



Hinesville Area Metropolitan Planning Organization

HAMPO

By-Laws: Policy Committee

On February 12, 2015, the Policy Committee approved an amendment to the Policy Committee Bylaws to amend Article VI, Meetings, by deleting 10:00 AM and adding “and the time” as directed by the Policy Committee

As Amended February 12, 2015

100 Main Street, Suite 7520
Phone: 912-408-2030

Hinesville, Georgia 31313
Fax: 912-408-2037

Jeff Ricketson., AICP, Director

Mayor Daisy Pray, Policy Committee Chairman

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Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO), for more information regarding this document or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization
c/o Liberty Consolidated Planning Commission
100 Main Street, Suite 7520
Hinesville, Georgia 31313

Phone: (912) 408-2030 Fax: (912) 408-2037

Visit our website for the most up-to-date information and downloadable documents at www.thelcpc.org and click on the HAMPO tab.

ARTICLE I

Name of the Committee

The name of the organization shall be the Hinesville Area Metropolitan Planning Organization (HAMPO) - Policy Committee, hereinafter referred to as the committee.

ARTICLE II

Membership

The committee is made up of the chief elected and appointed officials from all of the municipalities within the HAMPO region of Liberty County and a portion of Long County, as well as executives from the local, state, and federal agencies concerned with transportation planning. It serves as the forum for cooperative transportation decision-making and establishes transportation related policies in support of the area's overall goals and objectives. The committee reviews and approves all HAMPO programs and studies. The committee is entrusted with ensuring that the HAMPO transportation projects are current and prioritizes transportation projects recommended in the planning process.

Committee membership is determined by organizational position, as listed below:

Voting Members:

- (1) Chairman, Liberty County Board of Commissioners
- (2) Chairman, Long County Board of Commissioners
- (3) Chairman, Liberty County Board of Education
- (4) Chairman, Liberty Consolidated Planning Commission
- (5) Mayor, Town of Allenhurst
- (6) Mayor, City of Flemington
- (7) Mayor, Town of Gum Branch
- (8) Mayor, City of Hinesville
- (9) Mayor, City of Midway
- (10) Mayor, City of Riceboro
- (11) Mayor, City of Walthourville
- (12) Councilman, City of Hinesville
- (13) Commissioner, Liberty County Board of Commissioners
- (14) Chairman, Liberty County Development Authority
- (15) GDOT Representative

Non-Voting Advisory Members:

- (1) Executive Director, Liberty Consolidated Planning Commission (PC Secretary)
- (2) County Administrator, Liberty County
- (3) City Manager, City of Hinesville
- (4) Chairman, HAMPO Citizen Advisory Committee
- (5) Executive Director, Coastal Region Metropolitan Planning Commission
- (6) Garrison Commander, Fort Stewart

- 1) Any member of the Committee may, at any time, appoint a representative or delegate to act in an official capacity on their behalf. Delegation shall be in writing and shall state the name of the representative and the length of time of the delegation.
- 2) No member of the Committee shall receive compensation or reimbursement for expenses incurred as a result of service in behalf of this Committee.

ARTICLE III

Duties and Responsibilities

- 1) The Committee shall serve as the forum for cooperative decision-making with regard to transportation-related issues.
- 2) The Committee has the primary responsibility for the formulation of transportation related policies in support of the overall goals and objectives for the transportation study area.
- 3) The duties of the Committee shall include, but not be limited to, the following:
 - a) Secure planning services from individuals or entities as appropriate,
 - b) Review and approve all appropriate Hinesville Area Metropolitan Planning Organization (HAMPO) goals, objectives, plans, programs and studies,
 - c) Ensure that the Long Range Transportation Plan and Transportation Improvement Program is current and responsive to all applicable laws, rules, and regulations,
 - d) Ensure that timely reports are made to inform the public on the progress of the Plan,
 - e) Ensure that a complete Unified Planning Work Program is developed,
 - f) Ensure that all respective agencies, jurisdictions or commissions are kept informed of the progress of the Plan,
 - g) Designate and prioritize all transportation improvement projects recommended in the planning process,
 - h) Provide the liaison between the planning process and the appropriate governmental units, and,
 - i) Designate and alter the membership and operations of the other study committees including the Technical Coordinating Committee and the Citizens Advisory Committee.

ARTICLE IV

Officers and Organization

- 1) The Policy Committee shall select a Chairperson and Vice-Chairperson from among its members. Such selection shall be by majority of the voting membership.
- 2) In the absence of both the Chairperson and the Vice-Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairpersons for the purpose of conducting the official business of the Committee.
- 3) Selections shall take place at the first meeting of each calendar year at which there is a majority of voting members present. A nominating committee of three (3) will be appointed by the Policy Committee Chair for the specific purpose of the appointment of new officers. The nominating

committee shall present a slate of officers to fill Policy Committee for selection. The selected officers will take office once selected.

- 4) The term of Chairperson and Vice-Chairperson shall be for the calendar year.
- 5) Officers may succeed themselves with no limitation to the number of terms, except that such term will not continue in the event an officer becomes ineligible to be a member of the Policy Committee.
- 6) The Chairperson may at any time establish sub-committees of the Committee. Such sub-committees shall function in a manner similar to the full Committee and in accordance with these By-laws.

ARTICLE V

Duties of the Officers

- 1) The Chairperson shall preside at all meetings of the Committee.
- 2) The Chairperson shall authenticate, by signature, all resolutions and other official contracts and documents resulting from decisions made by the Committee.
- 3) The Chairperson shall appoint a Secretary to the Committee.
- 4) The Chairperson, or a representative designated by the Chairperson, shall represent the Committee at hearings, conferences and other events as required during the conduct of the official business of the Committee.
- 5) The Chairperson shall be the chief policy advocate for the Committee.
- 6) 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 the powers and discharge all of the duties of the Chairperson.
- 7) The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the Committee and authenticate, by signature, that they are a true and accurate record of the proceedings and policy decisions.
- 8) The Secretary shall maintain and make available for public inspection all official records and documents of the Committee.
- 9) The Secretary shall provide public notice of all meetings of the Committee as required by law.

ARTICLE VI

Meetings

- 1) The Policy Committee meets on the second Thursday of every even numbered month, beginning at the location and time as directed by the Policy Committee.
- 2) Special meetings may be called by the Chairperson when deemed to be in the best interest of the Committee.
- 3) Special meetings may also be called by petition to the Chairperson by a simple majority of members of the Committee. However, a special meeting called in this manner will be subject to the following regulations:
 - The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting, and
 - No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
- 4) No business may be conducted by the Committee unless a quorum of the membership is present. A minimum of eight (8) voting members of the Committee shall constitute a quorum.
- 5) The Chairperson shall cause a notice to be sent to all members of the Committee at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
- 6) Any regularly scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly scheduled meeting.
- 7) The members of the Committee must be given notice at least seven (7) calendar days in advance of the regularly scheduled meeting date when meetings are cancelled.
- 8) The meetings of the Committee shall be conducted in accordance with Roberts Rules of Order. However, any rules formally adopted by the Committee, including these By-laws will have precedence when in conflict with Roberts Rules of Order.
- 9) The agenda for the Committee meetings shall be reviewed/approved by the Chairperson and the order of business shall be at the discretion of the Chairperson.
- 10) Upon petition by a simple majority of members of the Committee, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled date for the meeting.
- 11) Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

ARTICLE VII

Amendments to these By-laws

- 1) Motions to modify, change, or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Committee must be notified as soon as possible regarding such motion.
- 2) An affirmative vote by a simple majority of the full voting membership of the Committee is required to modify, change or repeal these By-laws.
- 3) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Committee provided that the meeting is called in accordance with these By-laws.
- 4) To approve the process of polling all of the members of the Committee, an affirmative vote cast by at least two-thirds of the members in attendance is required.
- 5) Within sixty (60) days of the approval to poll the membership, the Chairperson will conduct the poll in writing by mail or email. The number of members responding to the poll must constitute a quorum. A majority of the respondents must vote affirmatively to modify, change, or repeal these By-laws.
- 6) Action to modify, change or repeal the By-laws will be deemed effective immediately unless specified differently by such change in the By-laws.

ARTICLE VIII

Meeting Remotely and Virtually

- 1) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.
- 2) Committee members may participate in virtual meetings with simultaneous live audio/video.
- 3) Proxy members will be identified at the start of committee meetings in a verbal roll call.
- 4) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
 - a. Nay votes will be documented by HAMPO staff,
 - b. Committee members will announce themselves when making or seconding a motion.
- 5) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.
- 6) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.

- 7) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.
- 8) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.
- 9) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

Resolution of Adoption

RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING COMMITTEE BYLAWS AS AMENDED

WHEREAS, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

WHEREAS, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

WHEREAS, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

WHEREAS, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the; and,


NOW, THEREFORE, BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the amended *Policy and Technical Coordinating Committee Bylaws* as set forth in the documents attached to this Resolution;

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.


CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 12, 2012.

Attest:



Mayor Daisy Pray (date)
Chair, HAMPO Policy Committee



Jeff Ricketson, AICP (date)
Executive Director, Secretary



Hinesville Area Metropolitan Planning Organization

HAMPO

By-Laws: Technical Coordinating Committee

On February 12, 2015, the Policy Committee approved an amendment to the Technical Coordinating Committee Bylaws to amend Article VI, Meetings, by deleting 10:00 AM and adding “and the time” as directed by the Policy Committee

Amended February 12, 2015

100 Main Street, Suite 7520
Phone: 912-408-2030

Hinesville, Georgia 31313
Fax: 912-408-2037

Jeff Ricketson., AICP, Director

Mayor Daisy Pray, Policy Committee Chairman

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This publication was prepared in cooperation with the Department of Transportation, State of Georgia, and Federal Highway Administration. The opinions, findings, and conclusions in these publications are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration.

For more information regarding this bylaw or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization
c/o Liberty Consolidated Planning Commission
100 Main Street, Suite 7520
Hinesville, Georgia 31313
Phone: 1-912-408-2030 Fax: 1-888-320-8007

Visit our website for the most up-to-date information and downloadable documents at www.thelcpc.org.

ARTICLE I

Name of the Committee

The name of the organization shall be the Technical Coordinating Committee of the Hinesville Area Metropolitan Planning Organization (HAMPO) hereinafter referred to as the committee.

ARTICLE II

Membership

The Technical Coordinating Committee (TCC) is made up of key government and agency transportation staff members who are involved in technical aspects of transportation planning. It reviews and evaluates all transportation studies and provides recommendations to the Policy Committee. The TCC is entrusted with providing technical guidance and direction to HAMPO.

The TCC is composed of key transportation staff members of participating governmental jurisdictions and private transportation stakeholders or a designated representative of these members. The chief elected official of each municipality appoints the TCC representative for their respective jurisdictions.

Voting Members:

- (1) Executive Director, Liberty Consolidated Planning Commission
- (2) County Administrator, Liberty County
- (3) County Administrator, Long County
- (4) County Engineer, Liberty County
- (5) City Manager, City of Hinesville
- (6) City Engineer, City of Hinesville
- (7) Director, Public Works, City of Hinesville
- (8) Representative, City of Flemington
- (9) Representative, City of Midway
- (10) Representative, City of Riceboro
- (11) Representative, City of Walthourville
- (12) Representative, Town of Allenhurst
- (13) Representative, Town of Gum Branch
- (14) Representative, Fort Stewart
- (15) GDOT Central Office – Planning
- (16) GDOT Central Office - Transit
- (17) GDOT District 5
- (18) Superintendent, Liberty County Board of Education
- (19) Executive Director, Liberty County Industrial Development Authority

Non-Voting Advisory Members:

- (1) Federal Highway Administration (FHWA)
- (2) Federal Transit Administration (FTA)
- (3) Director of Planning, Coastal Regional Commission
- (4) General Manager, Liberty Transit
- (5) Director of Transportation, Liberty County Board of Education
- (6) Transportation Director, Coastal Regional Commission

ARTICLE III

Duties and Responsibilities

- 1) The Technical Coordinating Committee shall be responsible for the preparation of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP). It shall review all studies related to transportation within the Hinesville Area Metropolitan Planning Organization (HAMPO), and make recommendations to the Policy Committee and other agencies on the work program and studies.
- 2) The Technical Coordinating Committee shall coordinate all the technical activities in the transportation planning process. The TCC shall provide information on the process of the study to both the Policy and Citizens' Advisory Committees.
- 3) The Technical Coordinating Committee shall review inventories of current data used as input to the planning process.
- 4) The Technical Coordinating Committee shall review the status of activities necessary to keep the study current and report to the Policy Committee regarding such reviews.
- 5) The Technical Coordinating Committee shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
- 6) The Technical Coordinating Committee shall advise the Policy Committee of proposed changes in transportation planning concepts and projects, and shall analyze data collected and prepare reports and findings.
- 7) The Technical Coordinating Committee and participating agencies shall adopt and follow a specific work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the respective Technical Coordinating Committee member to bring this to the attention of the full Committee for consideration, action and/or information.

ARTICLE IV

Officers and Organization

- 1) The Technical Coordinating Committee shall select a Chairperson and Vice-Chairperson from among its members. Such selection shall be by a majority vote.
- 2) In the absence of both the Chairperson and the Vice-Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairpersons for the purpose of conducting the official business of the Committee.
- 3) Selection of the Chairperson and Vice-Chairperson shall take place on the first meeting of the calendar year at which there is a majority of voting members present.
- 4) The term of Chairperson and Vice-Chairperson shall be for the calendar year.
- 5) Officers may succeed themselves with no limitation to the number of terms, except that such term will not continue in the event an officer becomes ineligible to be a member of the Policy Committee.
- 6) Subcommittees may be established by the Technical Coordinating Committee as needed.

ARTICLE V

Duties of the Officers

- 1) The Chairperson shall preside at all meetings of the Technical Coordinating Committee.
- 2) The Chairperson shall authenticate by his signature, minutes of meetings of the Technical Coordinating Committee and its recommendations to the Policy Committee.
- 3) The Chairperson shall appoint a Secretary to the Committee.
- 4) The Chairperson, or a representative designated by the Chairperson, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the Committee to serve in his place.
- 5) 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 the powers and discharge all of the duties of the Chairperson.
- 6) The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the Committee and authenticate, by signature, that they are a true and accurate record of the proceedings and policy decisions.

- 7) The Secretary shall maintain and make available with support of HAMPO staff, for public inspection all official records and documents of the Committee.
- 8) The Secretary shall provide public notice for all meetings as provided by law.

ARTICLE VI

Meetings

- 1) The Technical Coordinating Committee meets on the second Thursday of every odd numbered month, at the location and time as directed by the Policy Committee.
- 2) When a voting member represents more than one entity they should be counted as representing each entity separately for the purpose of constituting a quorum. No business may be conducted by the Committee unless a quorum of the voting membership is present. A minimum of 50% of the voting members of the Committee shall constitute a quorum.
- 3) Special meetings may be called by the Chairperson at such times that may be specified for stated purposes. Notice of such meetings shall be given in writing or email to all members at least 48 hours in advance.
- 4) The Chairperson shall cause an electronic notice to be sent to all members of the Committee at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
- 5) Any regularly scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly scheduled meeting.
- 6) The members of the Committee must be given notice at least seven (7) calendar days in advance of the regularly scheduled meeting date when meetings are cancelled.
- 7) The meetings of the Committee shall be conducted in accordance with Roberts Rules of Order. However, any rules formally adopted by the Committee, including these By-laws will have precedence when in conflict with Roberts Rules of Order.
- 8) The agenda for the Committee meetings shall be established by the Chairperson and the order of business shall be at the discretion of the Chairperson.
- 9) Should one third (1/3) of the Policy Committee, and/or Citizens Advisory Committee want an item placed on the Technical Coordinating Committee agenda, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled date for the meeting.

- 10) Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

ARTICLE VII

Amendments to these By-laws

- 1) These By-laws are adopted pursuant to Article III of the Policy Committee By-laws and may be amended from time to time by the Policy Committee on its own or pursuant to recommendation of the TCC.
- 2) Motions to recommend modification to or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Policy Committee must be notified as soon as possible regarding such motion.
- 3) An affirmative vote by a simple majority of the full voting membership of the Policy Committee is required to recommend modifications to or repeal these By-laws.
- 4) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Policy Committee provided that the meeting is called in accordance with these By-laws.
- 5) To approve the process of polling all of the members of the Policy Committee, an affirmative vote cast by at least two-thirds of the members in attendance is required.
- 6) Within sixty (60) days of the approval to poll the membership, the Policy Chairperson will conduct the poll in writing by mail. The number of members responding to the poll must constitute a quorum. A super majority of the respondents must vote affirmatively to recommend modifications to or repeal these By-laws.

ARTICLE VIII

Meeting Remotely and Virtually

- 10) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.
- 11) Committee members may participate in virtual meetings with simultaneous live audio/video.
- 12) Proxy members will be identified at the start of committee meetings in a verbal roll call.

- 13) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
 - c. Nay votes will be documented by HAMPO staff,
 - d. Committee members will announce themselves when making or seconding a motion.
- 14) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.
- 15) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.
- 16) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.
- 17) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.
- 18) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

Resolution of Adoption

RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING COMMITTEE BYLAWS AS AMENDED

WHEREAS, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

WHEREAS, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

WHEREAS, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

WHEREAS, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the; and,


NOW, THEREFORE, BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the amended *Policy and Technical Coordinating Committee Bylaws* as set forth in the documents attached to this Resolution;

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

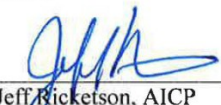
CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 12, 2012.

Attest:



Mayor Daisy Pray (date)
Chair, HAMPO Policy Committee



Jeff Ricketson, AICP (date)
Executive Director, Secretary



Hinesville Area Metropolitan Planning Organization

HAMPO

By-Laws: Citizens Advisory Committee

On December 10, 2020, the Policy Committee approved an amendment to the Citizens Advisory Committee to amend Article VI Policy Committee Bylaws to amend Article VI, Meetings, by deleting second Tuesday of every even numbered month and adding “second Thursday of every odd numbered month” as directed by the Policy Committee

Adopted: December 13, 2012

100 Main Street, Suite 7520
Phone: 912-408-2030

Hinesville, Georgia 31313
Fax: 912-408-2037

Sonny Timmerman, P. E., AICP, Director

John D. McIver, Policy Committee Chairman

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ARTICLE I

Name of the Committee

The name of the organization shall be the Hinesville Area Metropolitan Planning Organization – Citizens Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II

Purpose

The Citizens' Advisory Committee (CAC) of the Hinesville Area Metropolitan Planning Organization shall advise the Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to the Transportation Improvement Plan, Unified Planning Work Program and the Long Range Transportation Plan as well as study findings and recommendations.

ARTICLE III

Membership

Membership in the Committee is made up of eighteen (18) individuals representing nine (9) local governments, Fort Stewart, Savannah Technical College and Armstrong Atlantic State University, Hinesville Campus. Members will serve without compensation.

Voting Members:

- Town of Allenhurst (1 member)
- City of Flemington (1 member)
- Town of Gum Branch (1 member)
- City of Hinesville (4 members)
- City of Midway (1 member)
- City of Riceboro (1 member)
- City of Walthourville (2 members)
- Liberty County (3 members)
- Long County (1 member)
- Representative, Fort Stewart (1 member)
- Representative, Savannah Technical College (1 member)
- Representative, Armstrong Atlantic State University, Hinesville Campus (1 member)

Membership appointments will be for a term of two (2) calendar years. Unexpired vacancies may be filled as they arise from appointments by the Policy Committee.

Any member in a position that has not been filled for a new term will continue in that position until such position is filled by the Policy Committee.

The number of members shall be eighteen (18). The Policy Committee will strive to have representation from all the member communities of the Hinesville Area Metropolitan Planning Organization.

Unless excused by the Chairperson, any member of the CAC having two consecutive (2) absences from regular meetings during a calendar year shall be removed from the Committee. If a member is in violation of the Committee's attendance policy when he/she is eligible for reappointment, the Chairperson shall send a letter to the Policy Committee recommending that the individual not be reappointed due to a lack of participation. Members are expected to attend regularly.

ARTICLE IV

Organizational Duties

- 1) The Citizens' Advisory Committee ensures that citizen participation in the transportation planning process will be met, in accordance with the HAMPO Participation Plan. The CAC functions as a public information and involvement committee. The CAC will participate in the review of social, economic, and environmental considerations that are essential for developing a viable transportation study for the area. The CAC, through establishment of various task forces, subcommittees, and stakeholder groups, and regular committee meetings, should participate in the following:
 - a) Review each year the work of the transportation study including the HAMPO Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), as well as the Long Range Transportation Plan (LRTP).
 - b) Make recommendations as appropriate to the Policy Committee and the Technical Coordinating Committee regarding amendments to the items identified in the preceding paragraph.
 - c) Assess public opinion relative to the transportation study's activities with recommendations to the Policy and Technical Coordinating committees.

ARTICLE V

Officers and Members Duties

- 1) The CAC shall select a Chairperson and Vice-Chairperson at the first meeting of the calendar year when a quorum is present by simple majority vote. The term of Chairperson and Vice-Chairperson shall be for the calendar year. The Chairperson and the Vice-Chairperson may serve up to a maximum of three calendar years.
- 2) The Chairperson shall arrange and conduct all meeting of the Committee, appoint subcommittees to function on the behalf of the Committee and represent the Committee on the HAMPO Policy Committee as a non-voting member. The Chairperson shall act as official spokesperson for the CAC; however, this shall not abridge any individuals' rights to freedom of speech on their own behalf. The Chairperson shall have such powers as may be reasonably construed as belonging to the chief of executive of any organization.
- 3) The Vice-Chairperson shall act as Chairperson to conduct any meetings of the Committee in the absence of the Chairperson. This officer shall act on behalf of the Chairperson when requested to do so by the Chairperson. In the event of the absence of inability of the Chairperson to exercise

his/her duties, the Vice-Chairperson shall become acting Chairperson with all the rights, privileges and powers of a duly elected Chairperson, until such time as the Chairperson is able to resume the duties. The Vice-Chairperson or their designate shall represent the Committee on the HAMPO Technical Coordinating Committee as an ex-officio, non-voting member.

- 4) In the event of a vacancy in the office a Chairperson before completion of a term, the Vice-Chairperson shall automatically become Chairperson. If, at any time, the office of Vice-Chairperson becomes vacant, a new Vice-Chairperson shall be elected by a majority of the membership at the first meeting at which there is a vacancy, provided that a quorum is present.

ARTICLE VI

Meetings

- 1) The CAC shall meet on the second Thursday of every odd numbered month, beginning at 5:30 PM at the location as directed by the Policy Committee.
- 2) Meeting notices shall be e-mailed seven calendar days prior to the meeting outlining the planned agenda. Should there be no business to come before the committee, the officers, by agreement with the members, may cancel the meeting.
- 3) No action of the CAC will become official unless a quorum is present. A quorum shall be 50% of the appointed membership. Vacant memberships shall not be counted towards the quorum.
- 4) A majority vote of the members present shall be required for approval of any action taken by the CAC.
- 5) Special meetings, including special public meetings of this organization, may be called at the discretion of the Chairperson when it is deemed to be in the best interest of the organization. Also one-third (1/3) of the voting members of the HAMPO CAC may petition the Chairperson to call special meetings. Notice of any such meeting shall state the reasons that the meeting has been called, the business to be transacted, by whom the meeting is called, and the time and place of the meeting. The business discussed will be limited to that specified in the notice unless there is unanimous consent of all members present at such meeting.
- 6) The meetings of the Committee shall be conducted in accordance with the rules adopted by the Committee.
- 7) The agenda of the meetings of the HAMPO CAC shall be set by the Chairperson. A member may petition the Chairperson to place an item on the agenda at least seven (7) days before the schedule date for such meeting. The order of business at all regular meetings shall be at the discretion of the Chairperson. The agenda will include a public participation period.
- 8) Meetings are open to the public. Comments by the public are welcome and will be solicited through notices placed in available public media. Public comment at meetings is subject to the committee's rules of order.

ARTICLE VII

Amendments to By-laws

- 1) These By-laws are adopted pursuant to Article III of the Policy Committee By-laws and may be amended by the Policy Committee on its own or pursuant to recommendation of the CAC. The CAC shall be informed of any proposed amendments to these by-laws at the regularly scheduled meeting of the CAC prior to final consideration by the Policy Committee.
- 2) Motions to recommend modification to or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Policy Committee must be notified as soon as possible regarding such motion.
- 3) An affirmative vote by a simple majority of the full voting membership of the Policy Committee is required to recommend modifications to or repeal these By-laws.
- 4) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Policy Committee provided that the meeting is called in accordance with these By-laws.
- 5) To approve the process of polling all of the members of the Policy Committee, an affirmative vote cast by at least two-thirds of the members in attendance is required.
- 6) Within sixty (60) days of the approval to poll the membership, the Policy Chairperson will conduct the poll in writing by mail. The number of members responding to the poll must constitute a quorum. A super majority of the respondents must vote affirmatively to recommend modifications to or repeal these By-laws.

ARTICLE VIII

Meeting Remotely and Virtually

- 19) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.
- 20) Committee members may participate in virtual meetings with simultaneous live audio/video.
- 21) Proxy members will be identified at the start of committee meetings in a verbal roll call.
- 22) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
 - e. Nay votes will be documented by HAMPO staff,
 - f. Committee members will announce themselves when making or seconding a motion.
- 23) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.

- 24) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.
- 25) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.
- 26) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.
- 27) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

Resolution of Adoption

RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING COMMITTEE BYLAWS AS AMENDED

WHEREAS, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

WHEREAS, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

WHEREAS, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

WHEREAS, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,


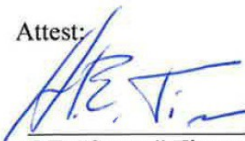
WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

NOW, THEREFORE, BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws* as set forth in the documents attached to this Resolution;

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on December 13, 2012.

	
John D. McIver	H.E. "Sonny" Timmerman
(date)	(date)
Chair, HAMPO Policy Committee	Executive Director, Secretary