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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: August 21, 2003
Re: Metropolitan Planning Organization Committee Bylaws

Every ten years the Census Bureau designates "urbanized areas" based on population densities within certain distances of the city's core population. The 2000 Census Bureau has included the unincorporated portions of Black Hawk within Rapid City's urbanized area. As such, the Rapid City Area Metropolitan Planning Organization's (MPO) boundary must include all areas identified in the official "urbanized area" plus a twenty year planning horizon.

The Rapid City Area Metropolitan Planning Organization is currently updating various agreements and operating documents to reflect these new changes, including the Public Participation Plan; the Operations Plan along with the Citizens Advisory Committee Bylaws, the Technical Coordinating Committee Bylaws, and the Executive Policy Committee Bylaws; and the Joint Cooperative Agreement authorizing the Rapid City Area Metropolitan Planning Organization.

At its June meeting, the Rapid City Area Metropolitan Planning Organization approved a boundary change to include portions of Meade County and approved changes to the Public Participation Plan, the Operations Plan and the Committee Bylaws to incorporate Meade County representatives.

The Rapid City Area Metropolitan Planning Organization approved changes to the Citizens Advisory Committee Bylaws, the Technical Coordinating Committee Bylaws and the Executive Policy Committee Bylaws on August 14, 2003, incorporating Meade County. Please feel free to contact me if you have any questions or would like additional information.

STAFF RECOMMENDATION: Staff recommends approval of the Citizens Advisory Committee Bylaws, the Technical Coordinating Committee Bylaws and the Executive Policy Committee Bylaws Operations Plan as approved by the Rapid

**BYLAWS OF THE
CITIZENS ADVISORY COMMITTEE
FOR THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

Sec. 1. Provisions for establishment of the Citizens Advisory Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted on August 14, 2003, by the Executive Policy Committee.

Membership shall consist of individuals or organizations representing any sections of the Rapid City Metropolitan Area Transportation System. Membership may be drawn from but not limited to the following: Concerned Citizens, Business, City Advisory Boards, Persons with Disabilities, Safety, Elderly, Education, Neighborhoods, Private Transportation, Civic Development, and Environmental. Voting members shall be appointed by the Chairman of the Executive Policy Committee and subject to the approval of the Executive Policy Committee after a recommendation by the Citizens Advisory Committee to the Executive Policy Committee.

Sec. 2. The Committee shall consist of a minimum of nine (9) voting members.

Sec. 3. Any member group may withdraw from the Citizens Advisory Committee by giving notice to the Chair. The Citizens Advisory Committee may then either choose another organization to fill the vacancy or reduce the number of members by one if the nine (9) member minimum is still met. The action shall be decided by a vote of the majority of remaining members and concurrence by the Executive Policy Committee.

Sec. 4. Term of appointment shall be for two (2) calendar years from date of appointment.

Sec. 5. In the event that a member shall be absent from two (2) consecutive meetings without giving notice to the Chair, such action will be considered as a resignation.

Sec. 6. Each voting member of the Citizens Advisory Committee may provide for an alternate on the Committee. In the event of the absence of a voting

member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent voting member.

- Sec. 7. The Rapid City Area Metropolitan Planning Organization staff shall maintain a mailing list of interested organizations and individuals. Those persons on this list shall be notified as required by Article II, Section 4 of the Citizens Advisory Committee Bylaws. With exception of the nine (9) appointed voting members, all other interested persons shall be considered as non-voting members of the Committee.

ARTICLE II MEETINGS

- Sec. 1. The Citizens Advisory Committee shall meet at least six (6) times a year, on a bi-monthly basis beginning the new calendar year. Meeting dates for the following year shall be set on the last meeting date of each calendar year. Regularly scheduled bi-monthly meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Five (5) members 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. 3. Special meetings of the Citizens Advisory Committee can be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Citizens Advisory Committee shall be notified, by mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and five (5) days in advance of special meetings.
- Sec. 5. All regular and special meetings of the Citizens Advisory Committee shall be open to the public and the media.
- Sec. 6. The Metropolitan Planning Organization staff shall provide the Citizens Advisory Committee with all necessary information to carry on in their role as an active citizens group to conduct business, to make recommendations, or to address issues relevant to transportation in the Rapid City Urbanized Area.
- Sec. 7. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Citizens Advisory Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Citizens Advisory Committee shall consist of a Chair and Vice-Chair. In the absence of the Chair, the Vice-Chair has full powers.
- Sec. 3. The duties of the officers of the Citizens Advisory Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. The Chair and Vice-Chair of the Citizens Advisory Committee shall be elected annually by the Citizens Advisory Committee members at their last meeting of the calendar year. These officers will assume their duties on the first meeting of the new calendar year.
- Sec. 2. Nominations for Chairperson and Vice Chairperson shall originate from the floor and a candidate must receive a simple majority of votes to be elected.
- Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

ARTICLE V AMENDMENTS

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Citizens Advisory Committee 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. Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this _____ day of August, 2003.

Chair, Citizens Advisory Committee

Adopted this _____ day of August, 2003.

Chair, Executive Policy Committee

**BYLAWS OF THE
TECHNICAL COORDINATING COMMITTEE
OF THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

Sec. 1. The membership and provisions for the establishment of the Technical Coordinating Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted on August 14, 2003, by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Transportation Planning Process Administration
Rapid City Public Works Department, Engineering Division
Rapid City Public Works Department, Traffic Engineer
Rapid City Public Works Department, Rapid City Street Division
Rapid City Public Works Department, Urban Systems Engineer
Rapid City Community Development Department
Rapid City Regional Airport Administration
Rapid City Police Department, Street Division
Rapid City Planning Department
Pennington County Planning Department
Pennington County Drainage Coordinator
Pennington County Highway Department
Pennington County Sheriff's Department, Traffic Division
Meade County Director of Equalization
Meade County Highway Department
Meade County Sheriff's Department, Traffic Division
City of Box Elder
Ellsworth Air Force Base
Black Hills Council of Governments/Rapid Transit System
SDDOT - Division of Operations: Region Engineer
SDDOT - Division of Planning and Engineering
SDDOT - Office of Air, Rail and Transit
Federal Highway Administration (non-voting)

Sec. 2. The Federal Highway Administration (FHWA) shall be a member of the Technical Coordinating Committee, but shall be a non-voting member.

- Sec. 3. Each department or agency having a member on 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 such absent member.

ARTICLE II MEETINGS

- Sec. 1. The Technical Coordinating 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. A majority, consisting of twelve (12) members shall constitute a quorum for transacting the official business of the Committee. The quorum shall constitute voting members 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. 3. Special meetings of the Technical Coordinating Committee may be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Technical Coordinating Committee shall be notified by regular mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and five (5) days in advance of special meetings.
- Sec. 5. All regular and special meetings of the Technical Coordinating Committee 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 Technical Coordinating Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Technical Coordinating Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. The Chair and Vice-Chair of the Technical Coordinating Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Technical Coordinating Committee.

Sec. 2. The Chair of the Executive Policy Committee shall appoint a member to fill any vacancy which may occur until the next Executive Policy Committee meeting at which time the vacancy will be filled permanently.

ARTICLE V AMENDMENTS

Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Technical Coordinating Committee 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

Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this _____ day of August, 2003.

Chair, Technical Coordinating Committee

Adopted this _____ day of August, 2003.

Chair, Executive Policy Committee

**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 ten (10) voting members:

Mayor, City of Rapid City
Mayor, City of Box Elder
Chairman, Pennington County Commission
Representative, Pennington County Commission
Chairman, Meade County Commission
Representative, Meade 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

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- 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 on 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 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 August, 2003.

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

MEADE COUNTY BOARD OF
COMMISSIONERS

ATTEST:

Chairman, Meade County

County Auditor, Meade
SEAL