

# COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

## POLICY COMMITTEE

### By-Laws

(Last Amended: March 2015)

#### ARTICLE I

##### Name

The name of the organization shall be the Policy Committee for the Columbus-Phenix City Transportation Study.

#### ARTICLE II

##### Composition

The Policy Committee shall be composed of officials of participating governmental jurisdictions. Membership shall be determined by organization position with the following positions being members:

##### Voting Members

Mayor - Columbus, Georgia - Committee Chair  
Mayor - Phenix City, Alabama - Committee Vice-Chair  
Chairman of County Commission - Russell County, Alabama  
Chairman of County Commission - Lee County, Alabama  
Commissioner - Georgia Department of Transportation  
Representative - District 3, Georgia State Transportation Board  
Division 4 Engineer - Alabama Department of Transportation  
Project Director - Columbus, Phenix City Transportation Study  
Chairman – Citizen’s Advisory Committee  
Chairman of County Commission – Chattahoochee County, Georgia  
Transit Manager – METRA - Columbus, Georgia  
Transit Manager – PEX – Phenix City, Alabama

Advisory Members (Non-Voting)

Division Administrator - Federal Highway Administration, Alabama  
Division Administrator - Federal Highway Administration, Georgia  
Intermodal Planning Engineer - Federal Highway Administration, Georgia  
Chief of Urban Planning Bureau - Georgia Department of Transportation  
District III Engineer - Georgia Department of Transportation  
Transportation Planning Engineer - Alabama Department of Transportation  
Commanding General - Fort Benning, Georgia  
Others as determined by the Chairman

ARTICLE III

Duties

The Policy Committee is the body responsible for review and approval of the Columbus-Phenix City Transportation Study and all aspects including goals, objectives, plans, and programs developed by the Study.

The Policy Committee has the responsibility for insuring that the Study is kept up-to-date, that timely reports are made to inform the public of progress of the Study, that a complete multi modal work program is developed for all aspects of the Study and that the respective agencies, jurisdictions, or commissions are kept informed of Study progress.

The Policy Committee shall serve as a liaison representative between governmental units in the study area in order to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the plan.

The Policy Committee shall have the authority to determine and alter from time to time the membership of the Technical Coordinating Committee (TCC).

The Policy Committee shall have the authority to determine and alter from time to time the membership of the Citizen's Advisory Committee (CAC) with the intended purpose of providing a broad cross-section of citizen participation.

## ARTICLE IV

### Organization

The Policy Committee shall elect a chairperson and vice chairperson from among its voting members. Such election shall be by a majority of that voting membership.

Elections shall take place on the first meeting of the calendar year providing there is a majority of the voting members present.

An officer may succeed himself with no limitation of number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Policy Committee.

The term of office shall be one year, from January to January or until such time new officers are elected.

The chairperson or vice chairperson may be removed from office by a vote of the majority of all voting members of the Policy Committee.

## ARTICLE V

### Duties of the Chairperson

The chairperson shall preside at all meetings of the Policy Committee.

The chairperson shall authenticate by signature all resolutions adopted by the Policy Committee.

The chairperson shall serve as chief policy advocate for the Committee.

The chairperson shall represent the Committee as hearings, conferences, and other events as required or designate another member of the Committee and/or the Project Director to serve in his place.

## ARTICLE VI

### Project Director

The Project Director shall be appointed by the Policy Committee but shall be the chief executive of the primary agency responsible for the planning activities of the Columbus-Phenix City Transportation Study.

The Project Director shall serve as Secretary of the Policy Committee and chairperson of the Technical Coordinating Committee and shall coordinate all activities of the Columbus-Phenix City Transportation Study.

## ARTICLE VII

### Meetings

The Policy Committee shall meet monthly on the third (3<sup>rd</sup>) Tuesday unless otherwise specified.

The Policy Committee shall meet at least twice each year or as development dictates for the purpose of reviewing the plan and actions which may materially affect the plan and its implementation.

In order for business to be transacted there must be a recognized quorum of voting members or their alternates and such quorum consists of a majority.

All voting members shall designate alternatives, who shall in the event of a member's absence, serve in the member's place.

## ARTICLE VIII

### Rules of Order

The Policy Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas unless prescribed otherwise by these by-laws.

The Parliamentarian shall be the Secretary of the Policy Committee.

## ARTICLE IX

### Amendments to By-Laws

These By-Laws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A By-Law change shall be presented for consideration at a regular meeting of the Committee; however, voting shall be deferred until the regular meeting following the meeting at which the By-Laws change was proposed.