

**BYLAWS AND OPERATING PROCEDURES
LAREDO URBAN TRANSPORTATION STUDY**

**ARTICLE I
DEFINITIONS, PURPOSE AND AUTHORITY**

Section 1.1 Definitions

- **Laredo Urban Transportation Study (LUTS)** - The Transportation Planning Committee designated by the Governor of the State of Texas as the Metropolitan Planning Organization (MPO) for the Laredo Urbanized Area.
- **Metropolitan Planning Area-** The geographic area for which the MPO is responsible and in which the metropolitan transportation planning process must be carried out pursuant to Title 23 USC Section 134 and Title 49 USC Section 5303.
- **Metropolitan Planning Organization (MPO)** - The forum for cooperative transportation decision-making, as designated by the Governor, and units of general-purpose local government representing 75 percent of the affected metropolitan population. The MPO is responsible for identifying local transportation needs, in cooperation with the Texas Department of Transportation (TxDOT), following a "Continuing, Comprehensive, and Cooperative" transportation planning process pursuant to 23 USC 134. The MPO is also responsible for proposing and recommending projects for all modes of urban transportation to those governmental units that are responsible for program development and project implementation.
- **Metropolitan Planning Organization Policy Committee (Policy Committee)** - The policy body, established pursuant to 23 USC 134, with the responsibility for establishing overall transportation for, and taking the required approval actions as the Metropolitan Planning Organization. The Policy Committee is comprised of those governmental agencies identified in the original designation agreement and those agencies or organizations subsequently added to the membership of the board. The Policy Committee shall have decision-making authority over issues such as the UPWP, TIP and the Metropolitan Transportation Plan.
- **Metropolitan Planning Organization Technical Review Committee (Technical Committee)** - The body of the MPO responsible for professional and technical review of work programs, policy recommendations and transportation planning activities. The Technical Committee shall review issues for accuracy and advise the Policy Committee on recommended actions. The Technical Committee is composed of representatives of the City of Laredo, the County of Webb, the Texas Department of Transportation and private sector representatives.
- **Fiscal Agent for the Metropolitan Planning Organization (Fiscal Agent)** - The governmental entity responsible for, by written agreement between the MPO Policy Committee and the fiscal agent, providing fiscal, personnel and staff support services to the MPO Policy Committee and the staff of the Metropolitan Planning Organization.

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- **Laredo Metropolitan Transportation Plan (MTP)** - The MTP is an official, comprehensive, intermodal transportation plan developed and adopted for the Laredo Metropolitan Area through the transportation planning process. The MTP identifies the existing and future transportation needs and develops coordinated strategies to provide the necessary transportation facilities essential for the continued mobility and economic vitality of Laredo. These coordinated transportation strategies include roadway development and operations, truck and rail freight movement, transit operations, bikeways and pedestrian facilities. The development of the MTP is required under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) to assure the continuation of federal transportation funds. The plan shall address a continuous twenty-year planning horizon.
- **Transportation Improvement Program (TIP)** - A staged, multiyear, intermodal program, of transportation projects which is consistent with the metropolitan transportation plan and which is also financially constrained.
- **Unified Planning Work Program (UPWP)** - Shall mean the program of work that includes goals, objectives and/or tasks required by each of the several agencies involved in the metropolitan transportation planning process. The UPWP shall describe metropolitan transportation and transportation-related planning activities anticipated in the area during the next one-year period and reflect transportation planning work to be funded by federal, state or local transportation or transportation-related planning funds.

Section 1.2 Purpose

The Laredo Urban Transportation Study (LUTS) is the designated Metropolitan Planning Organization (MPO) responsible for identifying local transportation needs in cooperation with the Texas Department of Transportation (TxDOT). The LUTS is also the entity responsible for proposing and recommending projects for all modes of urban transportation to those governmental units that are responsible for program development and project implementation.

Section 1.3 Authority

The MPO shall have the following authority pursuant to 23 CFR Part 450:

- (a) To develop and establish policies, procedures, plans and programs for the metropolitan area.
- (b) To certify such actions as may be necessary to comply with state and federal regulations.
- (c) To establish such rules of procedure and approve such actions as it deems necessary to fulfill its purposes.

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- (d) To ensure those requirements of 23 USC 134 and 135 and 49 USC, Chapter 53, 5301, et seq. are carried out.
- (e) To use federal transportation planning funds, as well as in-kind matching funds as authorized by the Texas Transportation Commission, to develop and maintain a comprehensive regional transportation planning program in conformity with requirements of 23 USC 135 and 49 USC 5303.
- (f) To adopt a Metropolitan Transportation Plan for the metropolitan planning area that will complement the Statewide Transportation Plan required by state and federal laws, a Transportation Improvement Program and a Unified Planning Work Program and such other planning documents and reports that may be required by state or federal laws or regulations.
- (g) To establish one or more advisory committees to assist in the transportation planning process and/or assist in promoting the implementation of approved plans. The Policy Committee may create ad-hoc committees or other technical subcommittees.

**ARTICLE II
MEMBERSHIP, TERMS AND ADMINISTRATION**

Section 2.1 Membership and Qualifications

- (a) The Laredo Urban Transportation Study shall be comprised of a Policy Committee and a Technical Committee. The Policy Committee shall include the following members:

City of Laredo:	Mayor (Chairperson) Three City Councilmembers
County of Webb:	County Judge (Vice-Chairperson) Two County Commissioners
State of Texas:	Laredo District Engineer Director of Transportation Planning and Development

*** EX-OFFICIO ***

State of Texas:	State Senator(s) State Representative(s)
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- (b) Members shall serve until a replacement is qualified pursuant to section 2.1 Subsection (e).

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- (c) The Mayor of the City of Laredo shall appoint the three City Councilmembers that represent the City of Laredo.
- (d) The County Judge of the County of Webb shall appoint the two County Commissioners that represent the County of Webb.
- (e) Appointments to the Policy Committee shall be for a period of two years. A member may be reappointed with no limitation to number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Policy Committee.

Section 2.2 Meetings, Quorum and Voting

- (a) The Policy Committee shall meet at least twice per year or as often as necessary to fulfill its purposes.
- (b) Fifty percent of the voting membership plus one member shall constitute a quorum.
- (c) The use of proxies by the voting members of the Policy Committee is prohibited.
- (d) The official actions of the Policy Committee shall be by affirmative action of the majority of the voting membership present and voting at public meetings, such meetings to be noticed in a newspaper of local circulation, in conformance with the requirements of the Texas Open Meetings Act.
- (e) All official actions of the Policy Committee shall be duly recorded in the minutes of the meeting.
- (f) The Mayor of the City of Laredo shall serve as Chairperson of the Policy Committee. The responsibilities of the Chairperson shall include, but are not limited to the following:
 - 1. Preside at all meeting of the Policy Committee.
 - 2. Authenticate, by signature, all resolutions adopted by the Policy Committee.
 - 3. Serve as chief policy advocate for the Policy Committee.
 - 4. Represent the committee at hearings, conferences, and other events as required or designate another member of the Committee or the Chairperson of the Technical Committee to represent the Chairperson.
- (g) The County Judge of the County of Webb shall serve as Vice Chairperson of the Policy Committee. During the absence of the Chairperson, the Vice Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
- (h) In the absence of the Chairperson and Vice Chairperson from a Policy Committee meeting at which a quorum is present, the remaining members present shall elect a

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presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.

Section 2.3 Administration

- (a) The City of Laredo Planning Director shall act as the Transportation Planning Director for the MPO. The responsibilities of the Director shall include, but are not limited to the following:
1. All staff support for the Policy Committee, oversight and coordination of MPO administration and transportation planning activities, grant administration, maintaining records and providing notice of meetings as required by the Public Involvement Process.
 2. Shall act as Chairperson of the Technical Committee with responsibility for drafting findings and recommendations of the Technical Committee for review by the Policy Committee.
 3. Shall be responsible for all plans and reports prepared by and for the review and consideration of the Policy Committee and for submitting the recommended policies, procedures and programs of the Technical Committee to the Policy Committee.
 4. Supervise the MPO staff.
 5. Serve as a liaison to the Texas Department of Transportation's planning program through the department's district office and the department's Transportation Planning and Programming Division's representative.
 6. In cooperation with the Texas Department of Transportation, collect, maintain, forecast, and report to the department appropriate socioeconomic, roadway, and travel data.
 7. Prepare and submit all required plans, reports, programs, data, and certifications.
 8. Develop and present to the MPO Policy Committee a Metropolitan Transportation Plan for the metropolitan planning area, a Transportation Improvement Program and a Unified Planning Work Program and such other planning documents and reports that may be required by state or federal laws or regulations.
- (b) The Texas Department of Transportation (TxDOT) will appoint the District Advanced Transportation Planning Director who shall act as Vice-Chairperson of the Technical Committee and will

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coordinate the administration and transportation planning activities of the MPO with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and TxDOT.

(c) The Technical Committee shall include the following:

1. City Representatives:

Laredo City Planner
The General Manager of the City Transit System
Laredo Director of Traffic Safety
Laredo Airport Manager
Laredo City Engineer
Laredo Bridge Director

2. County and Regional Representatives:

Webb County Planning Director
South Texas Development Council Regional Planning Director
The General Manager of the Rural Transit System
Webb County Engineer

3. State Representatives:

Director of Transportation Planning and Development
TxDOT Planning Coordinator (Vice-Chairperson)
TxDOT Transportation Funding/ Safety Administrator
TxDOT Area Engineer
TxDOT TPP Field Representative (Austin)

4. Federal representatives:

FHWA Planning Representative (Austin)

5. Private Sector Representatives:

A representative of the Texas Mexican Railway Company
A representative of the Union Pacific Railroad Company
A representative of the Laredo Transportation Association
A Transportation Provider Representative who shall also serve on the Laredo Transportation Advisory Committee

6. School system representatives

A representative of the Laredo Independent School District
A representative of the United Independent School District

(d) Each voting member of the Technical Committee may have a designated alternate member to serve on the committee in the member's absence. Appointed alternate members will have the voting rights and privileges of members when serving in the absence of the Technical Committee member.

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The responsibilities of the Technical Committee shall include technical review of work programs, policy recommendations and the transportation planning activities.

**ARTICLE III
AMENDMENTS**

Section 3.1 Bylaw Revisions

Proposed amendments to the bylaws shall be submitted to the MPO Chairperson in writing not less than ten days prior to the meeting at which such amendments shall be considered. All proposed amendments shall be subject to a thirty-day comment period pursuant to the adopted Public Involvement Process of the MPO.

PASSED AND APPROVED, on this the __th day of September, 2007.

Judge Danny Velazquez For Raul Salinas

Honorable Raul G. Salinas
Mayor of Laredo and Chairperson of the
LUTS Transportation Planning Committee

We certify that the LUTS By-laws were revised on __ September, 2007 at a public meeting of the Policy Committee of the Laredo Urban Transportation Study.

Keith Selman

Keith Selman, A.I.C.P.
MPO Director

Mario G. Medina

Mario G. Medina, P.E.
TxDOT District Engineer