

**By-Laws Of The
Houma/ Thibodaux Metropolitan Planning Organization
Policy Committee**

ARTICLE I

Objective and Purpose

The objectives and purposes of the Houma-Thibodaux Metropolitan Planning Organization Policy Committee, hereinafter referred to as the Policy Committee, shall be as set forth in the agreement between the Parishes of Assumption, Lafourche and Terrebonne, The Town of Lockport, The City of Thibodaux, and the Louisiana Department of Transportation and Development signed by the Governor of Louisiana on December 1, 2010, and along with any amendments and supplements thereto.

ARTICLE II

Officers and Duties

- Section 1. The elective officers of the Policy Committee shall consist of a Chairman and Vice-Chairman.
- Section 2. The Chairman will have the right to call meetings and hearings of the Policy Committee and have the duties normally conferred by parliamentary usage of such officers.
- Section 3. The Vice-Chairman shall act for the Chairman in his absence.
- Section 4. If neither the Chairman nor the Vice-Chairman is in attendance at any meeting, the members present (if there is a quorum) shall elect the presiding officer for that meeting.
- Section 5. The South Central Planning and Development Commission (SCP&DC) shall serve as Secretary to the Policy Committee. The Secretary shall keep the minutes and records of the Policy Committee, prepare with the Chairman the agenda of regular and special meetings, arrange legal notice of meetings to the Policy Committee members, attend to correspondence of the Policy Committee, and perform other work tasks necessary to ensure a continuing transportation planning process.
- Section 6. The Chairman and Vice-Chairman shall be of different political representation.

Section 7. The Secretary, with the Chairman's consent, will call and conduct meetings of the Policy Committee.

ARTICLE III

Election of Officers

Section 1. Nomination of officers shall be made from the floor and officers shall be elected during the first regular Policy Committee meeting of even numbered years, i.e. 2000, 2002, etc.

Section 2. The candidate for each office receiving a majority vote of the voting membership in attendance at the meeting referenced in Article III, Section 1 shall be declared elected.

Section 3. All officers shall be eligible to succeed themselves.

Section 4. Vacancies in office shall be filled immediately from among the membership for the unexpired term by regular election procedure.

ARTICLE IV

Meetings

Section 1. The meetings of the Policy Committee shall be held at the discretion of the Chairman, or as necessary to carry out business of the Metropolitan Planning Organization.

Section 2. A majority of the Policy Committee either present or by proxy, shall constitute a quorum. A quorum shall be present before any formal business is transacted.

Section 3. Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call such meetings when requested to do so in writing by a majority of the members of the Policy Committee. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered, except by unanimous consent of the Committee. The Secretary shall notify all members of the Committee in writing not less than five (5) days in advance of such special meeting. Five days notice of special meetings may be waived by unanimous consent of the Committee in writing.

- Section 4. All actions, including action concerning plans, i.e. Transportation Plans, Transportation Improvement Programs/Annual Element, etc., all reports, and policies shall be approved by a vote of at least a majority of the members present.
- Section 5. Each Policy Committee member shall have one vote. Each member has the right to permanently designate one alternate representative who may serve in the absence of the regular member. If neither the regular or alternate member can attend, a proxy may be designated. The proxy will be valid upon presentation of written authorization from the regular member.
- Section 6. All meetings at which official action is taken shall be open to the general public.
- Section 7. Special telephone or email surveys of the Policy Committee may be made by the Secretary in the event such action does not constitute the need to request a special meeting, i.e. a requested amendment to the TIP from the state and/or local government, etc. Such telephone or email surveys shall require a majority vote of the entire Policy Committee membership to be considered approved.
- Section 8. A quorum shall be a simple majority of members either present or by proxy.

ARTICLE V

Committees

Special committees may be appointed by the Chairman for purposes and terms the Policy Committee approves.

The Policy Committee has established the membership of the Technical Advisory Committee as follows:

Federal Highway Administration
LADOTD, Maintenance Engineer, Dist 02
LADOTD, Traffic Engineer, Dist 02
LADOTD, Area Engineer, Dist 61
LADOTD, Office of Planning and Programming
LADOTD, Public Transportation Administrator
Assumption Parish, Parish Manager/Public Works Director
Lafourche Parish, Public Works Director
Lafourche Parish, Project Manager
Lafourche Parish, Planning Department

TPCG, Roads and Bridges Division, Operations Manager
TPCG, Engineering Department
TPCG, Director of Planning & Zoning
TPCG, Director of Public Works
TPCG, Public Transit Manager
City of Thibodaux, Public Works Administrator
City of Thibodaux, Grants Administrator
Town of Lockport, Mayor

ARTICLE VI

Compensation of Officers and Members

All members of the Policy Committee shall serve without compensation.

ARTICLE VII

Hearings

- Section 1. The Policy Committee may, at its discretion, hold public hearings when it decides that such hearings will be in the public interest.
- Section 2. Notice of such hearings shall be published in a newspaper of general circulation at least ten (10) days prior to the date of such public hearing.
- Section 3. A record shall be kept of those speaking before the Committee.

ARTICLE VIII

Membership

The Policy Committee will have a total of ten (10) voting members and one (1) non voting member.

- Section 1. The highest elected officials in the Parishes of Assumption, Lafourche and Terrebonne will be automatically appointed to the Policy Committee.
- Section 2. The highest elected officials of the Town of Lockport and the City of Thibodaux and the Village of Napoleonville will automatically be appointed to the Policy Committee.

- Section 3. The Terrebonne Parish Council will appoint four (4) members from their respective council, which their district is a part of the Urbanized Area.
- Section 4. The Lafourche Parish Council will appoint one (1) member from their respective council, which their district is a part of the Urbanized Area.
- Section 5. The Louisiana Department of Transportation will appoint a member to the Policy Committee.
- Section 6. The Federal Highway Administration will appoint a non-voting member to the Policy Committee.

ARTICLE IX

Amendments to the By-Laws

These By-Laws may be amended by a majority of the voting members present at any official session.

SO AMENDED this 31th day of July, 2014.

Chairman

RECORD OF CHANGES

<u>Number</u>	<u>Resolution Number</u>	<u>Approval Date</u>	<u>Description of Change</u>
1	By action of the Policy Committee	07/19/2000	Policy Committee Adoption of the By-Laws
2	By action of the Policy Committee	10/04/07	Amendment to Article #5; which establishes the membership of the Technical Advisory Committee by job title
3	By action	04/02/09	Amendment to Article #1, Article #4 Section #8 and Article #8;

	of the Policy Committee		to provide representation for the Town of Lockport and the Parish of Assumption
4	By action of the Policy Committee	11/12/09	Amendment to Article #5, to provide representation on the TAC for the Town of Lockport and the Parish of Assumption
5	By action of the Policy Committee	05/13/10	Amendment to Article #4, Section 7; to allow email surveys of the Policy Committee to be taken in special situations. Also Amended Article #5 to include the LADOTD District 61 Area Engineer and Lafourche Project Manager to the TAC.
6	By action of the Policy Committee	7/31/14	Amended #4 Section #8 and Article #8 to provide representation for the Village of Napoleonville and increase representation for Lafourche Parish.

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