

**MID-REGION COUNCIL OF GOVERNMENTS (MRCOG) OF NEW MEXICO**  
**REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)**  
For  
**NON-METROPOLITAN TRANSPORTATION PLANNING**

**BYLAWS**

**ARTICLE 1. Definitions**

As used in these Bylaws, the following words and terms shall have the following meanings:

- A. Mid-Region Council of Governments (MRCOG) Planning Area shall mean all territory encompassed within the counties of Bernalillo, Sandoval, Torrance, and Valencia, and the southern portion of the county of Santa Fe, in the State of New Mexico.
- B. "Member" shall mean a Governmental Unit, as defined in this section, that is wholly or partially contained in the RTPO Planning Area as defined in this section.
- C. "Associate Member" shall mean any public, quasi-public agency, political subdivision of the state, or other organization determined appropriate for non-voting membership in the MRCOG. Entities that may be eligible for Associate Member status include but are not limited to chambers of commerce, land grant communities, tax increment development districts (TIDDs), business and trade groups and associations, neighborhood associations, and economic development groups. The RTPO Committee will make a final determination regarding acceptance of requests for Associate Members.
- D. "Representative" shall mean any person duly designated by a member governmental unit to represent that governmental unit or by an associate member agency to represent that agency.
- E. "Advisory Member" shall mean any person or persons representing local, State, or Federal agencies or other organizations having a direct responsibility for transportation planning and programs within the RTPO Planning Area. Such persons shall be considered "non-voting" representatives and will act in an advisory capacity to the RTPO Committee.
- F. "Governmental Unit" shall mean general or special units of government, including but not limited to municipalities, cities, town, villages, counties, school districts, flood control authorities, conservancy districts, institutions of higher education, Indian tribes, Indian pueblos, Indian reservations, public transportation providers, and any other general or special unit of government as determined by the RTPO Committee.
- G. "Filled position" shall mean any position, including officers, that has an appointed representative to the RTPO Committee. A vacancy is not a filled position.
- H. RTPO Planning Area. The non-metropolitan portion of the MRCOG Planning Area that includes all or portions of Torrance and Sandoval Counties along with a portion of southern Santa Fe County. The RTPO Planning Area is located outside the Albuquerque Metropolitan Planning Area (AMPA) for the designated Metropolitan Planning

Organization and is shown on the map which is annexed to these Bylaws and marked APPENDIX A.

## **ARTICLE 2. Name**

The name of this association shall be the Regional Transportation Planning Organization Committee for the Mid-Region Council of Governments (hereinafter referred to as the RTPO Committee) for non-metropolitan transportation planning.

## **ARTICLE 3. Composition**

- A. The RTPO Committee shall be composed of voting members and nonvoting associate and advisory members representing the pertinent organizations with the RTPO Planning Area, as defined herein.
- B. Voting members of the RTPO Committee shall be elected officials or their designated representative of RTPO member agencies within the RTPO Planning Area, as defined herein. Each member agency shall have one vote in the RTPO Committee.
- C. Participation in the RTPO Committee shall not be contingent on membership in the Mid-Region Council of Governments.
- D. Each member may appoint one primary committee representative who shall represent their agency or community on the Committee. Up to two alternate committee representatives may also be appointed by each member to represent them in the absence of the primary representative in order to ensure that one representative is seated at meetings of the Committee. The appointment of representatives shall be made in writing via email or letter to MRCOG.
- E. The committee representatives, including alternates, appointed to serve as members of the RTPO Committee shall have indefinite terms. Annual reaffirmation of representatives will be requested by the MRCOG staff. Annual reaffirmation will occur in February, along with an overview presentation of RTPO Committee scope and responsibilities by MRCOG staff at the February RTPO Committee meeting
- F. Non-attendance of a representative for more than one calendar year shall be cause for removal from the Active Roster of the RTPO Committee and reassignment to a list of eligible, but non-participating members of the RTPO Committee. All eligible, but non-participating members of the RTPO Committee shall not have a seat or a vote on the RTPO Committee until such time as they send a representative to a Committee meeting.
- G. Any voting Member, or non-voting Associate or Advisory Member may revoke the appointment of a committee representative or alternate at any time, and appoint or reappoint a new representative or alternate, by sending the appropriate written notice (email or letter) to MRCOG staff.

## **ARTICLE 3. Purpose and Function**

The purpose of the RTPO Committee shall include but not be limited to the following:

- A. To provide a regional forum for cooperative decision making on transportation issues among the various county, municipal, tribal and special purpose units of government that have jurisdiction within the RTPO Planning Area;
- B. To establish a regional liaison between the local governments of the RTPO Planning Area and the New Mexico Department of Transportation;
- C. To provide policy guidance, needs assessment, project priorities, and technical assistance in the development of transportation plans and special programs in the RTPO Planning Area; and
- D. To perform the function of the regional transportation planning policy committee required by the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP21), including
  - 1. Developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans,
  - 2. Developing a regional transportation improvement program for consideration by the State,
  - 3. Fostering the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs,
  - 4. Providing technical assistance to local officials,
  - 5. Participating in national, multistate, and state policy and planning development processes to ensure the regional and local input of nonmetropolitan areas,
  - 6. Providing a forum for public participation on the statewide and regional transportation planning processes,
  - 7. Considering and sharing plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and tribal organizations, and
  - 8. Conducting other duties, as necessary, to support and enhance the statewide planning process

**ARTICLE 4. Meetings**

- A. The RTPO Committee shall meet on a bi-monthly basis at such time and place as the RTPO Committee may determine by appropriate action.
- B. Since the RTPO Committee is a diverse assembly consisting of member governments from a large geographic area, thirty-three percent (33%) of the voting representatives shall constitute a quorum for formal actions. Committee members that are unable to attend in person, but are able to call-in to the meeting will be counted part of a quorum.
- C. The RTPO Committee is a forum for cooperative decision making and every effort shall be made to achieve consensus on any issue or question presented to the RTPO Committee. In the event that a consensus cannot be achieved by the RTPO Committee,

a majority vote of the members present at a meeting will decide in the affirmative or negative any issue or question presented to the RTPO Committee.

- D. All meetings and workshops of the RTPO Committee shall be advertised and open to the public, in accordance with the Open Meetings Resolution of the MRCOG.

#### **ARTICLE 5. Subcommittees**

- A. In order to achieve specific objectives in the regional transportation planning process, the RTPO Committee may create subcommittees as specialized task groups. Subcommittees may be formed to evaluate and report on a particular issue or to conduct transportation planning activities in a designated portion of the region.
- B. Subcommittees created by the RTPO Committee shall be active for an indefinite period of time and may be rescinded at any time by action of the RTPO Committee.
- C. Subcommittees shall establish rules of conduct for purposes of holding advertised meetings and maintaining active participation.
- D. Subcommittees shall schedule their respective meeting dates at locations and times deemed appropriate by the members of the subcommittee.

#### **ARTICLE 6. Officers**

- A. The officers of the RTPO Committee shall be chosen from among the voting representatives comprising the RTPO Committee and shall consist of a Chair and Vice Chair.
- B. The Chair and Vice Chair shall be elected at the first scheduled meeting of the federal fiscal year (October 1 to September 30) by a majority vote of the representatives present at the meeting. The Chair and Vice Chair shall take office immediately following the election.
- C. The term of office for the Chair and Vice Chair shall be one year, and each officer may be elected for an indefinite number of terms.
- D. The Chair shall preside at all meetings of the RTPO Committee. During the absence or disability of the Chair, or during when a vacancy exists in the office of Chair, the Vice Chair shall preside over meetings of the RTPO Committee. In the event that neither the Chair nor the Vice Chair is present to open a meeting of the RTPO Committee, a Chair Pro Tem shall be selected by a consensus of the members present to conduct the meeting.
- E. If a vacancy occurs in the office of the Chair or Vice Chair, the unexpired term shall be filled in the same manner in which such officers were originally elected. Until the election of a new Chair, the Vice Chair shall serve as Chair. The unexcused absence of a Chair or Vice Chair for two consecutive meetings may be considered a vacancy.

#### **ARTICLE 7. Staff**

- A. The MRCOG will provide the RTPO Committee and any of its subcommittees with the necessary staff and technical assistance to support the regional transportation planning process.
- B. The MRCOG staff will be responsible for assembling information and preparing the documentation of plans, programs, correspondence, and other records necessary to conduct the regional transportation planning process.

**ARTICLE 8. Approval and Amendments**

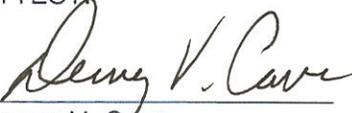
- A. These Bylaws shall be in effect upon approval by the Mid-Region RTPO Committee and concurrence by the New Mexico Department of Transportation.
- B. These Bylaws may be amended by the Mid-Region RTPO Committee with an affirmative majority vote, subject to concurrence by the New Mexico Department of Transportation.

**PASSED, ADOPTED, and APPROVED** this 22nd day of October 2015, by the Mid-Region RTPO Committee of the Mid-Region Council of Governments of New Mexico.



Daniel White, Chair or Debbie Ortiz,  
Vice Chair, Mid-Region RTPO Committee

ATTEST:



Dewey V. Cave  
MRCOG Executive Director

