

**STATELINE AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION (SLATS MPO)
BYLAWS FOR THE POLICY BOARD AND THE TECHNICAL ADVISORY COMMITTEE**

UPDATED SEPTEMBER 21, 2015

PREAMBLE:

It is hereby affirmed that the local governments that make up the Beloit (WI-IL) Metropolitan Planning Organization (MPO) known as the Stateline Area Transportation Study (SLATS) that represent and serve the citizens of south-central Wisconsin and north-central Illinois have common opportunities, issues and problems that transcend their individual jurisdictions. The destinies of each unit of government rest with the interrelated and collective actions of the family of local governments that comprise the region. It is vital to retain local home rule and to strengthen the capabilities of each unit of government while combining resources to meet area wide challenges that may be beyond the capacity of individual units of government. Cooperation among local governments is an effective means for achieving this important goal by strengthening the ability of local governments to meet the needs of its citizens and by developing an association of local governments to meet broader, regional concerns solved through cooperative and coordinated regional approaches. The core mission of SLATS will be to encourage and embrace the development of multimodal transportation systems in a manner that effectively maximizes the access and mobility of people and goods throughout the SLATS Metropolitan Planning Area (MPA).

PURPOSE:

The 1973 Federal Aid Highway Act mandated that a continuing, comprehensive, and cooperative (3-C) intergovernmental transportation planning process be conducted by MPOs for all urbanized areas exceeding 50,000 in population. The Beloit Urbanized Area reached that threshold after the 1970 U.S. Census, and in 1974 SLATS was established through agreement with the governors of Wisconsin and Illinois, and the local units of government within the urbanized area.

The 3-C planning process results in plans and programs that are consistent with the Long Range Transportation Plan (LRTP) developed for the MPA and therefore, satisfies the conditions necessary to receive federal capital, operating, and planning funds. SLATS serves as a forum for cooperative, comprehensive, and continuing transportation decision making for all transportation modes and geographic areas within the SLATS MPA. SLATS should also act as an information clearinghouse for regional issues affecting any interstate and inter-municipal planning efforts.

SLATS is responsible for preparing and maintaining three primary transportation documents including a multi-modal LRTP as mentioned above, a Unified Planning Work Program (UPWP), and a Transportation Improvement Program (TIP), in addition to other activities as required by federal and state regulations.

In addition, SLATS is responsible for developing and maintaining a public involvement process, analysis and collection of traffic/transportation data, analysis of pertinent socioeconomic data, analysis to assure

nondiscrimination in the delivery of transportation services and other research studies related to the health, safety, welfare, education, economic conditions and regional development in the SLATS MPA.

SLATS staff and the Technical Advisory Committee (TAC) shall review, evaluate, comment upon and make recommendations to the Policy Board for the required plans and programs. The MPO Policy Board shall also review evaluate, comment upon, make recommendations and ultimately endorse the required plans and programs such that federal and state funding eligibility is maintained.

RESPONSIBILITY & AUTHORITY:

SLATS, the Wisconsin Department of Transportation (DOT) and the Illinois DOT have entered into intergovernmental agreements that outline the duties, responsibilities and authority of the MPO for programming of federal, state, and local funds to be used for qualifying local transportation projects. SLATS assures that it will comply with all applicable federal statutes, regulations, executive orders, Federal Transit Administration (FTA) circulars, and other federal requirements in carrying out any project supported by federal funds. SLATS recognizes that federal laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. SLATS agrees that the most recent federal requirements will apply as authorized by United States Code, the Moving Ahead for Progress in the 21st Century Act (MAP21), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), as amended by the SAFETEA-LU Technical Corrections Act of 2008, or other Federal laws and subsequent transportation acts when using federal funds for any transportation projects or transportation planning within the SLATS MPA.

Furthermore, in accordance with 23 CFR 450.334(a) SLATS certifies that the metropolitan transportation planning process is addressing major issues facing the MPO and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Sections 1101(b) of the Moving Ahead for Progress in the 21st Century Act (MAP-21) (P.L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

A Policy Board and these bylaws will govern SLATS activities. The Bylaws herein have been adopted by the SLATS MPO Policy Board, and made effective on September 21, 2015

ORGANIZATION & MEMBERSHIP:

To ensure local agency participation, a 10-member Policy Board governs SLATS. The Policy Board is comprised of local elected officials and representatives from the Wisconsin and Illinois DOTs. This group provides the principal contact between the MPO and the government entities that make up the MPO. The Policy Board has the responsibility to organize, guide, and govern the study as well as serving as the body that establishes transportation policy in the MPA. Five members are from Wisconsin and five members are from Illinois. Each member will have one vote.

The appointing authority from each agency represented on the Policy Board will provide SLATS staff a signed letter of appointment including the name of the designated member or duly appointed representative (if different than the designated member listed below) who is authorized to represent and vote for the agency on the Policy Board. Once a member is designated, it is the intent of the process to have that elected official from the eligible unit of local government and designated WisDOT and IDOT officials to serve as active members and thereby decide transportation policy issues.

In the event the elected or designated official is unable to participate, an alternate may be appointed. The alternate then has the full authority and responsibility of the voting member. The decision to designate an alternate is at the discretion of the jurisdiction or agency. The letter of appointment shall include the name of the designated alternate (if the jurisdiction or agency chooses to appoint an alternate) who will serve in the absence of the voting member. Only the designated alternate as determined by the jurisdiction or agency in writing may vote in place of the absent member. Changes in the designated alternate must be in writing and received by SLATS staff prior to the first meeting the change is to take place.

Policy Board membership cannot extend beyond an elected official's actual local office term. Vacancies on the Policy Board shall be filled by the appointing authority of the former Board member.

If the County Chairs or Boards designate a representative other than the County Chair, the designated representative of each County Board shall be an elected official residing in or representing a portion of the SLATS MPA.

The SLATS Policy Board consists of the following agencies/ designated members (or duly appointed representative as described above):

1. City of Beloit Council President
2. City of South Beloit Mayor
3. Village of Rockton President
4. Town of Beloit Chair
5. Town of Turtle Chair
6. Rockton Township Chair
7. Rock County Board Chair
8. Winnebago County Board Chair
9. Southwest Region Planning Chief Wisconsin Dept. of Transportation (WisDOT)
10. Region 2 Engineer Illinois Dept. of Transportation (IDOT)

A Policy Board member's term may be declared vacant by the Policy Board Chair if either the member or designated alternate has unexcused absences from three consecutive meetings or fails to attend more than half of the called regular meetings per year. A vacancy will result in loss of voting rights and the vacancy will not be counted in determining quorum. Restoration of voting rights will require a letter of intent for the Policy Board member (or a replacement) to participate in future meetings from the appointing authority. If within one month no letter of intent is received, the Policy Board Chair will institute proceedings to replace that member with the appointed authority.

The SLATS Policy Board appoints and directs a TAC made up professional and technical staff from the local, state, and federal agencies represented by the Policy Board as well as public transit agencies within SLATS. Each participatory agency within the MPA is represented on the TAC. The TAC provides the Policy Board input and advice on transportation matters, planning issues and project level details. Membership on the TAC (and any changes) will be effective upon receipt of a signed letter of appointment from the appointing authority including the name of the representative authorized to represent the jurisdiction on the TAC. In the event the designated member is unable to participate, an alternate may be appointed. The alternate then has the full authority and responsibility of the designated member. The decision to designate an alternate is at the discretion of the jurisdiction or agency. The letter of appointment shall include the name of the designated alternate (if the jurisdiction or agency chooses to appoint an alternate) who will serve in the absence of the designated member. Only the designated alternate as determined by the jurisdiction or agency in writing may vote in place of the absent member. Changes in the designated alternate must be in writing and received by MPO staff prior to the first meeting the change is to take place. While each appointing authority determines TAC representation and term length, the Policy Board shall have the authority to approve changes (by resolution) in the overall makeup of the TAC such as the addition or removal of agencies.

The TAC consists of one voting representative from each of the following agencies:

1. The City of Beloit Public Works Department
2. The City of Beloit Engineering Division
3. The City of Beloit Community Development Department
4. The Winnebago County Planning Department
5. The Winnebago County Highway Department
6. The Rock County Planning Department
7. The Rock County Highway Department
8. The Town of Beloit*
9. The Town of Turtle*
10. The Village of Rockton*
11. The City of South Beloit*
12. The Beloit Transit System (BTS)
13. The Stateline Mass Transit District (SMTD)
14. Southwest Region Designated Representative Wisconsin Department of Transportation (WisDOT)
15. District 2 Designated Representative Illinois Department of Transportation (IDOT)

*May include a designated public works, engineering, highway, planning or similar representative

Non-voting membership is extended to:

1. The Federal Highway Administration, Wisconsin Representative
2. The Federal Highway Administration, Illinois Representative
3. FTA Region 5 Chicago Representative
4. Bureau of Urban Program Planning Illinois Department of Transportation (IDOT)
5. Central Planning Office for the Wisconsin Department of Transportation (WisDOT)
6. Janesville Area Metropolitan Planning Organization (JAMPO)
7. Rockford Metropolitan Agency for Planning (RMAP)
8. Village of Roscoe
9. Roscoe Township
10. Town of Rock

Special subcommittees and task forces with a larger scope of membership are created on an as needed basis by the Policy Board for the purpose of providing further input and advice. The Policy Board may designate any special committee(s) it finds necessary. Members and Chairs of the special committee(s) are appointed by the Policy Board.

A TAC member's term may be declared vacant by the Policy Board Chair if either the member or designated alternate has unexcused absences from three consecutive meetings or fails to attend more than half of the called regular meetings per year. A vacancy will result in loss of voting rights and the vacancy will not be counted in determining quorum. Restoration of voting rights will require a letter of intent for the TAC member (or a replacement) to participate in future meetings from the appointing authority. If within one month no letter of intent is received, the Policy Board Chair will 1) institute

proceedings to replace that member with the appointed authority or 2) remove that representation on the TAC and instruct staff to amend the bylaws accordingly.

OFFICERS:

The officers of the Policy Board shall be a Chair and Vice-Chair that are elected by majority vote of Policy Board members present. Voting for Chair and the Vice-Chair will occur on a biennial basis (every odd-numbered year) typically during the first Policy Board meeting in the appropriate year. The Chair shall preside at all regular and special meetings and represent the Board when not in session. The Vice-Chair shall preside in the absence of the Chair at all regular and special meetings and perform all other functions and responsibilities of the Chair in his or her absence. The terms for both the Chair and Vice-Chair positions are two years with no limit on the number of re-appointments. For elected officials, Chair and Vice-Chair terms and Policy Board membership cannot extend beyond his or her actual local office term. Vacancies on the Policy Board shall be filled by the appointing authority of the former Board member. If for any reason the Policy Board Chair or Vice-Chair resigns from their position or no longer holds their elected office, the Policy Board shall elect a new Chair or Vice-Chair by majority vote of the members present. In the event both the Chair and Vice Chair positions are left unfilled because of resignations, loss of office and otherwise, the Chair of the TAC shall serve as the Chair Pro-Tem of the Policy Committee until such time elections can be held. The Chair Pro-Tem shall conduct officer elections at the beginning of the first Policy Board meeting at which the two officer positions are unfilled.

The MPO Executive Director shall serve as the TAC Chair and shall preside at all regular and special meetings and represent the TAC when not in session. In the event the Chair is absent, the Vice-Chair shall preside in the absence of the Chair at all regular and special meetings and perform all other functions and responsibilities of the Chair in his or her absence. The Vice-Chair of the TAC shall be the MPO Coordinator.

ADMINISTRATION:

The administrative agency and location of the MPO office for SLATS is the Engineering Division of the City of Beloit. MPO staff shall keep and distribute minutes of all meetings of the MPO, countersign all documents as necessary to be executed, publish open meeting requirements and keep and preserve all resolutions, transactions, findings and determinations of the MPO. The City of Beloit is the local Lead Agency and designated to act as the fiscal agent for and provide staff support to SLATS. The City of Beloit shall accept and keep all the funds, deposits, records of all payments, transactions, disbursements, and receipts of the MPO in a dedicated account, follow all local, federal and state requirements for administering those funds. Because the City of Beloit is the fiscal agent, SLATS contracts (State, local agency, consultant or other) go through the City of Beloit. MPO staff includes a full-time planner assigned as the MPO Coordinator to assure orderly progress throughout the planning process, a Transportation Engineer to assist with special projects and studies, administrative and GIS personnel providing support to the MPO and the City Engineer to supervise the MPO staff. The SLATS planning budget is funded with federal highway grants (80%), passed through from the Wisconsin Department of Transportation (WisDOT) and the Illinois Department of Transportation (IDOT), with SLATS voting members and the states providing the required local match (20%).

MEETINGS:

Regular SLATS meetings are scheduled on an as needed basis and are open to the public with comments welcomed at all meetings. The Policy Board and TAC generally meet jointly but at the request of either Chair may meet separately from time to time.

In consultation with the Chairs of the Policy Board and TAC, the MPO staff shall coordinate and call meetings of the Policy Board and TAC. All members of the Policy Board and TAC shall be notified of the date typically two weeks or more prior to meeting. Official public notice/publication of meetings will be in the form of a Class Two Public Notice of the meetings shall be printed in the officially designated local newspaper (the Beloit Daily News). The notice shall state the purpose, time, location and other relevant information of the meeting as well as staff contact information.

Meetings shall be held in facilities or locations accessible to all citizens.

AGENDA:

MPO staff shall prepare an agenda for the Policy Board and TAC meetings. The Chairs of the Policy Board and TAC can also request items be placed on the agenda prior to official notice/publication. The Policy Board shall have the option of deleting any item from the agenda or deferring an item on the agenda to a subsequent Policy Board meeting. Deleting or deferring agenda items is subject to a majority vote by the Policy Board members.

RULES:

The MPO Policy Board and TAC shall operate under *Roberts Rules of Order Newly Revised* and any other special rules that are specifically adopted by the Policy Board. Such special rules and these bylaws for the MPO shall govern and supersede *Roberts Rules of Order Newly Revised*.

QUORUM:

At all meetings of the Policy Board and TAC, six members of the Policy Board and eight members of the TAC who are present and eligible to vote shall constitute a quorum. A simple majority vote of a quorum present at any meeting shall suffice to adopt motions, adopt resolutions and transaction business.

VOTING:

For both the Policy Board and the TAC voting shall be by voice. Unless a roll call vote is requested, only the motion or resolution passed or failed shall be recorded. All persons will be assumed voting in the

affirmative unless they verbally cast a “no” or indicate at the time of the vote that they wish to abstain. If there is any question, the Chair will restate the votes cast for record purposes.

PUBLIC INVOLVEMENT:

The SLATS MPO will follow the public participation process as outlined in the latest Public Involvement Plan (PIP) adopted by the MPO Policy Board. The PIP will be reviewed and amended if necessary a minimum every five years, or more frequently if needed. The procedures may be amended as needed to reflect changes in federal legislation and local need. Any amendments must be reviewed and approved by the MPO Policy Board. There shall be a 45 day public comment period before the newly amended public participation process is adopted by the Policy Board.

Although the elected officials for SLATS will make all the final decisions, the committees will actively seek public involvement in planning for programs, projects, and activities. The public will be fully integrated into the planning process in order to provide early and continuous citizen participation.

AMENDMENTS:

These bylaws may be amended by 2/3 majority vote of the Policy Board provided such amendment has been submitted in writing for review at a regular meeting prior to voting on such amendment. The amended bylaws must note the version number and date of approval. These bylaws will be reviewed every three to five years to keep current, or more frequently if needed.