BYLAWS AND PROCEDURES
METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY BOARD
EL PASO URBANIZED TRANSPORTATION STUDY AREA

ARTICLE I. MISSION STATEMENT

Counties and cities have the local responsibility for anticipating and meeting the transportation needs for adequately moving people and goods within their jurisdictions. However, the Texas Department of Transportation is charged, by law, with the responsibility for planning, designing, constructing, and maintaining the State Transportation System and to facilitate the implementation of the Transportation Equity Act for the 21st Century (TEA-21) and any subsequent transportation legislation enacted by the U. S. Congress, as amended. In addition, duly authorized Transportation Authorities are responsible for planning, developing, and operating public transportation services in their respective service areas. Under federal legislation, the Metropolitan Planning Organization (MPO), through the Transportation Policy Board (Policy Board) has an expanded role in project selection and transportation project planning and programming.

ARTICLE II. DEFINITIONS

Metropolitan Planning Organization - The Metropolitan Planning Organization (MPO) is the organization designated by the Governor of Texas on August 30, 1988 as being responsible, together with the State, for carrying out the provisions of Title 23, United States Code, Section 134 (The Urban Transportation Planning Process). The MPO is the forum for cooperative decision making by principal elected officials of general-purpose local government, and for the El Paso Urbanized Transportation Study Area. The MPO has been designated as the City of El Paso established pursuant to Section 134 of Chapter 1 of Title 23 USC and also serves as the Fiscal Agent for the Transportation Policy Board of the MPO. The Fiscal Agent shall provide supportive services as outlined in a mutually approved operational policy agreement between the Transportation Policy Board and the City of El Paso.

Transportation Policy Board - The Transportation Policy Board (TPB) establishes regional transportation policy guidance and direction for the metropolitan planning study area.

Ultimate responsibility for the metropolitan transportation planning process including, but not limited to, review and approval of the recommended transportation plan rests with the TPB.

Metropolitan Transportation Plan - The Metropolitan Transportation Plan (MTP) provides guidance to transportation providers, engineers, planners, community decision makers, and the general citizenry regarding the future growth of the El Paso Urban Transportation Study (EPUTS) area of El Paso County Texas, the City of Sunland Park, New Mexico, and Southern Doña Ana County New Mexico, and the impact of this growth on all aspects of the transportation system. The transportation system consists of the infrastructure, facilities, and linkages that are used to move goods and services within the area. The MTP is intended as an action plan with a minimum twenty-year horizon for the maintenance, management, and further development of the region's transportation systems including highways and public transportation.

Transportation Improvement Program - The Transportation Improvement Program (TIP), is a multimodal listing of all transportation projects and programs expected to be implemented over a designated three (3) year period. This includes all projects or programs, which are expected to utilize federal funds and those projects or programs which will utilize other funds (state or local), including toll road and bridge projects. The TIP will be developed consistent with state and federal guidelines and the TPB's selection criteria.

Unified Planning Work Program - The Unified Planning Work Program (UPWP) is a listing of transportation planning, programs and services to be performed by the MPO in support of a continuous, comprehensive, and coordinated transportation planning process. The UPWP is a one-year transportation-planning program that contains a listing of planning projects, programs and services performed by other agencies, which will have regional significance.

Congestion Management System - The Congestion Management System (CMS) provides information on the location and severity of current and future traffic congestion in the EPUTS area. It also makes recommendations for the best projects and programs to relieve the congestion. The CMS is an ongoing process resulting in periodic update reports. The MPO is required to use a CMS when selecting transportation projects for inclusion in the MTP and TIP.

ARTICLE III. MEMBERSHIP

The Policy Board shall be composed of members from the local Texas units of government, the Texas Legislative Delegation (representing the El Paso Metropolitan Area), and a representative of local units of government and New Mexico State Legislators from Southern Doña Ana County, New Mexico. In addition the El Paso District Office of the Texas Department of Transportation, the Sun Metro Mass Transit Agency, the El Paso International Airport, and the El Paso County Mass Transit Agency or the County-wide Mass Transit Authority will be represented on the TPB.

Membership shall consist of the following but not by way of limitation:

City of El Paso	5 Members; Mayor or Appointee + no less than 3 Elected Officials
Town of Anthony	1 Elected Official; Mayor or Appointee
City of Socorro	1 Elected Official; Mayor or Appointee
County of El Paso	2 Elected Officials; County Judge or Appointee
Town of Horizon City	1 Elected Official; Mayor or Appointee
Town of Sunland Park, NM	1 Elected Official; Mayor or Appointee
Village of Vinton	1 Elected Official; Mayor or Appointee
Texas State Senator(s)	All Elected Officials
Texas State Representative(s)	All Elected Officials
New Mexico State Representative(s)	1 Elected Official
New Mexico State Senator	1 Elected Official
Texas Department of Transportation	1 Member
Sun Metro/Mass Transit Department	1 Member
El Paso International Airport	1 Member
El Paso County Transit Agency or County-wide Mass Transit Authority	1 Member
Town of Clint	1 Elected Official; Mayor or Appointee
Doña Ana County	1 member
New Mexico Dept. of Transportation	1 member

The City of El Paso's representation on the Transportation Policy Board shall be equal to the number of incorporated Texas municipalities, cities, towns, or villages within the urbanized study area who have representation on the TPB.

Representatives of local units of government shall be appointed by and serve at the pleasure of the City Councils for the entity they represent and commissioners court respectively, and may be a serving member on the governing body they represent. Said appointee(s) shall provide to the Executive Director of the MPO a copy of the resolution appointing them prior to participating in a meeting.

All TPB members may elect to be a non-voting member of the MPO, by submitting a letter to the Chairperson of the Transportation Policy Board at the annual business meeting requesting that their seat be counted as a non-voting position. Such a letter shall be valid for a period of one (1) year from its date. In such a case, that seat will not be counted in the number necessary for a quorum. An initial business meeting may be called following adoption of these bylaws to facilitate this option and shall be valid until the business meeting in the next calendar year.

All Members of the MPO shall each have one vote. A representative attending in place of any Policy Board member shall not have voting privileges.

If a voting member misses three (3) consecutive meetings in a calendar year, that member will lose their voting status for the remainder of the calendar year.

All members of the MPO shall comply with the TPB's Ethics Policy, a copy of which is attached hereto as Exhibit "A," and incorporated herein by reference as a part of these Bylaws.

ARTICLE IV. MEETINGS

The Policy Board shall hold at least one meeting per year. A regular schedule of meetings may be adopted. At least five (5) days written notice to members is required.

Notices of meetings shall be posted at the City of El Paso Administrative Offices and the Office of the El Paso County Clerk at least 72 hours prior to the meeting in accordance with the Texas Open Meetings Act and as amended.

The TPB shall conduct no fewer than one meeting each year at the call of the Chairperson to adopt an operating budget and conduct the election of officers.

Meetings will be conducted in accordance with a method established and adopted by the Transportation Policy Board.

ARTICLE V. QUORUM

A quorum shall consist of eight voting members.

ARTICLE VI. OFFICERS

The officers of the Transportation Policy Board of the MPO shall consist of a Chairperson and a Vice-Chairperson, and a Secretary to the TPB. The Chairperson shall be the chief administrative officer of the TPB and will preside over each meeting of the Policy Board, and have execution authority on all MPO policy documents after TPB action. The Vice-Chairperson shall serve in the same capacity in the absence of, or upon the request of the Chairperson. In the event that neither the Chairperson nor Vice-Chairperson is available to preside over a meeting of the Policy Board, a quorum will elect a temporary Chairperson for that meeting as first order of business.

The Chairperson and the Vice-Chairperson shall be elected to a term of one-year at the July TPB meeting each year, or, if there is no July TPB meeting, at the first TPB meeting following the month of July. The Chairperson and the Vice-Chairperson shall not be representatives of the same local units of government or entity.

The Secretary to the TPB shall be the Executive Director or his/her designee. The Secretary will record the business of the TPB and prepare meeting notifications/postings, and distribute minutes of TPB meetings. The Secretary is not eligible to vote.

ARTICLE VII. STAFF

The MPO shall provide technical, planning, administrative, and clerical staff support to the TPB and its committees. The staff, regardless of agency affiliation shall be responsible to and directed by the Executive Director.

The Executive Director shall serve in a full time capacity and be a contract employee of the Transportation Policy Board (TPB). The Director shall be hired, supervised, evaluated, or terminated by the TPB. The Director shall take planning and policy directions, solely from and be solely responsible to the TPB. The Director shall be responsible for providing information to the TPB and for coordinating research activities undertaken pursuant to the Unified Planning Work Program for transportation planning adopted by the Board.

The staff of the Metropolitan Planning Organization shall be civil service employees of the City of El Paso. The TPB shall contract with the City of El Paso for these employees' services, as

outlined in the operational policy agreement between and approved by the Transportation Policy Board and the City of El Paso. The staff of the MPO will provide the required administrative, fiscal, and contract management support to provide the planning needed to develop the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and other special studies required by the contract with the Texas Department of Transportation or requested by the Policy Board.

The staff of the MPO will include the necessary Transportation Planners to accomplish the required work in-house or oversee consultants hired to accomplish specific work assignments, including the air conformity analysis. The staff shall support and assist the smaller local units of government (who do not have staff or consultants contracts) in response to project and program calls.

The MPO staff will be officed at a location selected by the TPB.

ARTICLE VIII. COMMITTEES

The MPO will have two (2) standing committees:

- The Executive Committee
- The Transportation Project Advisory Committee

Additional Ad hoc committees of the membership of the Policy Board may be established and appointed by the Chairperson to assist the Policy Board in the performance of its function. Special Committees or Task Forces may be established and appointed by the Transportation Policy Board to undertake special assignments. These committees may consist of TPB members, public officials, citizens, and other individuals the TPB deems appropriate. Standing committees may have separate bylaws, which must be ratified by the Policy Board.

The Executive Committee (EC) shall be composed of six voting TPB members recommended by the Chairperson and approved by the TPB at the meeting during which the election of officers is held. No two members of the Executive Committee shall be representatives of the same local unit of government or entity. The EC's roles and responsibilities will include review of the business aspect of the MPO, review of the Executive Director, review of contracts and other documents, and other assignments for recommendations to the TPB.

The Transportation Project Advisory Committee (TPAC) will have twenty (20) voting members and eight Ex-Officio, non-voting members. The TPAC reviews and makes recommendations to the Transportation Policy Board on the MTP, TIP, UPWP, CMS, project selection process criteria, and special transportation planning studies. The TPAC shall also review and make recommendations to the TPB on project selection under the Surface Transportation Program (STP) 4C, the Urban Street Program (USP), and the Congestion Mitigation and Air Quality (CMAQ) Program for the Transportation Improvement Plan and other topics selected by the TPB. The TPAC holds meetings as needed. The TPAC members will be selected by their agency. The Chair of the TPAC shall be selected for a two-year term by peer members of the TPAC, and is eligible for re-election. Eleven (11) voting members of the TPAC (50% plus 1) shall constitute a quorum.

The Transportation Project Advisory Committee's membership shall be as follows:

Voting Members:

City of El Paso	3 members
Texas Department of Transportation	3 members
El Paso County (designated by Commissioner's Court)	2 members
Town of Horizon City	1 member
Village of Vinton	1 member
Town of Anthony	1 member
City of Socorro	1 member
City of Sunland Park, NM	1 member
El Paso Water Utilities	1 member
Fort Bliss	1 member
Sun Metro	1 member
Town of Clint	1 member
New Mexico Department of Transportation (NMDOT)	2 members
Dona Ana County, New Mexico	1 member
University of Texas at El Paso	1 member

Ex-Officio Members (Non-Voting)

Ciudad Juarez, Mexico	1 member
City-County Health District	1 member
El Paso International Airport	1 member
New Mexico Environmental Department	1 member
New Mexico Border Authority	1 member
International Boundary and Water Commission	1 member
Tigua Tribal Government	1 member
TxDOT – Transportation Planning & Programming (Austin)	1 member
Texas Commission on Environmental Quality	1 member

ARTICLE IX. AMENDMENT

Upon adoption of these bylaws, the Policy Board, by a majority vote of its members, may make, alter, amend, or rescind these bylaws at any regular meeting, after at least ten (10) days written notice to the voting membership. Notification of amendments to the Policy Board shall be made by the Executive Secretary.

AMENDED, APPROVED AND ADOPTED THIS 22nd OF FEBRUARY, 2008.

John F. Cook

Mayor John F. Cook
Chairperson, Transportation Policy Board

Roy Gilyard

Roy Gilyard
Executive Secretary

Eduardo Miranda
Legal Counsel

Sylvia Borunda Firth

Sylvia Borunda Firth
Senior Assistant City Attorney

[1]Amended by the Transportation Policy Board on October 22, 1999.
[2]Amended by the Transportation Policy Board on December 17, 1999.
[3]Amended by the Transportation Policy Board on February 25, 2000.
[4]Amended by the Transportation Policy Board on October 27, 2000.
[5]Amended by the Transportation Policy Board on July 27, 2001.
[6]Amended by the Transportation Policy Board on June 28, 2002.
[7]Amended by the Transportation Policy Board on November 21, 2003.
[8]Amended by the Transportation Policy Board on June 25, 2004.
[9]Amended by the Transportation Policy Board on February 23, 2007.
[10]Amended by the Transportation Policy Board on February 22, 2008.