

**BYLAWS OF THE
WEST VIRGINIA ASSOCIATION OF
METROPOLITAN PLANNING ORGANIZATIONS**

Section 1 – NAME

The name of this Association shall be the West Virginia Association of Metropolitan Planning Organizations, hereinafter called the “Association.”

Section 2 – PURPOSE

The purpose of the Association is to:

1. Be a point of information exchange on transportation related activities including technical methods, procedures and standards.
2. Be a point of information exchange on air quality and environmental issues related to transportation planning and projects.
3. Develop innovative transportation approaches to use limited financial resources more effectively in West Virginia.
4. Act as a vehicle for interacting with staff from state and federal agencies.
5. Provide assistance to the West Virginia Department of Transportation on transportation related activities.
6. Serve as a consensus building organization for transportation issues of regional, state and national importance.

Section 3 – MEMBERSHIP

Voting membership shall consist of the Director of the designated Lead Planning Agency of each MPO or his/her designee. . Nonvoting memberships shall include representatives from the West Virginia Department of Transportation and representatives from the U.S. Department of Transportation.

Section 4 – OFFICERS

The officers shall consist of a Chairperson, Vice-Chairperson and Secretary. All officers shall be voting members.

A. **Chairperson** – The chairperson shall preside over the business and meetings of the Association and represent the West Virginia Association of Metropolitan Planning Organizations before other bodies and committees as directed. The Chairperson shall appoint subcommittees as needed and may, if necessary, call special meetings of the officers to decide issues of policy or to develop agendas for future meetings. In the event of a time sensitive issue that requires a response from the entire organization the Chairperson is authorized to poll the membership by email, or conference call in which a quorum of members are present. Subcommittee members are not required to be Association members.

B. **Vice-Chairperson** – The Vice-Chairperson shall perform all the duties of the Chairperson in their absence. In the case of resignation or loss of the Chairperson, the

Vice-Chairperson shall serve as Interim Chairperson and shall appoint an Interim Vice-Chairperson until such time as the membership can duly elect a new Chairperson.

C. **Secretary/Treasurer** – The Secretary shall record the minutes and attendance of all Association meetings, prepare required reports, and perform other duties as required. In the absence of the Chairperson and Vice-Chairperson, the Secretary/Treasurer shall act as the Chairperson.

D. **Temporary Chairperson** –In the absence of all officers a Temporary Chairperson shall be selected by the members present..

Section 5 – ELECTION OF OFFICERS

The officers shall be elected annually at the first regular meeting held during the year. The teller for the first election of officers shall be selected by consensus of the group. Subsequent elections will be conducted by the Secretary/Treasurer. With the exception of the first election of Officers at the establishment of the Organization, the term of offices shall begin at the following meeting. In the case of the first election of officers, the officers duties will begin upon election. All officers shall be eligible to serve up to two (2) consecutive one-year terms.

Section 6 – COMMITTEES

Committees shall be formed and appointed by the Chairperson when necessary to carry out various activities. Committee members are not required to be Association members.

Section 7 – MEETINGS

Scheduled meetings of the West Virginia Association of Metropolitan Planning Organizations shall be held a minimum of two (2) times per year. Notice and agenda of meetings shall be held at the call of the Chairperson. All meetings shall be open to the public. A quorum shall consist of a simple majority of voting members. Meetings shall be conducted according to Robert’s Rules of Order, unless otherwise decided by the Association. Official action shall require a simple majority of those present and voting.

Section 8 – RESIGNATION

Any officer or member of the Association may resign his or her membership by a written notice to the Secretary/Treasurer.

Section 9 – AMENDMENTS

Amendments to these Bylaws shall be by majority vote of the Association membership. The proposal for amendments to the Bylaws shall appear on the published agenda. The text of the proposed amendments to the Bylaws must be sent to all members with the meeting notice.

Adopted

Date

Chair

Secretary/Treasurer