

# **Bylaws of the Centre County Metropolitan Planning Organization (CCMPO)**

**Adopted: July 16, 2008**

**Revised: April 27, 2010; November 22, 2011; February 25, 2014;  
November 25, 2014**

## **I. Name**

In accordance with Title 23 U.S.C. Section 34 and Title 49 U.S.C. Section 1607, the entity responsible for maintaining a cooperative, continuous, and comprehensive transportation planning program in Centre County, Pennsylvania shall be known as the "Centre County Metropolitan Planning Organization (CCMPO)".

## **II. Authority**

The CCMPO is established by designation of the Governor of the Commonwealth of Pennsylvania, the original formation Agreement No. 72542 dated July 1, 1982 between the Pennsylvania Department of Transportation (PennDOT) and participating members of the Centre Region Metropolitan Planning Organization (CRMPO), and subsequent changes to membership and boundary area as approved by the CRMPO, including the most recent action in November 2003 to expand the CRMPO to a countywide organization and change the name to the Centre County Metropolitan Planning Organization.

The CCMPO's purpose is to carry out the metropolitan transportation planning provisions specified in Title 23 U.S.C. Section 34 and Title 49 U.S.C. Section 1607.

The Coordinating Committee of the CCMPO is the decision-making body responsible for meeting the federal regulations and requirements relative to metropolitan planning organizations (MPOs). The Technical Committee of the CCMPO is an advisory committee responsible for providing technical recommendations and advice to the Coordinating Committee.

## **III. Purpose**

The purpose of the CCMPO is to complete studies; prepare plans; and to establish, direct, and control policies relative to meeting the primary responsibilities of an MPO, as specified in federal law and regulations, including but not limited to:

- Deciding the allocation of federal and state funds for surface transportation projects, through two primary mechanisms:
  - ✓ Developing and adopting a Long Range Transportation Plan (LRTP)
  - ✓ Developing and adopting a short-range Transportation Improvement Program (TIP)
- Coordinating and providing input about requests for federal earmarked funds
- Preparing and adopting an annual Unified Planning Work Program (UPWP)
- Facilitating public involvement efforts
- Preparing transportation-related plans and programs that may be required by state and federal regulations and directives

- Completing other transportation-related studies
- Preparing analyses of data to support the above listed activities
- Establishing policies and position statements related to transportation issues, the LRTP, TIP, and other transportation plans and programs.

The CCMPO's responsibilities change periodically in response to state and federal regulations and directives, and local priorities. A specific list of activities is detailed in the annual UPWP.

#### **IV. Membership of the Coordinating Committee**

##### **a. Voting Members**

Voting members are listed in Attachment 1 (which is not considered part of the Bylaws).

##### **b. Non-voting Members**

Non-voting members are listed in Attachment 1 (which is not considered part of the Bylaws).

##### **c. Definition of Planning Region**

For the purposes of establishing membership, a "Planning Region" shall include a minimum of two municipalities. The Planning Regions for the purposes of MPO membership are based on the regions defined by the Centre County Planning and Community Development Office.

##### **d. Appointments**

Representatives of Centre County government and individual municipalities shall be appointed by the respective governing bodies.

It is recommended that representatives be elected members of the governing body of the County or municipality (e.g. commissioners, supervisors or council members). However, a representative that is not an elected member of the governing body may be designated by majority vote of the appointing body.

Representatives of the Planning Regions shall be appointed by the municipalities within the respective Planning Region. Appointments shall be approved by a majority of the municipalities within the Planning Region. Each municipal governing body within the region shall indicate its vote for or against a candidate(s).

It is recommended that representatives be elected members of the governing body of a municipality within the region (e.g. supervisors or council members). However, a representative that is not an elected member of a governing body may be designated by the region.

Representatives of the Centre Area Transportation Authority (CATA) and Centre Regional Planning Commission (CRPC) shall be appointed by the policy boards of the respective organizations. Representatives must be a member of the policy board.

Representatives of PennDOT, FHWA, FTA, and PSU shall be appointed by an appropriate executive within each respective organization.

Appointments shall be made by January 21 in the years when an appointment is required. Planning regions may establish a nomination and appointment process tailored to each respective region's needs, within the parameters listed above, which concludes with an appointment by January 21.

**e. Representative's Length of Appointment**

Because of the complexity of the metropolitan transportation planning process, and to ensure continuity in the process, appointments shall be for a minimum two-year term. Members may be reappointed for successive terms, and there is no limit on the number of successive terms.

**f. Alternate Representative**

An alternate representative(s) may be designated by the governing body, policy board, or planning regions at the time appointments are made. The alternate serves and may vote in the absence of the representative. If multiple alternates are designated, a sequence must be established. If an alternate representative will be attending a meeting and has not been previously designated, the alternate representative must notify the CCMPO staff and Chair prior to the meeting.

**g. Representative's Responsibilities**

Recognizing that representatives are often elected or appointed officials of one municipality or another entity, representatives are expected to support the views and policy positions of the specific entity that they represent on the Coordinating Committee.

**h. Representative's Attendance**

Attendance at Coordinating Committee meetings is strongly encouraged. If the member-entity is not represented by its primary appointed member or the designated alternate member(s) at 75% of the meetings held in a twelve-month calendar period (January-December), the Coordinating Committee may vote to request that a new representative be appointed by the designated entity.

**i. Vacancies**

Vacancies by representatives who are unable to continue representing the designated entity because of resignation or termination from the governing body, policy board, or staff of the designated entity, are to be filled for the remainder of the original representative's term, using the process specified in Section IV.d.

**j. Special Committees**

The Chair may form special committees and appoint members to those committees for specific projects or other purposes. The formation of a special committee and the membership must be approved by a majority vote of the Coordinating Committee.

*Examples of special committees established in the past include:*

- *MPO Performance Review Committee - formed in summer 2006 to complete a performance review of the countywide MPO.*
- *Project Rank Subcommittee - formed in early 2006 to review the technical ranking of candidate projects for the new Long Range Transportation Plan (LRTP), and to provide recommendations about policy adjustments to the technical ranking.*

**k. Changes in Membership Structure**

Any municipality in Centre County may request to become an individual voting member. Approval of the request shall be contingent upon the municipality agreeing to be an individual funding partner, subject to the requirements of Section VIII.

If the designation of a municipality as an individual voting member and funding partner results in the Planning Region from which it formerly was part of to have only one municipality remaining in the Region, the Region will be removed as a voting member and the remaining municipality will be reassigned to another Planning Region for representation.

Other units of local government, as defined by the Office of Management and Budget (OMB) Super Circular -2 CFR 200 (see Attachment 2), may request to become an individual voting member. Approval of the request may be contingent upon the entity agreeing to be a funding partner, at an amount determined by the Coordinating Committee, subject to the requirements of Section VIII.

Proposed changes in membership structure for either the Coordinating or Technical Committees must be presented to the Coordinating Committee via a written request. By majority vote, the Coordinating Committee will decide whether to consider the request, and will also determine the process for making a decision about the request.

Changes in membership structure do not constitute a change in the Bylaws. Changes in membership structure shall be determined by the Coordinating Committee based on a two-thirds majority vote of the entire voting membership.

## **V. Officers of the Coordinating Committee**

### **a. Chair**

The Chair shall be elected from among the voting representatives of the Coordinating Committee at its first meeting of the calendar year. The Chair shall preside at all meetings and ensure that the transaction of business shall be in accordance with the bylaws and other procedures adopted by the CCMPO. The Chair may make motions, participate in discussion, and vote on any motion.

### **b. Vice-Chair**

The Vice Chair shall be elected from among the voting representatives of the Coordinating Committee at its first meeting of the calendar year. The Vice Chair shall execute the powers and duties of the Chair during the absence of the Chair.

### **c. Secretary**

The Coordinating Committee shall elect a Secretary at its first meeting of the calendar year. The Secretary does not have to be elected from among the members of the Coordinating Committee.

### **d. Absence of Chair and Vice-Chair**

Upon approval by the Coordinating Committee, a voting representative on the Coordinating Committee or the Secretary may execute the powers and duties of the Chair during the absence of the Chair and Vice Chair. If the Secretary is a non-voting representative, the Secretary does not have voting rights at the meeting.

### **e. Resignations or Vacancies**

If an officer resigns the position or has been removed as a Coordinating Committee representative, the Coordinating Committee shall select a replacement officer at the next regularly scheduled meeting.

## **VI. Meetings of the Coordinating Committee**

### **a. Location**

All meetings shall be held in Centre County. Locations will vary. Other items relative to building accessibility and advertisement are addressed in the CCMPO's adopted Public Participation Plan (PPP).

### **b. Regular Meetings**

Regular meetings will be scheduled for the calendar year by the Coordinating Committee at its last meeting of the preceding calendar year. The day and time of the meetings shall be established by the Coordinating Committee as part of the annual schedule of meetings. Meetings shall be open to the public.

**c. Special Meetings**

Special meetings may be scheduled by the Chair or by a majority of the Coordinating Committee to address unexpected or emergency situations. Meetings shall be open to the public.

**d. Quorum**

A quorum of the Coordinating Committee is defined as a majority of the voting representatives. Although presentations may be received, no action shall be taken by the Coordinating Committee without a quorum in attendance at the meeting and present at the time of the action.

**e. Absence of Chair and Vice-Chair**

In the absence of the Chair and Vice-Chair and with the approval of the Coordinating Committee, another voting representative on the Coordinating Committee or the Secretary may preside over a meeting.

**f. Voting Procedure**

Votes may be taken by different methods, at the discretion of the Chair. Methods include a voice vote, show of hands, or by roll call. Any representative on the Coordinating Committee may call for a roll call vote to be taken.

Any action taken by the Coordinating Committee shall require a majority vote of all voting representatives present at the meeting at the time of the action, unless otherwise specified in the Bylaws.

An alternate attending the meeting serves and may vote in the absence of the representative.

In emergency situations or when an issue cannot be considered at a regular or special meeting because of time constraints, votes may be taken by telephone, email, or mail ballot in accordance with the CCMPO's adopted *Policy on the Use of Telephone and Mail Ballots*.

Once a motion has been acted upon, the action taken shall not be reconsidered by the Coordinating Committee for a two-year period.

Exceptions include the following:

- Changes in cost or schedule for projects on the TIP.
- Federal or state policy changes or procedural changes.
- Emergency situations that are governed by the CCMPO's adopted Policy on the Use of Telephone and Mail Ballots.
- An action may be reconsidered if the request is first presented to the Coordinating Committee and a two-thirds majority of the members present at that meeting vote in favor of reconsidering the action. The motion to reconsider must be made by a representative that voted in the majority when action was taken on the original motion. The action to be reconsidered will then be placed on the next meeting agenda.

**g. Order of Business**

Agendas for meetings will be prepared by staff in consultation with the Chair and Vice-Chair, and will be mailed or emailed a minimum of five days prior to a meeting.

Items are typically included on the agenda at the discretion of the Chair or staff to address the following circumstances:

- Deadlines specified in the CCMPO's annual Unified Planning Work Program (UPWP)
- Changes in cost or schedule for projects on the TIP
- Changes in the LRTP
- Changes in federal or state policies
- In response to a written request
- In response to a request from a representative that is provided to the Chair in advance of a meeting. The item may be included at the discretion of the Chair.
- If an item is not included by the Chair in response to a request, a request from a representative(s) may be made at a meeting.

The items will generally be presented as follows:

- Call to Order and Pledge of Allegiance
- Election of Officers (first meeting of the year)
- Approval of Minutes
- Citizen Comments
- Tabled action items
- Other presentation and action items
- Member Reports (Planning Regions and other organizations) (every other meeting)
- Announcements
- Adjournment

The order of items may be changed at the meeting at the discretion of the Chair or by majority vote of the voting members present at the meeting to accommodate special circumstances.

A majority of the voting representatives present at the meeting is required in order to add or delete an item to/from the agenda for that meeting, or at a future meeting.

A motion must be made, seconded, and approved by majority vote to open discussion of items that were tabled at a previous meeting.

Robert's Rules of Order will be used to guide the operations of the Coordinating Committee.

## **VII. Staff**

Staff services to administer the activities of the CCMPO, to complete technical studies as outlined in the annual UPWP, and to complete other duties assigned by the CCMPO Committees, PennDOT, or federal agencies shall be provided by the Centre Regional Planning Agency (CRPA) and the Centre County Planning and Community Development Office (CCPCDO). The CRPA is the lead agency responsible for completing tasks on behalf of the CCMPO.

Supervision of staff assigned to CCMPO activities at the CRPA and CCPCDO is the responsibility of the Directors of the respective agencies, and the parent organizations for the agencies (Centre Region Council of Governments, Centre County Government), in accordance with the employment policies of the parent organizations.

## **VIII Local Funding Share**

### **a. Funding Commitment**

Municipalities that are individual voting members are required to be individual local funding partners.

Other general purpose units of local government that become voting members may be required to contribute funding at an amount determined by the Coordinating Committee.

All local funding partners participating as of November 2014 may withdraw from their funding commitment and voting responsibility by providing a notice of intent to withdraw by no later than December 31, one year in advance of the effective date of withdrawal; which shall be January 1, consistent with the effective date of the annual CCMPO Budget.

All local funding partners added after November 2014 must commit to providing funding for an initial period of four consecutive years. At the conclusion of the initial three-year period, the member may withdraw from its funding commitment and voting responsibility by providing a notice of intent to withdraw by no later than December 31, one year in advance of the effective date of withdrawal; which shall be January 1, consistent with the effective date of the annual CCMPO Budget. After the conclusion of the initial period of four consecutive years, the member is subject only to the requirement for a one-year notice of withdrawal as described above.

### **b. Local Funding Share Formula**

Centre County and municipal funding shares shall be determined by the Local Share Funding Formula approved by the Coordinating Committee (current version approved in May 2013), which is not considered part of the Bylaws.



## **IX. Bylaws Document**

### **a. Updates**

The bylaws may be updated by the Coordinating Committee by a two-thirds majority vote of the entire voting membership. Proposed changes to the bylaws cannot be voted upon at the first meeting at which the changes are presented. Proposed changes must be discussed at least at two consecutive meetings before action can be taken, and all Coordinating Committee representatives must be notified prior to a vote being taken.

## **X. Technical Committee**

A Technical Committee that is comprised of the same entities and number of voting representatives as the Coordinating Committee shall provide advice and recommendations to the Coordinating Committee. Bylaws for the Technical Committee are specified in Appendix A of this document.

# Appendix A

## CCMPO Technical Committee Bylaws

### A-1. Name

The advisory committee providing technical recommendations and advice to the Coordinating Committee shall be known as the "Technical Committee".

### A-2. Role of the Technical Committee

The role of the Technical Committee is to provide technical recommendations and advice that the Coordinating Committee can use in making policy decisions. As part of this responsibility, the Technical Committee provides technical review of transportation-related studies and plans, including but not limited to:

- Long Range Transportation Plan
- Short-range Transportation Improvement Program (TIP)
- Annual Unified Planning Work Program (UPWP)
- Public Participation Plan
- Coordinated Public Transit-Human Services Transportation Plan
- Other transportation-related plans and programs that may be required by state and federal regulations and directives
- Other transportation-related studies

Examples of specific tasks include, but are not limited to:

- Assisting staff in the preparation of a project ranking process, including the development of ranking criteria and a process for prioritizing projects, for the Centre County Long Range Transportation Plan (LRTP)
- Review of the results of the project ranking process to identify changes that may be needed in the criteria and/or process
- Assisting in the project prioritization process and providing recommendations about project ranking for the LRTP
- Making recommendations about project costs and schedules for the short-range Transportation Improvement Program (TIP)
- Participating in the review of candidate Transportation Enhancements (TE) Program projects, and the preparation of recommendations about approval of funding for TE projects.
- Developing priorities for candidate supplemental planning funds projects proposed for the UPWP

### **A-3. Membership of the Technical Committee**

#### **a. Voting Members**

Voting members are listed in Attachment 1 (which is not considered part of the Bylaws).

#### **b. Non-voting Members**

Non-voting members are listed in Attachment 1 (which is not considered part of the Bylaws).

#### **c. Definition of Planning Region**

For the purposes of establishing membership, a "Planning Region" shall include a minimum of two municipalities. The planning regions for the purposes of MPO membership are based on the regions defined by the Centre County Planning and Community Development Office.

#### **d. Appointments**

Representatives of Centre County government and the individual municipalities shall be appointed by the respective governing bodies.

Representatives of the Planning Regions shall be appointed by the municipalities within the respective Planning Region. Appointments shall be approved by a majority of the municipalities within the Planning Region. Each municipal governing body within the region shall indicate its vote for or against a candidate(s).

Representatives of the Centre Area Transportation Authority (CATA) and Centre Regional Planning Commission (CRPC) shall be appointed by the policy boards of the respective organizations.

Representatives of PennDOT, FHWA, FTA, and PSU must be appointed by an appropriate executive within each respective organization.

Representatives are typically staff members of the designated entity or entities within a region, appointed members of the designated entity or entities within a region, but there are no restrictions for representatives.

Appointments shall be made by February 1 in the years when an appointment is required. Planning Regions may establish a nomination and appointment process tailored to each respective region's needs, within the parameters listed above, and concluding with an appointment by February 1.

#### **e. Length of Appointment**

Because of the complexity of the metropolitan transportation planning process, and to ensure continuity in the process, appointments shall be for a minimum two-year term. Representatives may be reappointed for successive terms, and there is no limit on the number of successive terms.

**f. Alternate Representatives**

An alternate representative(s) may be designated by the governing body, policy board, or planning regions at the time appointments are made. The alternate serves and may vote in the absence of the representative. If multiple alternates are designated, a sequence must be established. If an alternate representative will be attending a meeting and has not been previously designated, the alternate representative must notify the CCMPO staff and Technical Committee Chair prior to the meeting.

**g. Representative's Attendance**

Attendance at Technical Committee meetings is strongly encouraged. If the member-entity is not represented by its primary appointed member or the designated alternate member at 75% of the meetings held in a twelve-month calendar period (January-December), the Technical Committee may vote to recommend that the Coordinating Committee send correspondence to the designated entity informing them of the situation.

**h. Vacancies**

Vacancies by representatives who are unable to continue representing the designated entity because of resignation or termination from the governing body, policy board, or staff of the designated entity, are to be filled for the remainder of the original representative's term, using the process specified in Section A-3.d.

**i. Special Committees**

The Chair may form special committees and appoint members to the committees for specific projects or other purposes. The formation of a special committee and the membership must be approved by a majority vote of the Technical Committee.

**A-4. Officers of the Technical Committee**

**a. Chair**

The Chair shall be elected from among the voting representatives of the Technical Committee in February. The Chair shall preside at all meetings and ensure that the transaction of business shall be in accordance with the bylaws and other procedures adopted by the CCMPO. The Chair may make motions, participate in discussion, and vote on any motion.

**b. Vice-Chair**

The Vice Chair shall be elected from among the voting representatives of the Technical Committee in February. The Vice Chair shall execute the powers and duties of the Chair during the absence of the Chair.

**c. Absence of Chair and Vice-Chair**

Upon approval by the Technical Committee, a voting representative of the Technical Committee may execute the powers and duties of the Chair during the absence of the Chair and Vice Chair.

**d. Resignations or Vacancies**

If an officer resigns the position or has been removed as a Technical Committee representative, the Technical Committee shall select a replacement officer at the next regularly scheduled meeting.

**A-5. Meetings of the Technical Committee**

**a. Location**

All meetings shall be held in Centre County. Locations will vary. Other items relative to building accessibility and advertisement are addressed in the CCMPO's adopted Public Participation Plan (PPP).

**b. Regular Meetings**

Regular meetings will be scheduled for the calendar year, based on the schedule of meetings approved by the Coordinating Committee at its last meeting of the preceding calendar year. The day and time of the meetings shall be established as part of the annual schedule of meetings. Meetings shall be open to the public.

**c. Special Meetings**

Special meetings may be scheduled by the Chair or by a majority of the Technical Committee to address unexpected or emergency situations. Meetings shall be open to the public.

**d. Quorum**

A quorum of the Technical Committee is defined as a majority of the voting representatives. Although presentations may be received, no action shall be taken by the Technical Committee without a quorum in attendance at the meeting and present at the time of the action.

**e. Absence of Chair and Vice-Chair**

In the absence of the Chair and Vice-Chair and with the approval of the Technical Committee, another voting representative of the Technical Committee may preside over a meeting.

**f. Voting Procedure**

Votes may be taken by different methods, at the discretion of the Chair. Methods include a voice vote, show of hands, or by roll call. Any representative on the Technical Committee may call for a roll call vote to be taken.

Any action taken by the Technical Committee shall require a majority vote of all voting representatives present at the meeting at the time of the action, unless otherwise specified in the Bylaws.

An alternate attending the meeting serves and may vote in the absence of the representative.

In emergency situations or when an issue cannot be considered at a regular or special meeting because of time constraints, votes may be taken by telephone, email, or mail ballot in accordance with the CCMPO's adopted *Policy on the Use of Telephone and Mail Ballots*.

**g. Order of Business**

Agendas for meetings will be prepared by staff in consultation with the Chair and Vice-Chair, and will be mailed or emailed a minimum of five days prior to a meeting.

Items are typically included on the agenda at the discretion of the Chair or staff to address the following circumstances:

- Deadlines specified in the CCMPO's annual Unified Planning Work Program (UPWP)
- Changes in cost or schedule for projects on the TIP
- Changes in the LRTP
- Changes in federal or state policies
- In response to a written request
- In response to a request from a representative that is provided to the Chair in advance of a meeting. The item may be included at the discretion of the Chair.
- If an item is not included by the Chair in response to a request, a request from a representative(s) may be made at a meeting

The items will generally be presented as follows:

- Call to Order
- Election of Officers (February meeting)
- Approval of Minutes
- Citizen Comments
- Tabled action items
- Other presentation and action items
- Member Reports (Planning Regions and other organizations)
- Announcements
- Adjournment

The order of items may be changed at the meeting at the discretion of the Chair or by majority vote of the voting members present at the meeting to accommodate special circumstances.

A majority of the voting representatives present at the meeting is required in order to add or delete an item to/from the agenda for that meeting, or at a future meeting.

A motion must be made, seconded, and approved by majority vote to open discussion of items that were tabled at a previous meeting.

Robert's Rules of Order will be used to guide the operations of the Technical Committee.

**A-6. Staff**

Staff services to administer the activities of the CCMPO, to complete technical studies as outlined in the annual UPWP, and to complete other duties assigned by the CCMPO Committees, PennDOT, or federal agencies shall be provided by the Centre Regional Planning Agency (CRPA) and the Centre County Planning and Community Development Office (CCPCDO). The CRPA is the lead agency responsible for completing tasks on behalf of the CCMPO.

Supervision of staff at the CRPA and CCPCDO assigned to CCMPO activities is the responsibility of the Directors of the respective agencies, and the parent organizations for the agencies (Centre Region Council of Governments, Centre County Government), in accordance with the employment policies of the parent organizations.

# **Attachment 1**

## **CCMPO Members Effective Date: January 2016**

### **Coordinating and Technical Committees**

#### **a. Voting Members**

Centre County Government – two (2) votes  
College Township – one (1) vote  
Ferguson Township – one (1) vote  
Halfmoon Township – one (1) vote  
Harris Township – one (1) vote  
Patton Township – one (1) vote  
State College Borough – one (1) vote  
Nittany Valley Planning Region – one (1) vote  
Lower Bald Eagle Planning Region – one (1) vote  
Moshannon Valley Planning Region – one (1) vote  
Mountaintop Planning Region – one (1) vote  
Penns Valley Planning Region – one (1) vote  
Upper Bald Eagle Valley Planning Region – one (1) vote  
Centre Area Transportation Authority – one (1) vote  
Centre Regional Planning Commission – one (1) vote  
PennDOT Central Office – one (1) vote  
PennDOT Engineering District 2-0 Office – one (1) vote

#### **b. Non-voting Members**

The Pennsylvania State University (PSU)  
Federal Highway Administration (FHWA)  
Federal Transit Administration (FTA)



## **Attachment 2**

### **Excerpt from 2 CFR 200 Definition of Local Government**

#### **200.64 Local Government**

Local government means any unit of government within a state, including a:

- (a) County;
- (b) Borough;
- (c) Municipality;
- (d) City;
- (e) Town;
- (f) Township;
- (g) Parish;
- (h) Local public authority, including any public housing agency under the United States Housing Act of 1937;
- (i) Special district;
- (j) School district;
- (k) Intrastate district;
- (l) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and
- (m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government