and, in addition, shall meet upon the call of the Chairperson.

Section 2. Any voting member appointed by or elected to an office, board, authority, commission, etc; shall be dismissed from the MPO and/or the Technical Advisory Committee upon leaving the appointed/elected position.

Section 3. Neither the MPO nor the Technical Advisory Committee shall conduct business without a quorum is present.

Section 4. In accordance with current federal regulations for metropolitan transportation planning, the MPO, with the advice of the Technical Advisory Committee, shall periodically update and adopt, or amend, the Long Range Transportation Plan and the Transportation Improvement Program for Erie County. Actions taken with respect to these two documents shall be consistent with policies and procedures developed by the Pennsylvania Department of Transportation in a coordinated and cooperative manner with its planning partners throughout the Commonwealth.

Section 5. No party will incur any costs under the terms of this agreement. Costs incurred for work done pursuant to the planning and programming process will be allocated in separate, individual agreements. Contributions of the various parties will be determined by the percentages set forth in the federal transportation funding programs currently governing work done under the Unified Planning Work Program.

Section 6. The members agree that all voting and non-voting members of the MPO and the Technical Advisory Committee will fully participate in the ongoing transportation planning and programming process developed in the Commonwealth of Pennsylvania, in a manner to be recommended by the MPO and approved by all of the parties to this agreement. The MPO shall determine when, and in what respects, the approved plans and programs shall be reevaluated and updated, and the necessary participation therein consistent with current federal regulations.

Section 7. The Erie County Department of Planning and Community Development agrees that it will make available, to the MPO and the Technical Advisory Committee, conference space at the Erie County Department of Planning and Community Development, in the City of Erie, at convenient times, as requested by the MPO or the Technical Advisory Committee, for purposes of conducting the transportation planning and programming process. Each member agrees that it will, without expense to the other parties, keep, or cause to be kept, such files, data, and reports pertinent to the planning and programming process as the MPO shall, from time to time, request, properly storing the same, and holding the same available for further purpose of the continuing planning process.

Section 8. The members agree that all planning and programming reports shall be printed or otherwise put in form for publication, and shall be distributed without charge, in adequate numbers, to the parties hereto, to the U.S. Department of Transportation, the members of the MPO and the Technical Advisory Committee, and to such others as the MPO shall determine advisable, subject to approvals for such publications and distributions.

Section 9. The authority to amend these Bylaws rests exclusively with The Coordinating Committee. Amendments require a majority vote.

On this date, March 9th 2022, the Erie MPO adopted the foregoing Bylaws.

ATTEST:



Coordinating Committee Chairman

3/29/22

Date



Secretary

3/09/2022

Date