

Greater Dalton Metropolitan Planning Organization

Policy Committee Bylaws

Article I

Name

The name of this organization shall be the Policy Committee for the Greater Dalton Metropolitan Planning Organization which includes the governments of Dalton, Tunnel Hill, Varnell, and Whitfield County.

Article II

Responsibilities

1. The Policy Committee (PC) is the forum for cooperative decision-making among local governments, transportation agencies that oversee or operate major transportation modes within the Metropolitan Planning Organization geographical area, and appropriate State officials. The PC has the following responsibilities:

- A. To review and approve all transportation study plans and programs resulting from the Dalton-Tunnel Hill-Varnell-Whitfield County Urban Transportation Study.
- B. To ensure that a continuing, comprehensive, and cooperative transportation process is maintained through a current Urban Transportation Study that is responsive to applicable laws, rules, and regulations and that its components including a Long Range Transportation Plan, an Unified Planning Work Program, and a Transportation Improvement Program are responsive to the transportation needs of local governments and developed through appropriate public involvement.
- C. To set priorities on the implementation of transportation projects based on the results of the Urban Transportation Study and the recommendations of the Technical Coordinating Committee.
- D. To serve as a liaison between the results of the transportation planning process and the participating governments.
- E. To appoint members to the Technical Coordinating Committee according to member positions as recommended by staff and to add or delete positions when deemed necessary.
- F. To establish study committees as needed.
- G. To maintain a Public Participation Plan

2. The PC has the responsibilities through the Dalton-Tunnel Hill-Varnell-Whitfield County Urban Transportation Study (UTS) to address the planning factors mandated by Title 23 USC Section 134, which are as follows:

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- B. Increase the safety of the transportation system for motorized and non-motorized users.
- C. Increase the transportation system security for motorized and non-motorized users.
- D. Increase the accessibility and mobility of people and for freight.
- E. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local

- planned growth and economic development patterns.
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
 - G. Promote efficiency of management and operation.
 - H. Emphasize the preservation of the existing transportation system.

Article III Organization

1. The membership of the PC is appointed through a joint resolution approved by the participating local governments. The membership consists as follows:
 - Chairman, Whitfield County Board of Commissioners
 - Mayor, City of Dalton (or Elected Official Representative selected by the Mayor)
 - Mayor, City of Tunnel Hill
 - Mayor, City of Varnell
 - Whitfield County Administrator
 - City of Dalton Administrator
 - Assistant State Transportation Planning Administrator or ASTPA selected designee
2. The PC shall have a Chairperson, a Vice Chairperson, and a Secretary. The Chairperson and Vice Chairperson shall be elected from those voting members who are local elected or appointed officials. After the initial organizational meeting, elections shall take place at the annual business meeting of the PC. The Secretary shall be appointed by the Chairperson; and, the Secretary may designate an assistant who may not be a member of the PC to assist in carrying out duties. The term of office for all officers shall be for one year or until such time as new officers are elected.
3. Should the Chairperson or Vice Chairperson position become vacant in mid-term, a special election shall be conducted to fill the position(s) for the unexpired term.
4. An officer may succeed himself/herself with no limitations to the number of terms.

Article IV Duties of Officers

1. The Chairperson shall have the following duties:
 - A. Preside over all meetings of the PC.
 - B. Authenticate, by signature, resolutions and other official instruments adopted by the PC.
 - C. Represent the PC at hearings, conferences and other events as necessary.
2. The Vice Chairperson shall have the following duties:
 - A. Perform the duties of the Chairperson in the absence of the Chairperson.
 - B. Perform other functions delegated by the Chairperson.
3. The Secretary shall have the following duties:
 - A. Conducting required meeting announcement and agenda activities.
 - B. Recording the proceedings of each PC meeting.
 - C. Preparing minutes, resolutions, and other official instruments for committee action.

**Article V
Meetings**

1. Regular meetings of the PC shall be held when necessary to carry out responsibilities of the transportation planning process and to maintain compliance with the Federal transportation planning regulations.
2. An annual business meeting shall be the first meeting of the new fiscal year. The first meeting of the fiscal year shall be held in July.
3. A quorum shall be required for business transactions and shall consist of three voting members.
4. Official action on agenda items will require a simple majority of the voting members present and the Chairperson is entitled to vote on all matters.

**Article VI
Rules of Order**

1. The PC shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these By-laws.
2. The Secretary of the PC shall be the Policy Committee's Parliamentarian.

**Article VIII
Amendment to by-laws**

1. These by-laws may be amended by an affirmative vote of a simple majority of the full voting membership of the PC. The proposed by-law amendment shall be presented for consideration at a PC meeting providing there is at least two weeks prior notice of the proposed amendment.

Date of By-law adoption: ____ / ____ / ____

Chairperson, Policy Committee of the Greater Dalton
Metropolitan Planning Organization

ATTEST:

Secretary, Policy Committee of the Greater Dalton
Metropolitan Planning Organization