



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



Santa Fe Metropolitan Planning Organization

Bylaws and Operating Procedures

**Approved by the Transportation Policy Board
August 13, 2009**

Bylaws and Operating Procedures

The Santa Fe Metropolitan Planning Organization (“SFMPO”) is established by a Joint Powers Agreement (“JPA”) between the City of Santa Fe, Santa Fe County, Tesuque Pueblo, and the New Mexico Department of Transportation; approved by the New Mexico Department of Finance and Administration, and by designation of the Governor of New Mexico. The purpose of the MPO is to carry out the Metropolitan Transportation Planning Process as defined within the provisions of federal regulations contained in 23 CFR Section 450 and SAFETEA-LU Section 3005.

Federal regulations and the SFMPO JPA establish a number of operational and procedural requirements for the SFMPO. The purpose of these Bylaws is to establish guidance for issues pertaining specifically to the SFMPO that are not otherwise addressed in other documents.

SFMPO Transportation Policy Board

I. Authority:

The SFMPO Transportation Policy Board (“TPB”) has authority granted under the SFMPO JPA, applicable to contracts and State and Federal laws and regulations, including but not limited to 23 CFR Section 450.

II. Membership:

The TPB is comprised of eight (8) appointed officials from the member governing bodies identified in the SFMPO Joint Powers Agreement. The TPB Membership shall be comprised of the following appointed officials:

City of Santa Fe

Mayor
Two (2) City Councilors

Santa Fe County:

Three (3) County Commissioners

Tesuque Pueblo

Governor or designee

New Mexico Department of Transportation (“NMDOT”)

Cabinet Secretary or designee

TPB Members from each governing body can be selected or changed at anytime. Notification of the selection of a TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the MPO Office.

The following are non-voting, advisory agencies to the TPB:

New Mexico Department of Transportation, Planning Division

New Mexico Department of Transportation, Rail and Transit Division
New Mexico Department of Transportation District 5
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
North Central New Mexico Regional Transit District (NCRTD)

- A. Alternates - Each governing body can designate one alternate TPB Member. An alternate can only be seated in the absence of a Member from the corresponding governing body. Notification of the selection of an alternate TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the MPO Office. .
- B. Officers - The officers of the TPB shall consist of a Chair and Vice Chair:
 - 1. Chair - The Chair shall be elected by simple majority at the first meeting of each year. The duties of the Chair shall be to preside at all meetings of the TPB and act as official signatory for MPO documents.
 - 2. Vice Chair - The Vice Chair shall be elected by simple majority at the first meeting of each year. The duties of the Vice Chair shall be to preside at meetings of the TPB, and act as official signatory for MPO documents in the absence of the Chair.
 - 3. Secretary - The SFMPO Director shall be the Secretary of the TPB and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TPB meetings
- C. Removal Procedure - Attendance is required at all TPB meetings. If a TPB Member is consistently absent or is unable to continue participation on the TPB, the acting TPB Chair can petition the absent Member's governing body for a new appointment to the TPB.
- D. Replacement Procedure - The corresponding governing body shall make any and all replacement appointments to the TPB. Notification of the selection of a replacement TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the MPO Office.
- E. Change in Membership Composition – Any change to the above stated membership composition requires a unanimous vote of the TPB Members.

III. Meetings:

All TPB meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TPB Members with the following minimum advance notice:

Regular Meetings – one (1) week notice
Special Meetings – three (3) day notice

- A. Regular TPB Meetings - TPB meetings shall be held at least every other month in accordance with the Annual Meetings Schedule as approved by the TPB.

- B. Special TPB Meetings - Special meetings shall be held as needed. Special Meetings may be scheduled by the Chair or a majority of the TPB.
- C. Quorum – A quorum is formed by the presence of a simple majority of five (5) Members. No action shall be taken without a quorum of the TPB in attendance.
- D. Voting Procedure - Any action of the TPB (with the exception of Section II-E above) requires a simple majority vote of those Members in attendance to be approved. A motion fails on a tie vote. Each member of the TPB, including the Chair and Vice Chair, has one vote. Voting by proxy or telephone is not allowed.

IV. Technical Coordinating Committee

The TPB shall establish a Technical Coordinating Committee (“TCC”) which will be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC shall provide recommendations and input to the SFMPO TPB on issues directed to it by the TPB, its membership, or the SFMPO Director

V. SFMPO Staff

SFMPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. The SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents.

At a minimum, the SFMPO staff shall include the following positions:

- SFMPO Director
- SFMPO Senior Planner

VI. Task Forces and Study Groups:

The TPB may designate a Task Force or Study Group to undertake special projects or review special topics. These Task Forces or Study Groups shall function as advisory bodies to the TCC and TPB.

SFMPO Technical Coordinating Committee

I. Authority & Responsibilities:

The SFMPO Technical Coordinating Committee (“TCC”) is established by the SFMPO TPB and shall be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC provides recommendations and input to the SFMPO TPB on issues directed to it by the TPB, its membership, or the SFMPO Director.

The SFMPO Director and staff shall prepare and present a draft of all required documents and programs to the Technical Coordinating Committee for review and recommendation. The SFMPO Director will submit all TCC recommendations to the TPB for discussion and final approval.

II. Membership:

The TCC is comprised of twelve (12) voting members, including agency staff from the TPB governing bodies and representatives from regional transit providers within the SFMPO Planning Area.

Voting TCC Members:

The TCC will be comprised of the following agency staff:

City of Santa Fe

Engineering Division Director, Public Works Department
Traffic Engineer, Public Works Department
Director, Long Range Planning Division
Director, Current Planning/Land Use Division

Santa Fe County

Director, Planning and Development Division
Transportation Planner, Growth Management
Director, Public Works Department

Santa Fe Regional Planning Authority

Executive Director

Tesuque Pueblo

Transportation Planner

New Mexico Department of Transportation

District Engineer, District 5

Transit Operators

Executive Director, North Central Regional Transit District
Transit Division Director, Santa Fe Trails

The following are non-voting advisory agencies to the TCC:

Federal Highway Administration
Federal Transit Administration
City of Santa Fe Municipal Airport
City of Santa Fe Bicycle Trails Advisory Committee
City of Santa Fe Parking Division
City of Santa Fe Parks and Recreation Division
Santa Fe County Open Space and Trails Division
Santa Fe MPO Bicycle/Pedestrian Study Group
Santa Fe Public Schools
New Mexico Department of Transportation Planning Division
New Mexico Department of Transportation Rail and Transit Division
Northern Pueblos Regional Planning Organization (NPRPO)
North Central New Mexico Economic Development District (NCNMEDD)

- A. Alternates - If a TCC member is to be absent, only the designated alternate can represent that TCC member. Notification of the selection of an alternate must be made in writing to the SFMPO Director. A copy of this notification shall be kept on file at the MPO Office.
- B. Officers
 - 1. Chair - A member shall be elected as Chair by simple majority at the first meeting of each year. The Chair shall be responsible for presiding at all meetings.
 - 2. Vice Chair - A member shall be elected as Vice Chair by simple majority at the first meeting of each year. The Vice Chair shall be responsible for presiding at the meetings in the absence of the Chair.
 - 3. Secretary - The SFMPO Director shall be the Secretary of the TCC and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TCC meetings.
- C. Removal Procedure
 - 1. Attendance is required at all TCC meetings. If a member or their alternate is consistently absent or is unable to continue participation on the TCC, the acting TCC Chair or SFMPO Director may petition the absent member's agency for a new appointment to the TCC.
 - 2. The SFMPO TPB may remove any TCC member by a majority vote upon the grounds of malfeasance or nonfeasance of office.
- D. Replacement Procedure – The corresponding agencies shall make any and all replacement appointments to the TCC. Notification of the selection of a replacement must be made in writing to the SFMPO Director. A copy of this notification shall be kept on file at the MPO Office.

III. Meetings:

All TCC meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TCC members with the following minimum advance notice:

Regular Meetings – one (1) week notice
Special Meetings – three (3) day notice

- A. Regular TCC Meetings - Meetings shall be held each month in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. Special Meetings - Special Meetings shall be held as needed and may be scheduled by the TCC Chair, a majority of the members of the TCC or the SFMPO Director.
- C. Quorum – A quorum is formed by the presence of a simple majority of seven (7) members. No action shall be taken without a quorum of the TCC in attendance at that meeting.

- D. Voting Procedure - Any action of the TCC requires a majority vote of those members in attendance to be approved. A motion fails on a tie vote. Each member of the TCC, including the Chair, Vice Chair has one vote. Voting by proxy or telephone is not allowed.

SFMPO Staff

SFMPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. The SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents.

At a minimum, the SFMPO staff shall include the following positions:

- MPO Director
- MPO Senior Planner

The MPO Director shall be responsible for direction of all administrative and operational functions of the SFMPO, including supervision of the SFMPO staff. Additional staffing or consultant assistance will be determined by the MPO Director based on need and budget constraints.

The MPO Director shall be responsible for preparing agendas, supporting documentation, information and technical support for TPB meetings, as well as transmitting notice of all official actions taken by the TPB to its constituent members, the New Mexico Department of Transportation, the Federal Transit Administration, and the New Mexico Division of the Federal Highway Administration.

The MPO Senior Planner shall assist the MPO Director in the day to day operation and manages the technical functions of the SFMPO as identified in the approved Unified Planning Work Program.

Bylaws Amendment Process & Renewal

I. Amending the Bylaws:

The formal procedure to amend the bylaws is described as follows:

- A. Amendments to the bylaws can be initiated by TPB members, TCC members or SFMPO Staff.
- B. Proposed amendments shall be prepared by SFMPO Staff
- C. The TCC shall review all proposed amendments and make recommendations to the TPB.
- D. The TPB shall review all proposed amendments.
- E. All amendments require approval by the TPB by a simple majority vote (with the exception of Section II-E of SFMPO Transportation Policy Board above)