



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

To: Rapid City Legal & Finance Committee Members

From: Patsy Horton, Transportation Planning Coordinator

Date: October 9, 2002

Re: Metropolitan Planning Organization Executive Policy Committee Bylaws

Attached are the Executive Policy Committee Bylaws, a companion item to the Operations Plan for the Metropolitan Planning Organization, for your review and approval at the October 16, 2002, Legal and Finance Committee meeting. The Executive Policy Committee Bylaw changes include reflecting the ability to notify committee members by electronic mail and provide an opportunity for teleconferencing.

The Rapid City Area Metropolitan Planning Organization will consider the proposed changes at its November 14, 2002, when considering the Final Draft of the Operations Plan. Please feel free to contact me if you have any questions or would like additional information.

STAFF RECOMMENDATION: Staff recommends approval of the Metropolitan Planning Organization Executive Policy Committee Bylaw changes.

**BYLAWS OF THE
EXECUTIVE POLICY COMMITTEE
OF THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

Sec. 1 Voting members of the Executive Policy Committee are provided in the Joint Cooperative Agreement establishing the Metropolitan Planning Organization. The Executive Policy Committee shall consist of eight (8) voting members:

Mayor, City of Rapid City
Mayor, City of Box Elder
Chairman, Pennington County Commission
Representative, Pennington County Commission
Representative, Rapid City School District
Representative, Rapid City Common Council
Representative, Rapid City Regional Airport
Representative, South Dakota Transportation Commission

Sec. 2. The voting representatives of the City and the County set forth above may jointly agree to appoint additional voting members to the Executive Policy Committee from representatives of the following:

Local elected officials, officials of agencies that administer or operate major modes or systems of transportation, e.g., transit operators, sponsors of major local airports, maritime ports, rail operators within the Metropolitan Planning Organization area of jurisdiction and appropriate State officials.

Sec. 3. Non-voting members of the Executive Policy Committee for the purpose of transportation planning in the Rapid City Area Metropolitan Planning Organization, shall consist of:

SDDOT - Division of Planning and Engineering
Federal Highway Administration
Representative, Ellsworth Air Force Base

Sec. 4. Voting members of the Executive Policy Committee may also invite non-voting members to serve on the Committee. These non-voting members would serve as resource persons in various planning areas of interest in the Executive Policy Committee.

- Sec. 5. Each department or agency having a member of the Committee may also provide for an alternate on the Committee; and, in the event of the absence of a member at any meeting of the Committee, their alternate shall, by representation, have all the rights of the absent member.

ARTICLE II MEETINGS

- Sec. 1. The Committee shall meet at least six (6) times a year, on a bi-monthly basis, beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Special meetings may be called by the Chair, or in their absence the Vice-Chair, or by two (2) or more voting members of the Committee.
- Sec. 3. Each voting member and all nonvoting members of the Committee shall be notified by regular mail or electronic mail at least ~~fourteen (14)~~ seven (7) days in advance of the time and place of regular meetings and five (5) days in advance of special meetings.
- Sec. 4. A majority of the voting members of the Committee shall constitute a quorum for transacting the official business of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 5. All regular and special Committee meetings shall be open to the public and the media
- Sec. 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Executive Policy Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.
- Sec. 2. The Chair position shall count towards fulfilling a quorum, but will be a non-voting member, unless his/her vote is needed to break a tie vote. The Chairman shall serve for a period of one year and may be reappointed by a majority vote of the voting members set forth above for an unlimited number of one year terms.

- Sec. 3. The duties of the officers of the Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.
- Sec. 4. The Chair, subject to approval of the voting members, may appoint special committees as may be deemed necessary for the conduct of the Committee's business.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. The Chair and Vice-Chair of the Executive Policy Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Executive Policy Committee.
- Sec. 2. Nominations for Chair and Vice-Chair shall originate from the floor and a candidate must receive a majority vote of the Committee to be elected.
- Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

ARTICLE V MINORITY REPORT

- Sec. 1. Any voting member of the Committee or political subdivision within the Committee's Area-wide Planning Jurisdiction may attach a Minority Report to any recommendation or action taken by the Committee. It shall be the responsibility of the Committee's Director to see that such Minority Report(s) are attached and that assistance is provided in preparing such a Minority Report(s).

ARTICLE VI AMENDMENTS

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these bylaws.

ARTICLE VII SUBCOMMITTEES

- Sec. 1. The Executive Policy Committee may create subcommittees to advise them in the various planning areas the Committee is involved in. The membership of the subcommittees shall be established by and serve at the discretion of the Executive Policy Committee.

Revised this _____ day of November, 2002.

RAPID CITY AREA METROPOLITAN
PLANNING ORGANIZATION

ATTEST:

Chairman, Executive Policy Committee

Notary Public SEAL
Commission Expires:

CITY OF RAPID CITY

ATTEST:

Mayor, Rapid City

City Finance Officer, Rapid City
SEAL

CITY OF BOX ELDER

ATTEST:

Mayor, Box Elder

City Finance Officer, Box Elder
SEAL

PENNINGTON COUNTY BOARD OF
COMMISSIONERS

ATTEST:

Chairman, Pennington County

County Auditor, Pennington
SEAL