

# NORTHEAST REGIONAL PLANNING ORGANIZATION BYLAWS

(Amended November 18, 2008)

## I. NAME AND STATUS

- A. The name of the association is the Northeast Regional Planning Organization (NERPO). It has been established by the New Mexico Department of Transportation (NMDOT) in order to develop an on-going cooperative planning process for statewide multi-modal transportation project programming.

## II. OBJECTIVES

### A. Purpose:

1. To serve as a regional forum that elicits informed recommendations for multimodal transportation and enhancement projects.
2. To submit these projects to the NMDOT after rating and ranking them through the RPO process.
3. To promote the implementation of an efficient, safe functional and accessible transportation network in the seven county District 4 region of NMDOT.
4. To follow the federal laws, rules and regulations stipulated in the Safe, Accountable, Flexible, Efficient, Transportation, Equity Act: A Legacy for Users (SAFETEA-LU).

### B. Function:

1. Establish and administer policy for the initial submission of proposed federally funded Surface Transportation Program (STP) projects.
2. Establish a continuous, multi-year, prioritization process for the review, rating and ranking of proposed transportation projects for the Statewide Transportation Improvement Program (STIP), Local Government Road Fund (LGRF), Scenic Byways and Federal Transit Administration (FTA) Grants.
3. Establish an annual review of existing programmed projects for reprioritizing based on urgency of need, project readiness and availability of funding.

4. Determine the viability of and prioritize transportation projects from a regional perspective.
5. Provide a framework for the coordinated development of multi-modal transportation among local governments in the NERPO planning area.
6. Establish the membership and voting criteria of the NERPO.
7. NERPO acts as the regional focal point for public involvement in the statewide planning process.
8. Provide for the collection of data recommended by the SAFETEA-LU transportation management systems.
9. Provide periodic review and updating of the Northeast Regional Planning Organization Long Range Transportation Plan which is used as a guide for informing regional transportation priorities and goals.
10. Facilitate transportation related training and information sharing among NERPO members.

### III. MEMBERSHIP

#### A. Boundaries:

1. The Northeast Regional Planning Organization includes the counties of Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, and Union, and recognized land grants as political subdivisions within NERPO boundaries.

#### B. Local Governments:

1. Each municipal, county, and land grant government within the boundaries of the NERPO shall elect or appoint a member and an alternate to serve on the Joint Technical/Policy Committee of the organization.
  - a) Members' and alternates' names and addresses must be submitted each year in writing to the NERPO Transportation Planners.

- b) Voting privileges shall be restricted to the voting members or alternates of the Joint Technical/Policy Committee. All RPO members have only one vote per entity.

C. Membership Term:

1. Members and alternates shall serve at the discretion of their local governing body. Upon annual elections of officers, each NERPO entity shall appoint in writing one voting member and an alternate.

IV. OFFICERS

- A. Officers shall consist of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee and serve for one year from September 1 to August 31. Elections shall take place during the meeting prior to the start of the new term.

B. Removal

1. The officers may be removed by annual election, resignation, or by member governments (i.e., when the officer no longer represents his or her member government.) In the event an officer resigns or is removed the Vice-Chair shall assume the role of the Chairperson and a new Vice-Chair shall be appointed.

V. DUTIES OF THE OFFICERS

A. Chairperson:

1. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus upon specific areas of concern.
2. The Chairperson is an ex-officio member of all standing sub-committees.
3. The Joint Technical/Policy Committee Chairperson submits a written or oral summary of sub-committee reports to the membership at Joint Technical/Policy Committee meetings.

- B. Vice Chairperson (of the respective committee) presides at all meetings at which the Chairperson is absent and performs all duties for which the

Chairperson is responsible. If neither is present a member will be selected as a temporary leader for the floor.

## VI. DUTIES OF STANDING COMMITTEES

A. Standing committees include, but are not limited to, the Joint Technical/Policy Committee.

B. Joint Technical/Policy Committee:

1. The Joint Technical/Policy Committee receives initial transportation project applications, review and rates the projects, and develops a Regional Transportation Improvement Program Recommendation (RTIPR) and submits it to the New Mexico Department of Transportation.
2. The Joint Technical/Policy Committee reviews, rates, and ranks all funding programs as agreed to by NMDOT i.e., Federal Transit Administration Grants, Scenic Byways and LGRF. The rankings will be submitted to the appropriate NMDOT office.
3. The Joint Technical/Policy Committee will review the Annual Work Plan for the NERPO Transportation Planners no later than the 1<sup>st</sup> (first) quarter of the calendar year in order to make recommendations to NCNMEDD and NMDOT.

## VII. STAFF SUPPORT

A. The North Central New Mexico Economic Development District (NCNMEDD) and the Eastern Plains Council of Governments (EPCOG) are under contract (Memorandum of Agreement-MOA) with the New Mexico Department of Transportation to hire and supervise an administrative and technical staff position, which serves the member entities of the NERPO. The contract (MOA) between the NCNMEDD and the EPCOG serves as the official document for defining the relationship between the NMDOT and the NCNMEDD and EPCOG. The Transportation Planners hired by North Central New Mexico Economic Development District (NCNMEDD) and Eastern Plains Council of Governments (EPCOG) and funded by NMDOT will work jointly to assist NERPO members in both an administrative and technical capacity. The planners' duties include but are not limited to the following;

1. The NERPO Transportation Planners will facilitate and assist with the RTIPR process including; development of Project

Identification Form (PIF) submittals, facilitation of the rating and ranking process, creation and distribution of the RTIPR to NMDOT and NERPO members.

2. NERPO meeting preparation including; meeting arrangements, agenda, public notices, informing members and affiliate members of meetings, and the development and distribution of meeting minutes and materials.
3. Outreach and recruitment of new members including newly elected officials of local government entities. NERPO shall provide NERPO members, the District Engineer, and the Government to Government Unit with meeting agendas and information no later than 7 days in advance of NERPO meetings.
4. At least once in the fiscal year, make a presentation on the RPO planning processes and the status of local projects programmed in the STIP to RPO members' governing bodies.

#### VIII. MEETINGS:

- A. All Joint Technical/Policy meetings shall be conducted according to the Open Meetings Act (NMSA 10-15-1 – 10-15-4) and according to the procedure it adopts. The Joint Technical/Policy Board will adopt their open meetings procedure by resolution annually.
- B. **The Joint Technical/Policy Committee meets monthly and each specific meeting date will be determined and discussed at prior meetings.** The Joint Technical/Policy Committee shall review and coordinate a meeting schedule with the NMDOT in advance to avoid other meeting conflicts.
- C. A quorum consists of 20% of the voting members.
- D. **Members submitting a project to be incorporated into the STIP must attend the mandatory February meeting each year for project presentation. There will be a limit of one project per year, per entity, and per category.**
- E. The NERPO Transportation Planners shall notify the public by newspaper advertisement of the time and place of regular meetings at least 10 days in advance (special meetings 3 days in advance, and emergency meetings as much time in advance as possible). Local government entities shall post Public Notices within their communities at their respective City Hall.

IX. RECORDS

A. All records generated by the Joint Technical/Policy Committee, and any subcommittees in conducting Northeast Regional Planning Organization business are to be maintained by the Transportation Planners of NCNMEDD and EPCOG. All records generated by the NERPO and any of its subcommittees are joint property of the NMDOT, NCNMEDD and EPCOG.

1. Upon member-officer termination, records accumulated during that tenure must be passed on to the respective Committee Chairperson.

X. AMENDMENT OF BYLAWS

A. The bylaws may be amended by a majority vote of all voting members present.

B. Any voting member may propose amendments to the bylaws.

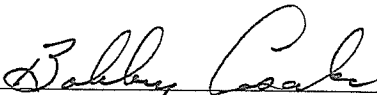
1. Amendments must be submitted in writing to the Chairperson of the Joint Technical/Policy Committee and the NERPO Transportation Planners at least 30 days prior to the next scheduled meeting in order to provide adequate time for the proposed amendment to be added to the meeting agenda and for distribution to voting members for review. Any bylaw amendment that affects the relationship of the NERPO to the NMDOT must be submitted to the NMDOT for consideration.

XI. TITLE OF RECORDS


A. If the Northeast Regional Planning Organization terminates or ceases to exist and function, the title to all its assets and records will remain with the New Mexico Department of Transportation, NCNMEDD, and EPCOG.

The NERPO Bylaws were AMENDED, PASSED, APPROVED AND ADOPTED by the Northeast Regional Planning Organization on November 18, 2008

Northeast Regional Planning Organization

  
Bobby Casados, NERPO Chairman

ATTEST:

  
Joseph S. Sella