

**FAIRBANKS
METROPOLITAN AREA TRANSPORTATION
SYSTEM
(FMATS)**

POLICY COMMITTEE

&

TECHNICAL COMMITTEE

BYLAWS

**FMATS POLICY COMMITTEE
BYLAWS
RULES AND REGULATIONS**

Adopted this *14th* day of *April 2003* under the provisions of the Fairbanks Metropolitan Area Transportation System (FMATS) Inter-Governmental Operating Agreement and Memorandum of Understanding (MOU) between the State of Alaska, the Fairbanks North Star Borough, the City of Fairbanks, and the City of North Pole for transportation and air quality planning and programming.

ARTICLE I

Members and Officers

- Section 1 In accordance with Section 5 of the FMATS Inter-Governmental Operating Agreement and Memorandum of Understanding the Fairbanks Metropolitan Area Policy Committee, hereafter referred to as the “Policy Committee”, shall have as voting members the Northern Region Director of the State of Alaska Department of Transportation and Public Facilities (DOT&PF), the Fairbanks North Star Borough (FNSB) Mayor, the Mayor of the City of Fairbanks, the Mayor of the City of North Pole, a representative of the State of Alaska Department of Environmental Conservation (Air Quality), a designated representative of the FNSB Assembly, and a designated representative of the Fairbanks City Council.
- Section 2 The Policy Committee shall have as Chair the Northern Region Director of DOT&PF and shall elect, by a majority vote annually at the regularly scheduled meeting in August, a Vice-Chair for the next fiscal year.
- Section 3 The DOT&PF Fairbanks Area Transportation Planner shall serve as the Secretary of the Policy Committee. The Secretary shall provide all administrative support for the Policy Committee. The FNSB Transportation Planner is designated as Assistant Secretary to serve in his absence or disability and to provide additional support to the Policy Committee.
- Section 4 The Chair, or in his absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Policy Committee. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.
- Section 5 The Chair shall decide on all points of order and procedure in accordance with Robert’s Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by this body.
- Section 6 The Chair shall appoint all committees found necessary for the purpose of expediting the work of the Policy Committee.
- Section 7 The Chair shall report on any official transaction taking place that has not come to the attention of the Policy Committee at the next regularly scheduled or special meeting of the Policy Committee.

Section 8 The Chair of the Policy Committee shall have authority to execute documents in the name of the Policy Committee, subject to its approval.

ARTICLE II

Meetings

Section 1 Regular meetings of the Policy Committee shall be held quarterly in November, February, May and August.

Section 2 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Committee shall be prepared by the Secretary to insure Policy Committee business is conducted in an efficient manner. All applicable open meeting laws shall be strictly adhered to in conduct of the meeting and agenda schedule.

Section 3 If necessary, the Policy Committee may change any meeting date.

Section 4 Special meetings shall be held at the call of the Chair issued upon his own initiative or at the request of one (1) or more members of the Policy Committee, when necessary, to act upon matters before the Policy Committee, providing notice is given in accordance with all applicable open meeting laws.

Section 5 A quorum shall consist of four (4) members of the Policy Committee. Four supporting votes are required to approve any action.

Section 6 In the absence of a quorum no meeting shall be held.

ARTICLE III

Committees

Section 1 All Committees shall consist of at least three (3) members each.

Section 2 The Chair of the Policy Committee shall be an ex-officio member of each Committee.

Section 3 The Chair shall appoint members to serve on Committees created by the Policy Committee with members appointed being confirmed by majority vote.

Section 4 Committee meetings may be called at the request of the Committee Chair or at the request of two (2) members whenever it is necessary. A written or verbal report of Committee business shall be made at the next meeting of the Policy Committee by any Committee member.

ARTICLE IV

Order of Business

Section 1 The order of business of meetings shall be as follows:

- a. Meeting called to order
- b. Roll call and introductions
- c. Approval of minutes of previous meeting
- d. Public comment policy announcement
- e. Unfinished business
- f. New business
- g. Information items
- h. Committee reports
- i. Adjournment

Section 2 Public Comment Policy: Public comment shall be limited to three minutes per speaker during discussion of an agenda item. Once a motion is made by a committee member, public comment will no longer be accepted.

ARTICLE V

Records

Section 1 The minutes of all Committee meetings shall be recorded by the MPO staff and upon approval be maintained as a public record in the DOT&PF Planning Department and shall be accessible to the public during regular office hours.

ARTICLE VI

Agenda

Section 1 The Secretary shall prepare for each regular meeting of the Policy Committee or its Committees, when appointed, an agenda of the items to be considered in accordance with these rules of procedure.

Section 2 Any member of the Policy Committee may instruct the Secretary to add any matter to the agenda for discussion or action by the Policy Committee.

Section 3 All special items to be considered by the Policy Committee must be submitted no later than the close of business the first Tuesday of each quarterly meeting month to be placed on the agenda unless circumstances dictate that it would place a hardship on the applicant, in which case the Secretary shall have the option to place the proposed special items on an addendum to the agenda as long as in doing so he complies with all the applicable open meeting laws.

Section 4 Items not on the agenda may be discussed, but no action may be taken until the next meeting of the Policy Committee.

ARTICLE VII

Metropolitan Planning Organization

- Section 1 The Fairbanks Metropolitan Area Transportation System (FMATS) Policy Committee is designated to be the Metropolitan Planning Organization (MPO) for the Fairbanks Metropolitan Planning Area (MPA) by the Governor of the State of Alaska. As the MPO, the Policy Committee is responsible for carrying out the transportation planning process in the metropolitan planning area. The Chair of the Policy Committee shall serve as the Executive Director of the MPO.
- Section 2 All items considered by the MPO are included in the agenda and minutes of the Policy Committee.
- Section 3 The MPO Staff and Technical Committee reviews all transportation plans and makes recommendations to the Policy Committee. The Technical Committee shall be governed by the attached Technical Committee Bylaws and be approved by the Policy Committee (Appendix A).

ARTICLE VIII

Miscellaneous

- Section 1 Minor Changes to Documents. In instances when documents are approved by the Policy Committee and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Committee in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action. The Secretary documents, which have been approved by a legislative body (i.e. City Council or the Borough Assembly), must be corrected by amended documents or in accordance with applicable State statutes regarding scribes errors.
- Section 2 Standards of Conduct. The Policy Committee shall adopt and maintain a written policy prescribing a standard of conduct for its involvement in litigation or potential litigation.
- Section 3 Attendance. Attendance shall be in person or telephonically. If any member, except ex-officio members, is absent from three (3) consecutive regular and/or special meetings, it shall be cause for his resignation or removal from the Policy Committee. Any member who is absent from three (3) consecutive regular and/or special meetings shall automatically submit his resignation from the Policy Committee to the proper governmental body. If for any reason he should fail to do so, the Policy Committee shall instruct the Chair of the Policy Committee to inform the proper legislative body of the requirements of this section of the by-laws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of the Policy Committee members. Any member seeking an exception should request an item be placed on the agenda. Said judgement or ruling on the condition beyond the control of a member shall be voted on at a regular meeting or special called meeting for this particular purpose.

Section 4 Voting. A roll-call vote will be called for on all matters being voted on by the Policy Committee.

Section 5 Legislative Policy Committee Member Appointment. Upon appointment to the Policy Committee and confirmation by the City Council or the Borough Assembly, the respective Fairbanks City Council and FNSB Assembly legislative committee members so confirmed will be seated at the next regular or special meeting.

ARTICLE IX

Conflict of Interest

Section 1 Declaration of policy. The Policy Committee declares that members operate as a State and Federal mandated Policy Committee; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Committee members shall not only be impartial and devoted to the best interests of the Policy Committee's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Committee service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent.

Section 2 Definitions. As used in this article:

Financial Interest shall mean any interest that shall yield, directly or indirectly, a monetary or other material benefit for services to the Policy Committee's jurisdiction to the member or other person retaining the services of the member.

Personal Interest shall mean any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

Confidential Information shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to information pertaining to any claims or lawsuits pending against the Committee and personnel matters.

Section 3 Disclosure of interest. No member who has a direct or indirect financial or personal interest in any matter before the Policy Committee shall use his office or position to exert influence on such matter.

To the extent that he knows thereof, any member who participates in the discussion or expresses an opinion to the Policy Committee on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest he has in such matter to the Policy Committee.

Any member who has a direct financial or personal interest in any question before the Policy Committee shall disclose the fact to it.

Section 4 Disclosure of information. No member shall disclose any confidential information acquired by him in the course of his official duties or use such information to further his or others' financial, personal or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

Section 5 Securing special privileges. No member shall use or attempt to use his position to secure privileges, financial gain or exemption for himself or others.

No member shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

No member, after the termination of service with the Policy Committee, shall appear before the Policy Committee in relation to any case, proceeding or application in which he personally participated during the period of his service or which was under his active consideration.

ARTICLE X

Policy Committee Code of Ethics

Section 1 The Policy Committee shall adopt the "American Planning Association (APA) Ethical Principles in Planning" dated May 1992 as the guideline for the ethical conduct of its members. This statement is attached and hereby made a part of these by-laws (Attachment #1).

ARTICLE XI

Amendments

Section 1 In accordance with Article II, Section 5, these rules may be amended, rescinded or supplemented by the Policy Committee provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

Parties to this Agreement:

Ralph Swartz 3/10/03
Chair, Fairbanks Metropolitan Planning Organization Policy Committee Date
Northern Region Director, State of Alaska DOT&PF

Rhonda Bayles 3/28/03
Mayor, Fairbanks North Star Borough Date

Steve M. Thompson 3/11/03
Mayor, City of Fairbanks Date

Bob Judd 3/11/03
Mayor, City of North Pole Date

[Signature] 4/1/03
Representative, Fairbanks North Star Borough Date

Harold Quis 3-11-03
Representative, City of Fairbanks Date

Jan Chapple 3/25/03
Representative, State of Alaska DEC (Air Quality) Date

APPENDIX A
TECHNICAL COMMITTEE
BYLAWS

ARTICLE I

Purpose and Duties

The purpose of this Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Committee. The Technical Committee shall have the following duties and all additional duties assigned by the Policy Committee:

1. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Committee. This includes recommendation of tasks and task priority.
2. Develop and prioritize transportation projects for inclusion in the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).
3. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
4. Approve minor amendments or revisions to the FMATS LRTP or TIP.

ARTICLE II

Membership

The Technical Committee of the Fairbanks Metropolitan Planning Organization (MPO) will serve solely as a function of the Policy Committee.

Membership of the Technical Committee shall consist of one representative, such as engineer, planner, and other specialist, from the following agencies or transportation organizations and groups:

City of Fairbanks (Engineer)
City of Fairbanks (Public Works Director)
City of North Pole (Engineer)
Fairbanks North Star Borough Planning (Director)
Fairbanks North Star Borough Transit (Director)
Fairbanks North Star Borough Planning Commission
State of Alaska Department of Transportation & Public Facilities (Planning Manager)
State of Alaska Department of Environmental Conservation Division of Air and Water Quality
Fort Wainwright
University of Alaska Fairbanks
Fairbanks International Airport (Manager)
Freight Carriers
Alaska Railroad
Tanana Chiefs Conference

The Technical Committee membership may also include representatives from other agencies or groups as approved by the Policy Committee to address local transportation planning issues.

ARTICLE III

Voting

Voting members, as designated by the Policy Committee, shall be entitled to one vote each. A quorum of voting members must be present for a vote to take place. A quorum will consist of 6 or more voting members of the Technical Committee. A simple majority of the voting members present forwards the Technical Committee recommendation(s) to the Policy Committee or takes action on minor amendments.

ARTICLE IV

Conflict of Interest

Voting members of the Technical Committee will comply with Article IX and X of the Policy Committee Bylaws regarding conflict of interest and ethics decisions.

ARTICLE V

Subcommittees

The Technical Committee may adopt the use of appointed sub-committees, if deemed necessary for the continuing transportation planning process. Sub-Committee appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.

ARTICLE VI

Officers

The officers of the Technical Committee shall consist of a Chair and such other officers as the Committee may wish to appoint. The Chair shall be the DOT&PF Planning Manager. The duties of the officers shall be those normally associated with the offices. The Chair shall conduct all meetings and may vote on all issues. The FNSB Transportation Planner will serve as Vice-Chair.

The Fairbanks Area Transportation Planner for DOT&PF will act as the Secretary in order to provide coordination between the various committees. The Secretary will assume all duties of the Chair in his/her absence.

ARTICLE VII

Meetings

The Technical Committee shall hold quarterly meetings during the months of February, May, August and November. The Committee Chair may call special meetings provided a one-week public notice is made. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee.

ARTICLE VIII


Adoption and Amendment

These Bylaws may be adopted and amended by an affirmative vote of a simple majority of the Policy Committee.

Approved and Adopted:



Chair, Fairbanks MPO Policy Committee



Date