

AMENDED SEPTEMBER 16, 2012

# Bylaws & Operation Procedures

CORPUS CHRISTI METROPOLITAN PLANNING ORGANIZATION



**Bylaws & Operation Procedures  
of the  
Corpus Christi Metropolitan Planning Organization**

APPROVED BY THE  
TRANSPORTATION POLICY COMMITTEE - APRIL 1995

**AMENDED**

MAY 24, 1995 | APRIL 3, 1997 | APRIL 1, 1999 | JANUARY 3, 2002  
SEPTEMBER 7, 2006 | DECEMBER 4, 2008 | DECEMBER 3, 2009 | SEPTEMBER 6, 2012

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Si usted desea que nosotros explicar esta información o si desea esto en español, por favor llámenos en (361) 884-0687 o pongase en contacto con nosotros por correo electrónico a [ccmpo@cctxmpo.us](mailto:ccmpto@cctxmpo.us).

## CHAPTER I

### OVERVIEW

#### **Study Organization and Management:**

The Corpus Christi Metropolitan Planning Organization (MPO) requires involvement of policy makers, technical staff, and the citizens to address various facets of the transportation planning process. The geographic extent of the MPO is shown on the Corpus Christi Metropolitan Study Area map.

In July 1973, the State of Texas, the Cities of Corpus Christi and Portland, and Counties of Nueces and San Patricio agreed to participate in a continuing, comprehensive, and cooperative transportation planning process for the Corpus Christi Urban Transportation Study Area. The 1973 and subsequent agreements established the two-committee organization pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. for the Corpus Christi Metropolitan Planning Organization (MPO). Since its establishment, the City of Corpus Christi performed the administrative functions of the MPO. In 1988, the Governor of Texas designated the City of Corpus Christi as the Metropolitan Planning Organization (MPO) to develop the transportation planning process with the guidance from the committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C.

In April 2000, the Transportation Policy Committee adopted a resolution to change the MPO designation from the City of Corpus Christi to the Transportation Policy Committee. On June 28, 2000, an agreement was signed by the State of Texas and the elected officials of the cities and counties on the Transportation Policy Committee redesignating the Transportation Policy Committee as the MPO for the Corpus Christi Metropolitan Planning Area. The Transportation Policy Committee composed of four elected officials and three appointed officials, is the policy making governing body and provides a forum for cooperative decision-making for the transportation planning process.

The Transportation Planning activities of the MPO are concentrated in the Urbanized Areas of Nueces and San Patricio Counties. This area is also known as the Corpus Christi Metropolitan Area. The Corpus Christi Metropolitan Area and encompasses more than 348 square miles. Based on the 2010 Census, almost the entire population of the MPO area resides within the incorporated limits of the cities of Corpus Christi, Gregory, and Portland.

The two-committee organizational structure of the Corpus Christi Metropolitan Planning Organizations consists of the Transportation Policy Committee and the Technical Advisory Committee.

#### **Participant Roles:**

Currently, the public jurisdictions that are included in the study area include the City of Corpus Christi, the City of Gregory, the City of Portland, Nueces County, and San Patricio County as well as the Regional Transportation Authority, the Port Authority of Corpus Christi and the Texas Department of Transportation. The MPO Transportation Policy Committee shall hire a transportation Planning Director and provide the resources for an adequate staff to perform all appropriate MPO activities required by law. The Transportation Planning Director is responsible to the MPO Transportation Policy Committee.

A majority of the technical and administrative activities dealing with the conduct of the MPO are accomplished by the staff. Technical support services are performed by the Planning and Programming Division of the Texas Department of Transportation (TxDOT). Coordination of the MPO activities is provided by the Corpus Christi District of the Texas Department of Transportation by virtue of representation on the Technical Advisory Committee and the Transportation Policy Committee.

The Corpus Christi Regional Transportation Authority (RTA) provides mass transportation service for a major portion of the metropolitan area. The RTA participates in the transportation planning process by representation on the Technical Advisory and the Transportation Policy Committees. The Port of Corpus Christi Authority is also represented on both committees.

**Organizational Structure:**

The Corpus Christi Metropolitan Planning Organization shall comprise:

1. Transportation Policy Committee
2. Technical Advisory Committee
3. Transportation Planning Director and MPO Staff
4. Other Advisory Committees

## CHAPTER II

### RESPONSIBILITIES OF THE METROPOLITAN PLANNING ORGANIZATION

#### **Transportation Policy Committee:**

The policy body of the organization is the Transportation Policy Committee composed of the elected officials of the general purpose local government entities and appointed officials of the providers of transportation in the metropolitan area. This Committee provides the forum for cooperative decision-making and has the following responsibilities:

1. Approve goals and objectives of the transportation planning process.
2. Review and adopt changes in transportation planning concepts.
3. Review and approve the Unified Planning Work Program (UPWP).
4. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule.
5. Review and adopt the Metropolitan Transportation Plan (MTP) and its revisions.
6. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds.
7. Encourage the development, implementation, and surveillance of plans to reduce transportation generated air pollution within the study area.
8. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.
9. Ensure citizen participation in the transportation planning process through a proactive policy.
10. Hire, terminate, evaluate, and supervise the Transportation Planning Director.
11. Establish for the MPO staff the salary, salary range, annual or more frequent personnel performance reviews and salary increases based on performance and cost of living indices.
12. Adopt personnel policies and procedures adapted from the personnel policies and procedures of Nueces County for the conduct, rights, and responsibilities of the MPO Staff.

#### **Technical Advisory Committee:**

Each Transportation Policy Committee member appoints a person from the organization being represented by the Transportation Policy Committee member to assist in decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this seven-member committee, known as the Technical Advisory Committee is the technical body of the organization.

The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff. The Technical Advisory Committee has the following responsibilities:

1. Assist the Transportation Policy Committee with technical tasks associated with developing the Unified Planning Work Program (UPWP) and recommend its adoption by the Transportation Policy Committee.
2. Review transportation related studies within the Corpus Christi Metropolitan Planning Area and make recommendations to the Transportation Policy Committee and other agencies.
3. Provide technical support in the preparation of Metropolitan Transportation Plan and recommend its adoption by the Transportation Policy Committee.
4. Review the Transportation Improvement Program (TIP) and other high priority projects. Recommend its adoption by the Transportation Policy Committee.
5. Advise the Transportation Policy Committee on technical matters and, if specifically authorized by the Transportation Policy Committee, on the policy matters with accompanying recommendations and supporting rationale.

**Transportation Planning Director and MPO Staff:**

The Transportation Planning Director shall:

1. Take planning policy directions from and be responsible to the designated Transportation Policy Committee.
2. Supervise (hire, terminate, and evaluate) all MPO Staff as identified in the Unified Planning Work Program (UPWP). Maintain necessary staff to continually execute the transportation planning responsibilities required to keep the study up to date.
3. Administer and coordinate Metropolitan Planning Organization activities with signatories of the MPO and the Texas Department of Transportation.
4. Assure compliance with the Federal and State Transportation Planning Regulations by providing reports and certifications to the sponsoring organizations.
5. Develop and revise, with cooperation of TxDOT, RTA, and other participants in the MPO activities, and obtain approval of the Metropolitan Transportation Plan for the Corpus Christi Metropolitan Area.
6. Develop the Transportation Improvement Program (TIP) for the Corpus Christi Metropolitan Area with cooperation of TxDOT, RTA, and other participants in the MPO activities. Obtain approval of the TIP and amendments to the TIP, as needed.
7. Develop and obtain approval of the Unified Planning Work Program (UPWP) for the Corpus Christi Metropolitan Area.
8. Prepare Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.
9. Prepare and submit for approval the annual report summarizing the progress of the UPWP.

10. Assist applicants in preparing applications for the Statewide Transportation Enhancement program.
11. Provide staff support to the Transportation Policy Committee and the Technical Advisory Committee. Prepare the meeting agenda and distribute it to the Committee members no later than one (1) week prior to any scheduled meeting.
12. Members desiring an item to be included on a meeting agenda shall notify the Transportation Planning Director no later than two (2) weeks prior to the meeting.

**Other Advisory Committees:**

Since the Transportation Policy Committee is responsible for the policy decisions regarding transportation planning, it may appoint additional advisory committees on an as required or as needed basis.



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## **CHAPTER III**

### **BYLAWS AND OPERATING PROCEDURES OF THE TRANSPORTATION POLICY COMMITTEE**

**Name:**

The name of this committee shall be the Transportation Policy Committee for the Corpus Christi Metropolitan Planning Organization.

**Composition:**

The present voting membership of this Committee, outlined in the Metropolitan Planning Organization Designation Agreement signed on June 28, 2000, is as follows:

Voting Members:

1. Mayor, City of Corpus Christi
2. Mayor, City of Portland
3. County Judge, Nueces County
4. County Judge, San Patricio County
5. An Official Designated by the, Corpus Christi Regional Transportation Authority
6. An Official Designated by the, Port of Corpus Christi Authority
7. An Official Designated by the District Engineer, Texas Department of Transportation, Corpus Christi District

Non-Voting Members:

1. One representative of the Federal Highway Administration
2. One representative of the Federal Transit Administration
3. One representative of the Coastal Bend Council of Governments
4. One representative of the Corpus Christi Air Quality Committee -Texas Natural Resource Conservation Commission (TNRCC)
5. Any State Legislators, or United States Congressmen, whose districts include the study area and who desire to serve

**Organization:**

1. The Transportation Policy Committee shall elect a Chairperson and a Vice Chairperson from among its voting members. Such election shall be by a majority of that voting membership.
2. Elections shall take place on the first meeting of the calendar year.

3. An officer may succeed with no limitation to number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Transportation Policy Committee.
4. The term of office shall be one year, from January to January or until such time new officers are elected.
5. The Chairperson or Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Policy Committee.

**Duties of the Chairperson:**

1. The Chairperson shall preside at all meetings of the Transportation Policy Committee. During the absence of the Chairperson, the Vice Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
2. The Chairperson shall authenticate, by signature, all resolutions adopted by the Transportation Policy Committee.
3. The Chairperson shall serve as chief policy advocate for the Transportation Policy Committee.
4. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee, Chairperson of the Technical Advisory Committee, or the Transportation Planning Director to represent the Chairperson.

**Meetings:**

1. The regular meeting day of the Transportation Policy Committee shall be the first Thursday of each month, or as established by a majority vote.
2. The Transportation Policy Committee shall meet for the purpose of reviewing the plan and actions, which may materially affect the plan and its implementation.
3. The meetings will be held in accordance with the Texas Open Meetings Law.
4. The Transportation Planning Director, as the Secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting with the consent of the Chairperson and, at least, three other voting members.
5. In the absence of the Chairperson and Vice Chairperson from a regular or special meeting of the Committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.
6. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Committee, shown as Attachment A.
7. The Transportation Planning Director shall serve as the Secretary to the Transportation Policy Committee.

**Quorum:**

In order for business to be transacted, there must be a recognized quorum of voting members. Fifty-one percent (51%) or greater of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

**Minutes:**

Minutes of all meetings shall be kept and recorded by the MPO Staff.

**Administrative Support:**

The MPO Staff shall provide administrative support to the Transportation Policy Committee.

**Committees:**

The Transportation Policy Committee may create ad hoc committees or other technical subcommittees on the advice of the Technical Advisory Committee.

**Conflict of Interest:**

The Transportation Policy Committee members will conduct business in compliance with Chapter 472 of the Texas Transportation Code and Chapter 171 of the Texas Local Government Code.

Pursuant to Section 472.033 of the Texas Transportation Code, a Transportation Policy Committee member is considered to be a local public official for purposes of Chapter 171 of the Texas Local Government Code.

1. Pursuant to Section 171.004 of the Texas Local Government Code, if the Transportation Policy Committee Member has a substantial interest in a business entity or in real property, the official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if: (1) in the case of substantial interest (interest of more than 10 % of his/her or his/her parent's, child's or spouse's gross income for the previous year or 10% of the stock or the fair market value (or \$15, 000 or more) of a business entity that has work, business or a contract with the MPO), the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or (2) in the case of substantial interest in real property (interest in property having a fair market value of \$2500 or more) it is reasonably foreseeable that the action will have a special economic effect on the value of the property distinguishable from its effect on the public. The affidavit must be filed with the Transportation Planning Director. A business entity means: sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.
2. Pursuant to Section 472.034 of the Texas Transportation Code, a Transportation Policy committee member or employee of the MPO may not: (1) accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the

intent to influence the member's or employee's official conduct; (2) accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position; (3) accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties; (4) make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or (5) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another.

2.1 An employee who violates the foregoing provisions is subject to termination of the employee's employment or another employment-related sanction.

3. This ethics policy will be given to each new employee and each new Transportation Policy Committee member no later than the third business day after the date the employee begins employment or the member qualifies for office.

**Rules of Order:**

The Transportation Policy Committee shall generally conduct business as prescribed in Roberts' Rules of Order in all areas of parliamentary procedures or any voting member may invoke the rules, as necessary.

**Amendments to Bylaws:**

These bylaws may be amended by a two-thirds majority vote at any duly called meeting wherein an official quorum is present. A bylaw change shall be presented for consideration at a regular scheduled meeting of the Transportation Policy Committee. However, voting shall be deferred until the regular scheduled meeting following the meeting at which the bylaws change was proposed unless an emergency is declared.

## **Chapter IV**

### **BYLAWS AND OPERATING PROCEDURES OF THE TECHNICAL ADVISORY COMMITTEE**

**Name:**

The name of this committee shall be the Technical Advisory Committee for the Corpus Christi Metropolitan Planning Organization.

**Composition:**

Each Transportation Policy Committee member appoints a person from the organization being represented by the Transportation Policy Committee member to assist in the decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this seven member committee, known as the Technical Advisory Committee is the technical body of the organization. The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff.

Voting Members:

1. Assistant City Manager for Public Works & Utilities, City of Corpus Christi
2. City Manager, City of Portland
3. County Engineer, Nueces County
4. County Commissioner, San Patricio County
5. Chief Executive Officer, Corpus Christi Regional Transportation Authority
6. Deputy Director of Engineering Services, Port of Corpus Christi Authority
7. Director of Transportation Planning and Development, Texas Department of Transportation, Corpus Christi District

Membership in the Technical Advisory Committee is by virtue of the expertise concurrent with the position held and as such, attendance is of the utmost importance. Therefore, more than three (3) absences of regular scheduled meetings by a member or their designated alternate during a calendar year, shall be reported by the Chairperson to the Transportation Policy Committee.

Non-Voting Members:

1. One representative of the Federal Highway Administration
2. One representative of the Federal Transit Administration
3. One representative of the Coastal Bend Council of Governments
4. One representative of the Corpus Christi Air Quality Committee

Alternate Members:

Each voting member may have a designated alternate member, who may otherwise be a non-voting member, may serve at any Technical Advisory Committee meeting in the voting member's absence. An alternate member must be appointed in the same manner as the voting member. Appointed alternate members will have the voting rights and privileges of members when serving in the absence of the Technical Advisory Committee voting member.

**Organization:**

1. The Technical Advisory Committee shall elect a Chairperson and a Vice Chairperson from among its voting members. Such election shall be by a majority vote of that voting membership.
2. Elections shall take place on the first month of the calendar year.

**Duties of the Chairperson:**

1. The Chairperson shall preside at all meetings of the Technical Advisory Committee. During the absence of the Chairperson, the Vice Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
2. The Chairperson shall authenticate, by signature, all resolutions adopted by the Technical Advisory Committee.
3. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee to represent the Chairperson.
4. During the absence or disability of the Chairperson, or in the event that a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the Committee and shall exercise all of the duties of the Chairperson.

**Meetings:**

1. The regular meeting day of the Technical Advisory Committee shall be the third Thursday of each month or as established by a majority vote.
2. The Technical Advisory Committee shall meet for the purpose of reviewing the plan and actions, which may materially affect the plan and its implementation.
3. The Transportation Planning Director, as the Secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting with the consent of the Chairperson and, at least, three other voting members.
4. In the absence of the Chairperson and Vice Chairperson from a regular or special meeting of the Committee, the Transportation Planning Director shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.
5. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Committee, shown as Attachment A.
6. Summary of all meetings shall be kept and recorded by the MPO Staff.

7. A quorum would consist of four (4) eligible voting members.

**Administrative Support:**

The MPO Staff shall provide administrative support to the Technical Advisory Committee.

**Committees:**

The Technical Advisory Committee may create ad hoc committees or technical subcommittees.



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**ATTACHMENT A**  
**PROCEDURES FOR PUBLIC COMMENTS**

## ATTACHMENT A

### PROCEDURES FOR PUBLIC COMMENTS

The Corpus Christi Metropolitan Planning Organization encourages public comments on any and all matters relevant to metropolitan transportation planning. To assure fair and equitable opportunities for all citizens desiring to address the MPO Committee meetings, the following public comment procedures have been established:

#### **Public Comments on Agenda Items:**

Public comments related to agenda items will be allowed as particular matters are being acted upon or discussed. Comments will be limited to three (3) minutes and the applicant must sign up at least five (5) minutes before the start of the meeting. Persons wishing to address more than one agenda item may do so during their allotted time.

An agenda and sign-up sheet will be made available at the meeting place at least ten (10) minutes prior to the start of the meeting.

#### **Other Public Presentations:**

Groups or individuals desiring to make presentations to the Transportation Policy Committee will be advised by the Transportation Planning Director to make their presentation first to the Technical Advisory Committee. Notwithstanding the advice of the Transportation Planning Director, the group or individual can make presentation to the Transportation Policy Committee. The Transportation Policy Committee, after hearing the presentation, will direct the MPO Staff for any further action.

Requests for public presentations not related to business indicated on the agenda must be submitted to the Chairperson ten (10) business days in advance of the regular meeting and will be added to the agenda at the Chairperson's discretion. If approved as an agenda item, the presentation will be limited to ten (10) minutes.

Requests to deliver such a presentation should be submitted in writing to:

Chairperson  
Transportation Policy Committee  
C/O Transportation Planning Director  
Corpus Christi Metropolitan Planning Organization  
602 N. Staples St., Suite 300  
Corpus Christi, Texas 78401

The citizens may use the following E-mail address, Fax, or Phone numbers for submitting material for presentation.

E-mail: [ccmpo@cctxmpo.us](mailto:ccmpo@cctxmpo.us)

Phone: (361) 884-0687

**Written Comments:**

The Corpus Christi Metropolitan Planning Organization welcomes written comments relating to agenda items or other metropolitan transportation concerns. For written comments exceeding three (3) standard 8 ½" X 11" pages, twenty-five (25) copies must be provided. Written comments should be sent to the Transportation Policy Committee Chairperson address on page 15.

**Invited Comments:**

The Chairperson may at any time during the meeting invite comments from the audience.

**Information Required:**

The following information will be required of all persons making either oral or written comments:

1. Full Name
2. Affiliation (if applicable)
3. Mailing Address
4. Agenda Item(s) or Topic to be addressed

## **APPENDIX A**

### **AMENDMENT NOTES**

#### **May 24, 1995 Meeting:**

The Alternate Member Section of the Bylaws for the Transportation Policy Committee has been found illegal according to the ruling of the Attorney General that reads, “. . . that a metropolitan planning organization, acting on its own, does not have authority to provide for alternate members.” This section was deleted from the Bylaws.

#### **April 3, 1997 Meeting:**

On April 3, 1997, the MPO staff requested the Transportation Policy Committee to amend the Voting Members Section of the Transportation Policy Committee. The proposal was to allow the designated persons by respective city councils, county courts, and boards to replace mayors, judges, and chairpersons to be the members of the Transportation Policy Committee. The designated member would remain a member of the Transportation Policy Committee until replaced by the respective organization.

The Transportation Policy Committee unanimously decided to keep the current composition of the voting members. However, the Transportation Policy Committee provided the flexibility that an organization can designate another member of their respective city councils, county courts, and boards to be a member of the Transportation Policy Committee, if necessary.

#### **April 1, 1999 Meeting:**

The Transportation Policy Committee decided to amend the bylaws as follows:

1. **Chapter I, Participant Roles**

Delete the sentence “A Senior Planner is designated as a “Transportation Planning Director” to administer the program, and also take out quotes from “Transportation Planning Director” from the next sentence to read, the Transportation Planning Director is responsible to the designated MPO Transportation Policy Committee.

2. **Chapter II, Transportation Policy Committee**

Add a sentence to read, The Transportation Policy Committee decided to amend any reference to the title “Transportation Policy Committee” to include the definition of the word “Committee” as synonymous with the word “Board” or “Body.”

3. **Chapter II, Transportation Planning Director and MPO Staff**

Item 1, to read, The Transportation Planning Director shall:

Take planning policy directions from and be responsible to the designated MPO Transportation Policy Committee.

**January 3, 2002 Meeting:**

The Transportation Policy Committee decided to amend the bylaws as follows:

**1. Chapter I, Study Organization and Management**

Added paragraphs two to five in this section.

**2. Chapter I, Organizational Structure**

Changed item 4 to read Other Advisory Committees instead of Other Committees and Sub-Committees. Deleted the paragraph following item 4.

**3. Chapter II, Transportation Policy Committee**

Deleted the paragraph reading: The Transportation Policy Committee decided to amend any reference to the title "Transportation Policy Committee" to include the word "Committee" as synonymous with the word "Board" or "Body."

Added the paragraph reading: The policy body of the organization is the Transportation Policy Committee composed of the elected officials of the general purpose local government entities and appointed officials of the providers of transportation in the metropolitan area. This Committee provides the forum for cooperative decision-making and has the following responsibilities.

Deleted the line reading: The Transportation Policy Committee have the following responsibilities:

Added item 6 in the Transportation Policy Committee Responsibilities to read: Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds.

Added item 7 in the Transportation Policy Committee Responsibilities to read: Encourage the development, implementation, and surveillance of plans to reduce transportation generated air pollution within the study area.

Added item 11 in the Transportation Policy Committee Responsibilities to read: Establish for the MPO staff the salary, salary range, annual or more frequent personnel performance reviews and salary increases based on performance and cost of living indices.

Amended item 12 to replace the reference of City of Corpus Christi personnel policies to the Nueces County personnel policies.

**4. Chapter II, Technical Advisory Committee**

Added the paragraphs reading: Each Transportation Policy Committee member appoints a person from the organization being represented by the Transportation Policy Committee member to assist in the decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this seven-member committee, known as the Technical Advisory Committee is the technical body of the organization.

The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff. The Technical Advisory Committee has the following responsibilities:

Deleted the line reading: The Technical Advisory Committee shall have the following responsibilities:

Added in item 1 the phrase “the Transportation Policy Committee” after the word “Assist.”

Added in item 2 the phrase “transportation related studies” after the word “Review” and deleted the phrase “other studies related to transportation.”

Added in item 4 the phrase “and other high priority projects. Recommend its adoption by the Transportation Policy Committee” after the word “TIP” and deleted the phrase “including reviewing projects and making recommendations to the Transportation Policy Committee.”

Added in item 6 the phrase “if specifically authorized by the Transportation Policy Committee, on” after the words “on technical matters and.”

Deleted item 8 that was reading: Prepare the Quarterly Performance Reports and Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.

Added item 8 to read: Prepare Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.

Added item 9 to read: Prepare and submit for approval the annual report summarizing the progress of the UPWP.

Modified item 10 by deleting the phrase “and Section 16 [(b)(2)] program to provide assistance in meeting needs of elderly and/or disabled persons” after the phrase “Statewide Transportation Enhancement program.”

## 5. **Chapter II, Other Advisory Committees**

Deleted the title “Other Committees and Subcommittee” and associated paragraph and added the title “Other Advisory Committees” and the associated paragraph.

## 6. **Chapter III, Composition**

Deleted the paragraph reading: The Transportation Policy Committee shall be composed of officials of participating governmental jurisdictions.

Added the paragraph reading: The present voting membership of this Committee, outlined in the Metropolitan Planning Organization Designation Agreement signed on June 28, 2000, is as follows.

## 7. **Chapter III, Amendment to Bylaws**

Added the phrase “Transportation Policy” after the phrase “regular scheduled meeting of the” and capitalized “h” to read “H” for splitting the original sentence into two sentences.

## 8. Chapter IV, Composition

Added the paragraph to read: Each Transportation Policy Committee member appoints a person from the organization being represented by the Transportation Policy Committee member to assist in decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this seven-member committee, known as the Technical Advisory Committee is the technical body of the organization. The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff.

Deleted the paragraph reading: The Technical Advisory Committee shall be composed of key staff members of participating governmental jurisdictions.

Deleted item 6 of the Voting Members that was reading, Director of Engineering Services, Port of Corpus Christi Authority.

Added item 6 of the Voting Members to read: Deputy Director of Engineering Services, Port of Corpus Christi Authority.

Modified item 10 by deleting the phrase "Greater Corpus Christi Business Alliance" and adding the phrase "Transportation Committee of the Corpus Christi Chamber of Commerce" after the phrase "One representative of the."

## 9. Procedure for Public Comments

Added MPO E-mail address, Fax and Phone numbers.

### **September 7, 2006 Meeting:**

On September 7, 2006, the Transportation Policy Committee amended the bylaws. The MPO staff updated committee title designations in the Participant Roles in Chapter I and Composition sections of Voting and Non-Voting members in Chapters III and IV.

### **December 4, 2008 Meeting:**

On December 4, 2008, the Transportation Policy Committee amended the bylaws. Policy was written to prevent a member of the Transportation Policy Committee from having a Conflict of Interest in the business before the MPO under the Texas Local Government Code in Chapter III.

### **December 3, 2009 Meeting:**

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#### **March 16, 2017**

Administrative amendments to the Bylaws as follows:

1. **Amended dates page**

Updated the Corpus Christi MPO's mailing address from 5151 Flynn Parkway, Suite 404, Corpus Christi, Texas 78411 to 602 N. Staples St., Suite 300, Corpus Christi, Texas 78401.

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**APPENDIX A**  
**AMENDMENT NOTES**

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### **AMENDMENT NOTES**

#### **May 24, 1995 Meeting:**

The Alternate Member Section of the Bylaws for the Transportation Policy Committee has been found illegal according to the ruling of the Attorney General that reads, “. . . that a metropolitan planning organization, acting on its own, does not have authority to provide for alternate members.” This section was deleted from the Bylaws.

#### **April 3, 1997 Meeting:**

On April 3, 1997, the MPO staff requested the Transportation Policy Committee to amend the Voting Members Section of the Transportation Policy Committee. The proposal was to allow the designated persons by respective city councils, county courts, and boards to replace mayors, judges, and chairpersons to be the members of the Transportation Policy Committee. The designated member would remain a member of the Transportation Policy Committee until replaced by the respective organization.

The Transportation Policy Committee unanimously decided to keep the current composition of the voting members. However, the Transportation Policy Committee provided the flexibility that an organization can designate another member of their respective city councils, county courts, and boards to be a member of the Transportation Policy Committee, if necessary.

#### **April 1, 1999 Meeting:**

The Transportation Policy Committee decided to amend the bylaws as follows:

- 1. Chapter I, Participant Roles**

Delete the sentence “A Senior Planner is designated as a “Transportation Planning Director” to administer the program, and also take out quotes from “Transportation Planning Director” from the next sentence to read, the Transportation Planning Director is responsible to the designated MPO Transportation Policy Committee.

- 2. Chapter II, Transportation Policy Committee**

Add a sentence to read, The Transportation Policy Committee decided to amend any reference to the title “Transportation Policy Committee” to include the definition of the word “Committee” as synonymous with the word “Board” or “Body.”

- 3. Chapter II, Transportation Planning Director and MPO Staff**

Item 1, to read, The Transportation Planning Director shall:

Take planning policy directions from and be responsible to the designated MPO Transportation Policy Committee.

**January 3, 2002 Meeting:**

The Transportation Policy Committee decided to amend the bylaws as follows:

**1. Chapter I, Study Organization and Management**

Added paragraphs two to five in this section.

**2. Chapter I, Organizational Structure**

Changed item 4 to read Other Advisory Committees instead of Other Committees and Sub-Committees. Deleted the paragraph following item 4.

**3. Chapter II, Transportation Policy Committee**

Deleted the paragraph reading: The Transportation Policy Committee decided to amend any reference to the title "Transportation Policy Committee" to include the word "Committee" as synonymous with the word "Board" or "Body."

Added the paragraph reading: The policy body of the organization is the Transportation Policy Committee composed of the elected officials of the general purpose local government entities and appointed officials of the providers of transportation in the metropolitan area. This Committee provides the forum for cooperative decision-making and has the following responsibilities.

Deleted the line reading: The Transportation Policy Committee have the following responsibilities:

Added item 6 in the Transportation Policy Committee Responsibilities to read: Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds.

Added item 7 in the Transportation Policy Committee Responsibilities to read: Encourage the development, implementation, and surveillance of plans to reduce transportation generated air pollution within the study area.

Added item 11 in the Transportation Policy Committee Responsibilities to read: Establish for the MPO staff the salary, salary range, annual or more frequent personnel performance reviews and salary increases based on performance and cost of living indices.

Amended item 12 to replace the reference of City of Corpus Christi personnel policies to the Nueces County personnel policies.

**4. Chapter II, Technical Advisory Committee**

Added the paragraphs reading: Each Transportation Policy Committee member appoints a person from the organization being represented by the Transportation Policy Committee member to assist in the decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this seven-member committee, known as the Technical Advisory Committee is the technical body of the organization.

The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff. The Technical Advisory Committee has the following responsibilities:

Deleted the line reading: The Technical Advisory Committee shall have the following responsibilities:

Added in item 1 the phrase “the Transportation Policy Committee” after the word “Assist.”

Added in item 2 the phrase “transportation related studies” after the word “Review” and deleted the phrase “other studies related to transportation.”

Added in item 4 the phrase “and other high priority projects. Recommend its adoption by the Transportation Policy Committee” after the word “TIP” and deleted the phrase “including reviewing projects and making recommendations to the Transportation Policy Committee.”

Added in item 6 the phrase “if specifically authorized by the Transportation Policy Committee, on” after the words “on technical matters and.”

Deleted item 8 that was reading: Prepare the Quarterly Performance Reports and Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.

Added item 8 to read: Prepare Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.

Added item 9 to read: Prepare and submit for approval the annual report summarizing the progress of the UPWP.

Modified item 10 by deleting the phrase “and Section 16 [(b)(2)] program to provide assistance in meeting needs of elderly and/or disabled persons” after the phrase “Statewide Transportation Enhancement program.”

## 5. **Chapter II, Other Advisory Committees**

Deleted the title “Other Committees and Subcommittee” and associated paragraph and added the title “Other Advisory Committees” and the associated paragraph.

## 6. **Chapter III, Composition**

Deleted the paragraph reading: The Transportation Policy Committee shall be composed of officials of participating governmental jurisdictions.

Added the paragraph reading: The present voting membership of this Committee, outlined in the Metropolitan Planning Organization Designation Agreement signed on June 28, 2000, is as follows.

## 7. **Chapter III, Amendment to Bylaws**

Added the phrase “Transportation Policy” after the phrase “regular scheduled meeting of the” and capitalized “h” to read “H” for splitting the original sentence into two sentences.

## 8. Chapter IV, Composition

Added the paragraph to read: Each Transportation Policy Committee member appoints a person from the organization being represented by the Transportation Policy Committee member to assist in decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this seven-member committee, known as the Technical Advisory Committee is the technical body of the organization. The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff.

Deleted the paragraph reading: The Technical Advisory Committee shall be composed of key staff members of participating governmental jurisdictions.

Deleted item 6 of the Voting Members that was reading, Director of Engineering Services, Port of Corpus Christi Authority.

Added item 6 of the Voting Members to read: Deputy Director of Engineering Services, Port of Corpus Christi Authority.

Modified item 10 by deleting the phrase "Greater Corpus Christi Business Alliance" and adding the phrase "Transportation Committee of the Corpus Christi Chamber of Commerce" after the phrase "One representative of the."

## 9. Procedure for Public Comments

Added MPO E-mail address, Fax and Phone numbers.

### **September 7, 2006 Meeting:**

On September 7, 2006, the Transportation Policy Committee amended the bylaws. The MPO staff updated committee title designations in the Participant Roles in Chapter I and Composition sections of Voting and Non-Voting members in Chapters III and IV.

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