



**Santa Fe Metropolitan Planning Organization**

**"Promoting Interconnected Transportation Options"**



# Santa Fe Metropolitan Planning Organization

# Bylaws and Operating Procedures

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## **Bylaws and Operating Procedures**

The Santa Fe Metropolitan Planning Organization (“SFMPPO”) is established by a Joint Powers Agreement (“JPA”) between the City of Santa Fe, Santa Fe County, and Tesuque Pueblo; with the New Mexico Department of Transportation; approved by the New Mexico Department of Finance and Administration, and by designation of the Governor of New Mexico. The purpose of the MPO is to carry out the Metropolitan Transportation Planning Process as defined within the provisions of federal regulations contained in 23 CFR Section 450 and the Fixing America’s Surface Transportation Act or “FAST Act”.

Federal regulations and the JPA establish a number of operational and procedural requirements for the SFMPPO. The purpose of these Bylaws is to establish guidance for issues pertaining specifically to the SFMPPO that are not otherwise addressed in other documents.

### **SFMPPO Transportation Policy Board**

#### **I. Authority:**

The SFMPPO Transportation Policy Board (“TPB”) has authority granted under the JPA, applicable to contracts and State and Federal laws and regulations, including but not limited to 23 CFR Section 450.

#### **II. Membership:**

The TPB is comprised of eight (8) elected officials from the member governing bodies identified in the JPA. TPB Membership shall be comprised of the following appointed officials:

##### **City of Santa Fe**

Mayor or Mayor Pro-Tem  
Two (2) City Councilors

##### **Santa Fe County:**

Three (3) County Commissioners

##### **Tesuque Pueblo**

Tesuque Pueblo Governor or designee

##### **New Mexico Department of Transportation (“NMDOT”)**

Cabinet Secretary or designee

TPB Members from each governing body can be selected or changed at any time. Notification of the selection of a TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPPO Office.

- A. Alternates - Each governing body can designate one alternate TPB Member. An alternate can only be seated in the absence of a Member from the corresponding governing body. Notification of the selection of an alternate TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPO Office.
- B. Officers - The officers of the TPB shall consist of a Chair and Vice Chair:
1. Chair - The Chair shall be elected by simple majority at the first meeting of each year. The duties of the Chair shall be to preside at all meetings of the TPB and act as official signatory for SFMPO documents and letters either directly approved by the TPB or supporting policies previously approved by the TPB.
  2. Vice Chair - The Vice Chair shall be elected by simple majority at the first meeting of each year. The Vice Chair assumes the duties of the Chair as stated in II B (1) in the absence of the Chair.
  3. Secretary - The MPO Officer shall be the Secretary of the TPB and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TPB meetings
- C. Removal Procedure - Attendance is required at all TPB meetings. If a TPB Member is consistently absent or is unable to continue participation on the TPB, the acting TPB Chair can petition the absent Member's governing body for a new appointment to the TPB.
- D. Replacement Procedure - The corresponding governing body shall make any and all replacement appointments to the TPB. Notification of the selection of a replacement TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the SFMPO Office.
- E. Change in Membership Composition – Any change to the above stated membership composition requires a unanimous vote of the TPB Members.

### III. Meetings:

All TPB meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TPB Members with the following minimum advance notice:

Regular Meetings – seven (7) calendar days' notice  
Special Meetings – three (3) calendar days' notice

- A. Regular TPB Meetings - TPB meetings shall be held at least quarterly in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. Special TPB Meetings - Special meetings shall be held as needed. Special Meetings may be scheduled by the Chair or a majority of the TPB.
- C. Quorum – A quorum is formed by the presence of a simple majority of five (5) Members.

No action shall be taken without a quorum of the TPB in attendance.

D. Voting Procedure - Any action of the TPB (with the exception of Section II-E above) requires a simple majority vote of those Members in attendance to be approved. A motion fails on a tie vote. Each member of the TPB, including the Chair and Vice Chair, has one vote. Members must be present to vote. However, if no quorum is present for a meeting, a quorum can be established by telephone participation by one member, provided however, that the member shall state their reason for not being able to attend in person.

#### IV. Oversight:

##### Technical Coordinating Committee

The TPB shall establish a Technical Coordinating Committee (“TCC”) which will be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC shall provide recommendations and input to the TPB on issues directed to it by the TPB, its membership, or the MPO Officer.

##### MPO Staff

MPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. The SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents. SFMPO staff shall include the following positions:

- MPO Officer
- MPO Senior Planner
- MPO Transportation Planner

##### Task Forces and Study Groups

The TPB may designate a Task Force or Study Group to undertake special projects or review special topics. These Task Forces or Study Groups shall function as advisory bodies to the TCC and TPB.

### **SFMPO Technical Coordinating Committee**

#### I. Authority & Responsibilities:

The SFMPO Technical Coordinating Committee (“TCC”) is established by the TPB and shall be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC provides recommendations and input to the TPB on issues directed to it by the TPB, its membership, or the MPO Officer.

The MPO Officer and staff shall prepare and present a draft of all required documents and programs to the Technical Coordinating Committee for review and recommendation. The MPO Officer will submit all TCC recommendations to the TPB for discussion and final approval.

## II. Membership:

The TCC is comprised of twelve (13) voting members including agency staff from the TPB governing bodies and representatives from regional transit providers within the SFMPO Metropolitan Planning Area (“MPA”).

### ***Voting TCC Members:***

The TCC will be comprised of the following agency staff:

#### **City of Santa Fe**

Director, Engineering Division, Public Works Department  
Engineering Supervisor, Roads and Drainage Section, Public Works Department  
Director, Long Range Planning Division  
Director, Current Planning/Land Use Division

#### **Santa Fe County**

Land Use Department Administrator  
Transportation Planner, Planning Division, Growth Management Department  
Director, Public Works Department  
Business Finance Manager, Public Works Department

#### **Tesuque Pueblo**

Staff Designated by Tesuque Pueblo Governor

#### **New Mexico Department of Transportation**

District Engineer, District 5

#### **Public Transit Operators**

Executive Director, North Central Regional Transit District  
Santa Fe Trails Representative, City of Santa Fe Transportation Department

#### **Inter-Governmental- Environmental, Energy and Sustainability Planning**

City Renewable Energy Planner or County Sustainability Director

*The following are non-voting advisory agencies to the TCC:*

Federal Highway Administration  
Federal Transit Administration  
New Mexico Department of Transportation Asset Management and Planning Division  
New Mexico Department of Transportation Transit and Rail Division  
Northern Pueblos Regional Transportation Planning Organization (NPRTPO)  
North Central New Mexico Economic Development District (NCNMEDD)  
Santa Fe Public Schools

- A. Alternates - If a TCC member is to be absent, only the designated alternate can represent that TCC member. Notification of the selection of an alternate must be made in writing to the MPO Officer. A copy of this notification shall be kept on file at the SFMPO Office.

1. Chair - A member shall be elected as Chair by simple majority at the first meeting of each year. The Chair shall be responsible for presiding at all meetings.
2. Vice Chair - A member shall be elected as Vice Chair by simple majority at the first meeting of each year. The Vice Chair shall be responsible for presiding at the meetings in the absence of the Chair.
3. Secretary - The MPO Officer or MPO Senior Planner shall be the Secretary of the TCC and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TCC meetings. The Secretary shall preside at meetings in the absence of the Chair and Vice Chair.

C. Removal Procedure

1. Attendance is required at all TCC meetings. If a member or their alternate is consistently absent or is unable to continue participation on the TCC, the TCC Chair or MPO Officer may petition the absent member's agency for a new appointment to the TCC.
2. The TPB may remove any TCC member by a majority vote upon the grounds of malfeasance or nonfeasance of office.

D. Replacement Procedure – The corresponding agencies shall make any and all replacement appointments to the TCC. Notification of the selection of a replacement must be made in writing to the MPO Officer. A copy of this notification shall be kept on file at the SFMPO Office.

### III. Meetings:

All TCC meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TCC members with the following minimum advance notice:

Regular Meetings – seven (7) calendar days' notice  
Special Meetings – three (3) calendar days' notice

- A. Regular TCC Meetings - Meetings shall be held each month in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. Special Meetings - Special Meetings shall be held as needed and may be scheduled by the TCC Chair, a majority of the members of the TCC or the MPO Officer.
- C. Quorum – A quorum is formed by the presence of a simple majority of seven (7) members. No action shall be taken without a quorum of the TCC in attendance at that meeting.
- D. Voting Procedure - Any action of the TCC requires a majority vote of those members in attendance to be approved. A motion fails on a tie vote. Each member of the TCC, including the Chair, Vice Chair has one vote. Voting by proxy or telephone is not allowed.

## **SFMPO Staff**

SFMPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents including the Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), and the Public Participation Plan (PPP). SFMPO staff shall include the following positions:

- MPO Officer
- MPO Senior Planner
- MPO Transportation Planner

The MPO Officer is responsible for direction of all administrative and operational functions of the SFMPO, including supervision of the SFMPO staff. Hiring additional staff or consultant assistance will be determined and managed by the MPO Officer based on need and budget constraints.

The MPO Officer is responsible for:

- preparing agendas and supporting documentation for meetings;
- providing information and technical support to TPB and TCC members; and
- transmitting notice of all official actions taken by the TPB to the public and to the NMDOT, the Federal Transit Administration, and the New Mexico Division of the Federal Highway Administration.

The MPO Senior Planner and MPO Transportation Planner shall assist the MPO Officer in the day to day operation of the SFMPO and are responsible for the technical functions of the SFMPO as identified in the approved UPWP.

## **Bylaws Amendment Process & Renewal**

### I. Amending the Bylaws:

The formal procedure to amend the bylaws is described as follows:

- A. Amendments to the bylaws can be initiated by TPB members, TCC members or SFMPO Staff.
- B. Proposed amendments shall be prepared by SFMPO Staff
- C. The TCC shall review all proposed amendments and make recommendations to the TPB.
- D. All amendments require approval by the TPB by a simple majority vote (with the exception of Section II-E of SFMPO Transportation Policy Board above)