

Amended:
May 13, 2008

**BYLAWS
for the
ATURA
TRANSPORTATION PLANNING AFFILIATION
POLICY BOARD AND TRANSPORTATION TECHNICAL
COMMITTEE**

ARTICLE I. — NAME

Section 1. The name of this board shall be the ATURA Transportation Planning Affiliation Policy Board and is hereinafter referred to as the BOARD.

ARTICLE II. — PURPOSE

Section 1. The BOARD shall serve as the local planning affiliation for matters necessary to comply with the Transportation Equity Act for the 21st Century (TEA-21) and subsequent Federal transportation funding bills. The BOARD shall have the power and duty to make comprehensive transportation studies and master plans for the uniform and efficient development of surface transportation facilities within its service area.

Section 2. The BOARD shall also have the power to make policy decisions concerning the development of safe, fast, efficient, and coordinated transportation systems subject to the approval of the respective governing bodies of the service area.

Section 3. The BOARD shall annually adopt a four-year Transportation Improvement Program (TIP), Transportation Planning Work Program (TPWP) and Passenger Transportation Development Plan (PTDP). The BOARD shall also adopt a Long Range Transportation Plan (LRTP) and Public Participation Plan (PPP) in accordance with Federal transportation planning guidelines, as may be amended from time to time.

Section 4. The BOARD shall sub-allocate federal-aid funds to each county and to each city over five thousand (5,000) population, up to the maximum level permitted by Iowa Department of Transportation (Iowa DOT).

Section 5. The BOARD shall allocate federal-aid funds to eligible projects within the accomplishment year and following years of the TIP.

ARTICLE III. — MEMBERSHIP

Section 1. The membership of the BOARD shall include one person from each county of the service area and each city with a population of 5,000 or more people. The service area shall include Adams, Adair, Union, Taylor, and Ringgold counties, and the City of Creston. A member shall be a local elected official from the jurisdiction they represent. Each county Board of Supervisors or City Council shall submit the representative's name in writing to the BOARD. BOARD members shall be either a county supervisor, mayor, or city council member. An alternate, representing the proper entities, shall be named for each member to be available in the absence of the member.

Section 2. The terms for each BOARD member shall coincide with their elected terms of county or city jurisdiction. Appointments to the BOARD must be renewed in writing by the county or city governing body. BOARD members may also be removed at the discretion of the governing body they represent.

Section 3. All vacancies occurring in the BOARD shall be filled by appointment by the respective Board of Supervisors or City Council. The representative so appointed shall serve according to Article III. Section 2.

ARTICLE IV. — OFFICERS

Section 1. The officers of the BOARD shall be:

A. Chairperson — Shall preside at all meetings and call special meetings when necessary.

B. Vice Chairperson/Secretary — Shall perform the duties of the Chairperson in his or her absence or inability to act. Shall keep a full record of the proceedings of the BOARD and of its committees and shall perform such other duties as the BOARD may from time to time direct. The secretary may designate a recording secretary if they so choose.

Section 2. The Chairperson, Vice Chairperson/Secretary, shall be elected from BOARD membership each year for a term of one year at the first regular meeting of each year.

Section 3. In the event that the Chairperson vacates this position, the Vice Chairperson/Secretary shall assume the role of Chairperson for the remainder of the Chairperson's term. In the event of the vacancy of Vice Chairperson/Secretary, a new officer shall be appointed by a majority vote of the BOARD for the remainder of the officer's term.

Section 4. The BOARD may designate contracted services to administer the duties of the BOARD. Contractual service shall be administered in accordance with transportation planning funding guidelines.

ARTICLE V. — MEETINGS

Section 1. The BOARD shall meet as necessary. Special meetings may be called by the Chairperson or by any four (4) members of the BOARD.

Section 2. The Vice Chairperson/Secretary of the BOARD shall mail or deliver written notice, including a tentative agenda, of each regular meeting to each member of the BOARD at least seven (7) days prior to such meeting. Notice of special meetings shall state the purpose for which such meeting is called and shall be called or delivered at least 24 hours in advance of the meeting time.

Section 3. BOARD meetings shall be conducted in accordance with Robert's Rules of Order.

Section 4. BOARD meeting shall be open to the public and conform with the requirements of Chapter 21 of the Code of Iowa and the ATURA Public Participation Plan (PPP).

Section 5. BOARD meetings shall rotate from county to county, and may include different cities within a county.

ARTICLE VI. — QUORUM

Section 1. At any meeting of the BOARD, a quorum shall consist of a simple majority of the total voting membership of the BOARD [four (4) members].

Section 2. In the absence of a regular board member, alternates shall have voting power.

Section 3. No proxy vote will be accepted.

ARTICLE VIII. — COMMITTEES

Section 1. The BOARD may use such committees as may be necessary to carry out their duties. Committees shall be appointed by action of the BOARD.

Section 2. The standing committees of the BOARD shall be the ATURA Transportation Technical Committee.

A) The Transportation Technical Committee shall consist of five County Engineers, the Creston Public Works Director, the Regional Transit Operator, and an Iowa DOT representative.

- B) The Transportation Technical Committee shall be directly responsible to the BOARD for the initiation, review, and recommendations of transportation related activities.
- C) There shall be one Transportation Technical Committee vote for each member, with the exception of Iowa DOT and the Regional Transit Operator.
- D) Prior to action by the BOARD, matters requiring technical review shall be submitted to the Transportation Technical Committee for input.
- E) The Transportation Technical Committee shall elect a Chairperson in the same manner and purpose as the BOARD. Appointment to the Transportation Technical Committee shall be determined by the jurisdiction or organization that they represent. An alternate, representing the proper entities, shall be named for each member to be available in the absence of the member.
- F) A set of application requirements shall be developed by the Policy Board to permit the uniformity of submittals for all projects.

ARTICLE IX. — AMENDMENT TO BYLAWS

Section 1. An affirmative vote of four (4) members of the BOARD shall be required to amend these Bylaws.

Section 2. A proposed amendment to the Bylaws shall be submitted in written form to the BOARD at any regular meeting. The secretary will mail or deliver a copy of the proposed amendment to each BOARD member not less than seven (7) days prior to the next regular BOARD meeting. The proposed amendment may be acted upon at the next regular meeting following the date of its submission.

The Bylaws of the ATURA Policy Board are hereby passed and adopted this 13th day of May, 2008

Mark Olive	5/13/08
Chairperson of the Board	Date
ATURA Transportation Planning Affiliation	

Robert Lundquist (ATTEST)	5/13/08
Vice Chairperson of the Board	Date
ATURA Transportation Planning Affiliation	