

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Transportation Policy Body Bylaws

SECTION 1.0 NAME

The name of the Metropolitan Planning Organization will be the Wichita Area Metropolitan Planning Organization (WAMPO).

SECTION 2.0 ORGANIZATION

2.1 Authority

WAMPO was established by the WAMPO Redesignation Agreement for Cooperative Transportation Planning (the Agreement) dated April 16, 2007.

2.2 Purpose

WAMPO is created to be a forum for cooperative regional transportation decision-making and carry out the purpose of the Agreement. This includes fulfilling state and federal mandates related to current and future transportation plans and programs.

SECTION 3.0 MEMBERS

3.1 Transportation Policy Body

The WAMPO Transportation Policy Body of the organization provides policy guidance. The Transportation Policy Body consists of nine (9) voting members as follows:

- Three (3) City of Wichita elected officials as appointed by the City of Wichita City Council*,
- Two (2) Sedgwick County elected officials as appointed by the Sedgwick County Board of County Commissioners,
- One (1) Sedgwick County Association of Cities elected official,
- One (1) elected official representing Butler County, City of Andover, Sumner County, or City of Mulvane as mutually agreed upon by the named parties,
- One (1) representative of KDOT appointed by the Secretary of Transportation, and
- The Chairperson of the Metropolitan Area Planning Commission or designee.
- Additional members may be added, or existing membership may be otherwise modified, by adoption of amendments to these bylaws when otherwise authorized by federal legislative action.

** Transit and Airport transportation are City of Wichita Departments and therefore are represented by the City of Wichita elected officials.*

3.2 Member Selections and Termination

3.2.1

The represented agencies charged with selecting their representatives to sit on the Transportation Policy Body, shall select the member to represent that agency according to their represented agency's own practices.

3.2.2

A person's membership on the Transportation Policy Body shall be terminated upon the member leaving his or her position named for membership on the Transportation Policy Body, or by the group represented by the person choosing a replacement representative.

3.2.3

Each Transportation Policy Body member may send an alternate when unable to attend a meeting. The alternate for voting members will not retain the voting privilege of the member, but can participate in discussions in place of the member.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairperson and Vice-Chairperson

4.1.1

The Transportation Policy Body shall elect a Chairperson and Vice Chairperson from among its voting members at a regular meeting.

4.1.2

Elections shall take place each July of each odd numbered year.

4.1.3

The term of office shall be two (2) years, or until such time new officers are elected.

4.1.4

In the event of a vacancy in the office of Chairperson or Vice-Chairperson, a member shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner provided in this section.

4.2 Duties of the Chairperson

The Chairperson shall preside at WAMPO Transportation Policy Body meetings; appoint subcommittees as needed, or suggest that a subcommittee roster be brought before the Transportation Policy Body for vote; sign all resolutions approving required WAMPO documents, and sign the self-certification agreement stating that WAMPO's planning process complies with federal regulations after the Transportation Policy Body approves it, and such other duties as appropriate.

4.3 Duties of the Vice-Chairperson

The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson.

4.4 Secretary

The Secretary shall conduct all the business on behalf of the Transportation Policy Body and is hereby designated to act as the “responsible agent” for the Transportation Policy Body. The Director of the Metropolitan Area Planning Department will act as Secretary to the Transportation Policy Body.

4.5 Support Committees

4.5.1

The Technical Advisory Committee for Transportation Planning (TAC) will serve as the technical support for the Transportation Policy Body. WAMPO may additionally designate technical committees or subcommittees as necessary to investigate and report on specific subject areas of interest to WAMPO. Such committee members may, or may not, be members of the Transportation Policy Body. The Transportation Policy Body must approve bylaws of such committees.

4.5.2

The Transportation Policy Body shall appoint one of its members to serve as the Chairperson of the TAC.

SECTION 5.0 QUORUM

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of over fifty percent (50%) of the Transportation Policy Body voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as a public information meeting or workshop to discuss items on the agenda that do not require approval or action by the Transportation Policy Body.

In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

In the absence of the Chairperson and Vice-Chairperson, the Secretary or staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairperson. Upon the arrival of the Chairperson, or Vice Chairperson, the temporary Chairperson shall relinquish the Chair upon conclusion of the business immediately before the WAMPO.

SECTION 6.0 MEETINGS

6.1 Regular Meetings

6.1.1

The Transportation Policy Body generally shall hold regular meetings of the Transportation Policy Body in accordance with a schedule of meeting dates approved each year.

6.1.2

The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.

6.1.3

Changes to meeting time, place or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.

6.1.4

Opportunities for public comment shall be provided at each meeting.

6.2 Special Meetings

The Chairperson or a majority of the voting members can call special meetings. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

6.3 Conduct of Meetings

6.3.1

The meetings of the Transportation Policy Body will be held in accordance with the Kansas Open Meetings Act (KOMA).

6.3.2

The Transportation Policy Body shall generally conduct business as prescribed in Roberts' Rules of Order (current edition) in all areas of parliamentary procedures.

6.3.3

Locations for all WAMPO meetings shall be accessible by persons with disabilities.

6.4 Agendas

6.4.1

There shall be an official agenda for every regular meeting of the Transportation Policy Body, which shall determine the order of business conducted at the meeting.

6.4.2

The Secretary in consultation with the Transportation Policy Body Chairperson shall draft a meeting agenda.

6.4.3

Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

6.4.4

Regular meeting agendas shall be distributed to the Transportation Policy Body at least five (5) calendar days in advance of the meeting.

6.4.5

Public notice of regular WAMPO Transportation Policy Body meetings shall be made at least five (5) calendar days in advance in accordance with adopted WAMPO public participation policy.

6.5 Record of Proceedings

6.5.1

At all meetings of the Transportation Policy Body, the Secretary shall record a roll of members, minutes of proceedings, and votes.

6.5.2

The Secretary shall keep a record of proceedings of the Transportation Policy Body.

6.5.3

The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the Transportation Policy Body for approval. Approved minutes of the Transportation Policy Body meetings shall be available for public inspection at the office of the Secretary and posted on the web site.

6.6 Voting

6.6.1

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

6.6.2

The affirmative vote of a majority of those members present and voting shall be sufficient for the passage of all motions, except for amendment to these by-laws or for any other action where a different vote is specifically required by the Agreement or these by-laws.

6.7 Conflict of Interest

No member of the Transportation Policy Body shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq. Should any member have such a substantial interest on a matter coming before the Body or its committees, the Chairperson shall declare an abstention for each affected Body member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BY-LAWS

These Bylaws may be amended by a two-thirds vote of the Transportation Policy Body voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws.

Revised Bylaws shall be delivered to Transportation Policy Body members (both voting and non-voting) at the next regular Transportation Policy Body meeting following the Bylaws amendments.

SECTION 8.0 EFFECTIVE DATE

The above and foregoing bylaws are hereby adopted as the bylaws of the Wichita Area Metropolitan Planning Organization (WAMPO).

Adopted this 14th day of August 2007.
Amended this 9th day of December 2008.

ATTEST:

Jeff Longwell, Chairperson

John Schlegel, Secretary