



Eastern Shore Metropolitan Planning Organization

BYLAWS

Honorable Jack Burrell, Chairperson, presiding

April 2022

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize, and guide the proper functioning of the Eastern Shore Metropolitan Planning Organization and the Urbanized Area Transportation Planning Process. The intent is to provide for an organization that will be responsible for fulfilling the requirements of amended Title 23 United States Code (USC) 134 (FAST Act, Section 6001, August 2005), and 23 Code of Federal Regulation (CFR) 450 *et al*, and all other subsequent laws and regulations establishing standards for multimodal transportation planning. This planning task will be accomplished within the guidelines of the 3C (*cooperative, comprehensive, continuing*) planning process framework as established in *An Agreement Concerning A Transportation Planning Process for the Eastern Shore Urbanized Area Between the County of Baldwin and the Municipalities of Daphne, Fairhope, Spanish Fort, Loxley, and the State of Alabama*. Further, this organization shall carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama, the Alabama Department of Transportation (ALDOT), the United States Department of Transportation (USDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), or in such manner as events shall dictate.

Section 1.0: Process Name and Organization Name

A. The name for the ongoing transportation process shall be the Eastern Shore Urbanized Area Transportation Planning Process.

B. The name for the organization conducting the Urbanized Area Transportation Planning Process for the Metropolitan Planning Area (MPA) shall be the Eastern Shore Metropolitan Planning Organization (ESMPO).

Section 2.0: The Organizational Structure

A. The organization shall consist of one (1) Policy Board and three (3) Advisory Committees: (1) the Eastern Shore Metropolitan Planning Organization (Policy Board), (2) the Technical Advisory Committee (TAC), (3) the Citizens Advisory Committee (CAC), and (4) the Bicycle and Pedestrian Advisory Committee. The Advisory Committees serve at the pleasure of the Policy Board. Additional committees and subcommittees shall be formed as deemed necessary.

Section 3.0: General Policies

A. All general policies shall apply to the members of the Policy Board and all committees and participants of the Eastern Shore Metropolitan Planning Organization and the Urbanized Area Transportation Planning Process for the Metropolitan Planning Area (MPA).

B. All reports, programs and plans shall be reviewed by the Advisory Committees for comment and recommendations to the Policy Board. The Technical Advisory Committee and Citizens Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Eastern Shore Metropolitan Planning Organization (Policy Board). Reports, programs, and plans become official process documents following adoption by resolution of the Eastern Shore Metropolitan Planning Organization (Policy Board).

C. The Policy Board and three (3) committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.

D. All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.

E. Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

F. All published data and/or reports shall be made available to the ALDOT, FHWA, FTA, other federal and state agencies, the general public, and interested parties on request.

Section 4.0: Amendment of Bylaws

A. Any section herein contained may be amended at any meeting of the Eastern Shore Metropolitan Planning Organization (Policy Board) provided such amendment is delivered to the Chair of the Eastern Shore Metropolitan Planning Organization (Policy Board) at least ten (10) days prior to the meeting at which the amendment is to be presented to the Eastern Shore Metropolitan Planning Organization (Policy Board). It shall be the duty of the Chair of the Eastern Shore Metropolitan Planning Organization (Policy Board) to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it has been advertised for public comment for a minimum of fourteen days and receives an affirmation vote of a majority of a quorum of voting members present.

B. These rules shall be revised, updated, or amended as circumstances dictate. This shall be the responsibility of the Metropolitan Planning Organization Coordinator.

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (POLICY BOARD) BYLAWS

Section 5.0: Purpose

A. The purpose of the Eastern Shore Metropolitan Planning Organization (Policy Board) will be to serve the Eastern Shore Metropolitan Planning Area as the official decision making body for the Eastern Shore Urbanized Area Transportation Planning Process.

Section 5.1: Responsibilities

A. To give overall guidance to the transportation planning process.

B. To have overall responsibility for review and approval of all planning activities, formal planning documents and products, and transportation programs which are developed by the process.

C. To organize and appoint members of the Technical Advisory Committee and the Citizens Advisory Committee.

D. To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Eastern Shore Metropolitan Planning Organization and the Urbanized Area Transportation Planning Process.

E. To take official action on committee recommendations and other matters pertaining to furthering the planning process.

F. To adopt transportation goals and objectives to guide the Eastern Shore Urbanized Area Transportation Planning Process.

G. To adopt the formal planning documents as required by ALDOT, FHWA, FTA and other federal agencies. These include, but are not limited to: Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP) and others as may be determined by those agencies.

H. To submit plans and recommendations to participating member governments and obtain resolutions for adoption from those member governments.

I. To establish and maintain Urbanized Area boundaries, and a Metropolitan Planning Area/Study Area boundary consistent with 2010 US Census data and future census updates.

J. To change the designated membership as deemed necessary by the Policy Board.

K. To ensure that citizen participation is achieved in the transportation planning process in accordance with the requirements of 23 CFR 450.316.

Section 5.2: Membership

A. Metropolitan Planning Organization (Policy Board) – Voting Members

1. Mayor, City of Daphne
2. Mayor, City of Fairhope
3. Mayor, City of Spanish Fort
4. Elected Official of City Council, City of Daphne
5. Elected Official of City Council, City of Fairhope
6. Elected Official of Town Council, Town of Loxley
7. Baldwin County Commissioner, District 2
8. Baldwin County Commissioner, District 3
9. Southwest Region Engineer, Alabama Department of Transportation

B. Metropolitan Planning Organization (Policy Board) – Non-Voting Members

1. Bureau Chief, Transportation Planning and Modal Programs, Alabama Department of Transportation
2. Division Administrator, Federal Highway Administration
3. Chair, Technical Advisory Committee
4. Chair, Citizens Advisory Committee

C. The voting members of the Eastern Shore Metropolitan Planning Organization (Policy Board) serve terms on the committee coinciding with the terms of their respective offices.

D. Each voting member may name an alternate or proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

E. The Metropolitan Planning Organization (Policy Board) shall appoint additional voting and non-voting members as is deemed essential or necessary.

Section 5.3: Officers

A. Presiding officers (Chairperson, Vice Chairperson) of the Eastern Shore Metropolitan Planning Organization (Policy Board) shall be chosen from the voting members of the Eastern Shore Metropolitan Planning Organization (Policy Board) and shall be elected public officials.

B. The Chairperson shall be elected by the majority of the members in a duly constituted meeting.

C. A Vice Chairperson shall be elected by the majority of the members in a duly constituted meeting to serve in the Chairperson's absence or if Chairperson vacates elected office.

D. Election of officers shall be in October of each year, to be installed no later than January 1 of the new year.

E. The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 5.4: Meeting Procedure

A. The rules of order herein contained shall govern deliberations and meetings of the Eastern Shore Metropolitan Planning Organization (Policy Board) and the Advisory Committees. Any point of order applicable to the deliberations by this Board and the Advisory Committees shall be governed by Roberts Rules of Order.

B. Meetings of the Eastern Shore Metropolitan Planning Organization (Policy Board) shall be held quarterly (the fourth Wednesday in January, April, July and October). Notices will be provided by U. S. Mail and email to ALDOT and FHWA – Alabama Division. All meetings must be held in accordance with the provisions of the Alabama Open Meetings Act (2005-40). Additional meetings can be held as required after public notice.

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days notice shall be provided describing the time and location. The Metropolitan Planning Organization Coordinator shall also provide notification to the news media at least fourteen days before the meeting. A proposed agenda should also be provided to the Eastern Shore Metropolitan Planning Organization (Policy Board), ALDOT, and FHWA to ensure that adequate preparation will occur.

D. A quorum shall consist of five (5) voting members of the Eastern Shore Metropolitan Planning Organization (Policy Board), their alternates or proxies. The member may designate proxies (in writing) if the member will be unable to attend a meeting. No action shall be taken by the Eastern Shore Metropolitan Planning Organization (Policy Board) without a quorum. If a quorum is not present at a regular or special meeting, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

E. Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Eastern Shore Metropolitan Planning Organization (Policy Board) shall fail.

F. All meetings of the Eastern Shore Metropolitan Planning Organization (Policy Board) shall be open to the general public. The public is encouraged to attend meetings and participate in Committees & and Board meetings. The public will be allowed to speak during the Public Forum portion of the meetings. Any citizen wishing to speak must first fill out a card requesting

to speak and provide information including name, address, phone, email, and subject matter. The citizen will be limited to three minutes unless the Chairperson permits an extension of time.

G. At the discretion of the Metropolitan Planning Organization Coordinator and with the approval of the Chairperson of the Policy Board, a regularly scheduled meeting can be canceled. Notification of the cancellation will be sent to the board members, ALDOT, FHWA, the news media, and posted to the website.

H. At the discretion of the Metropolitan Planning Organization Coordinator and with approval of the Chairperson, special meetings outside of the regularly scheduled quarterly meetings may be called. Notice of the special meeting will be sent to board members, Advisory Committees, ALDOT, FHWA, the news media, and posted to the website three (3) days in advance. The purpose of the special called meeting will be provided in the notice.

I. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 5.5: Order of Business

A. The business of the Policy Board shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.

1. Call to order by Chair
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of minutes of previous meeting
6. Communications from the presiding officer
7. Report of officers and/or committees
8. Old Business
9. New Business
10. Public Forum for citizens wishing to address the Policy Board
11. Adjournment

TECHNICAL ADVISORY COMMITTEE BYLAWS

Section 6.0: Purpose

A. The purpose of the Technical Advisory Committee is to provide the Eastern Shore Metropolitan Planning Organization (Policy Board) with technical support and to provide a linkage between planning and implementation.

Section 6.1: Responsibilities

A. To recommend technical methods, procedures, and standards to the Eastern Shore Metropolitan Planning Organization (Policy Board) to further the planning process.

B. To help coordinate the work of member local governments, operating departments, and federal and state agencies participating in this process.

C. To discuss and recommend alternative transportation plans and programs to the Eastern Shore Metropolitan Planning Organization (Policy Board).

D. To comment on and make recommendations on the draft reports of the Unified Planning Work Program (UPWP), the Long Range Transportation Plan (LRTP) the Transportation Improvement Program (TIP), the Public Participation Plan (PPP), and other plans and reports.

Section 6.2: Membership

A. Voting – by Government, Organization, or Agency

CITY OF DAPHNE

Director of Public Works
Director of Community Development

CITY OF FAIRHOPE

Planning and Building Director
Public Works Director

CITY OF SPANISH FORT

Planning Commission Chairman

TOWN OF LOXLEY

Superintendent of Utilities

BALDWIN COUNTY

Baldwin County Highway Department Representative
Director, Baldwin County Rural Transit System

ALABAMA DEPARTMENT OF TRANSPORTATION

Southwest Region Pre-Construction Engineer

BALDWIN COUNTY BOARD OF EDUCATION

Board of Education Representative

***BALDWIN COUNTY BOARD OF EDUCATION**

Transportation Director
(Voting member when present)

B. Non-Voting – by Government, Organization, or Agency

Transportation Metropolitan Planning Engineer (ALDOT, Montgomery)
U.S. Army Corps of Engineers Representative
Eastern Shore Chamber of Commerce Representative
Central Baldwin Chamber of Commerce Representative
Director, City of Fairhope Airport Authority
Trucking Representative
Representative, City of Daphne
Representative, City of Fairhope
Representative, City of Spanish Fort
Representative, Town of Loxley
Representative, Baldwin County
Representative, City of Robertsdale
Representative, Federal Highway Administration (FHWA)
Representative, Federal Transit Administration (FTA)

C. Additional members shall be appointed by the Eastern Shore Metropolitan Planning Organization (Policy Board) as a whole.

D. Each member of the Technical Advisory Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization which the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

Section 6.3: Officers

A. A Chairperson shall be elected by the committee.

B. A Vice Chairperson shall be elected by the committee to serve in the Chair's absence.

C. The Chairperson and Vice Chairperson shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers shall be in October of each year for installation by January 1 of the new year.).

E. The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 6.4: Meeting Procedure

A. The rules of order herein contained shall govern deliberations of the Technical Advisory Committee. Any point of order applicable to the deliberations by this committee shall be governed by Roberts Rules of Order.

B. Meetings of the Technical Advisory Committee shall be held quarterly (the third Wednesday in January, April, July and October).

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation occurs.

D. A quorum shall consist of five (5) members or their alternates, or proxies. Of the five members, there must be a representative from at least three of the following: the City of Daphne, the City of Fairhope, Baldwin County, the Town of Loxley, the City of Spanish Fort or the Alabama Department of Transportation. Also, no decision that involves one of the above listed entities can be made unless a representative from that group is present.

E. All meetings of the Technical Advisory Committee shall be open to the general public, and will follow the same procedure as in Section 5.4.

F. At the discretion of the Metropolitan Planning Organization Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be sent to the committee members at least three (3) days prior to the date of the scheduled meeting and posted on the MPO website.

G. The Chairperson may move, second and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 6.5: Order of Business

A. The business of the Committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.

1. Call to order by Chair
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of minutes of previous meeting
6. Communications from the presiding officer
7. Report of officers and/or committees
8. Old Business
9. New Business
10. Public Forum for citizens wishing to address the Committee.
11. Adjournment

CITIZENS ADVISORY COMMITTEE BYLAWS

Section 7.0: Purpose

A. The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Eastern Shore Metropolitan Planning Organization and Urbanized Area Transportation Planning Process.

Section 7.1: Responsibilities

- A.** To review and respond to local transportation plans prepared for the area.
- B.** To assess the local transportation related needs as perceived by area residents.
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process to the Eastern Shore Metropolitan Planning Organization (Policy Board) and/or Technical Advisory Committee (TAC).
- D.** To provide ideas and suggestions for consideration by the Eastern Shore Metropolitan Planning Organization (Policy Board) and Technical Advisory Committee (TAC).
- E.** To objectively assess the social, economic, and physical impact of all transportation reports submitted by the Eastern Shore Metropolitan Planning Organization (Policy Board) or Technical Advisory Committee.
- F.** To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide needs as identified through community research and public meetings.

Section 7.2: Membership

- A.** The Citizens Advisory Committee shall consist of the following voting members.
 - 1. Four (4) representatives from the City of Daphne
 - 2. Four (4) representatives from the City of Fairhope
 - 3. Four (4) representatives from Baldwin County
 - 4. Two (2) representatives from the City of Spanish Fort
 - 5. Two (2) representatives from the Town of Loxley

This will be an open application process with applications submitted directly to the MPO Coordinator. The MPO may publicly request applications and process those according to membership requirements.

- B.** All committee members shall be at least twenty-one years of age, U. S. or naturalized citizens, and either reside or work within the MPA.

C. The Eastern Shore Metropolitan Planning Organization (Policy Board) voting members from the City of Daphne, the City of Fairhope, Baldwin County, the City of Spanish Fort and the Town of Loxley will be responsible for selecting and appointing members to the CAC.

D. The duration of the terms of the representatives shall be two years from date of appointment.

E. Citizens Advisory Committee members who miss three (3) consecutive Citizens Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances. Members may be dismissed for cause at any time by the Policy Board.

Section 7.3: Officers

A. A Chairperson shall be elected by the committee.

B. A Vice Chairperson shall be elected by the committee to serve in the absence of the Chairperson.

C. The Chairperson and Vice Chairperson shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers shall be in October of each year to assume duties by January 1 of the new f year.

E. The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 7.4: Meeting Procedure

A. Committee meetings shall follow a printed agenda. Meeting times and venues will be announced as an item of business during MPO Policy Board Meetings. Agendas will be distributed by US Mail, email, posting on the MPO website, public libraries, and common sites throughout the MPA.

B. Meetings of the Citizens Advisory Committee (CAC) shall be held quarterly (the third week in January, April, July and October). To the extent possible, CAC meetings shall be held on Tuesday, but the ESMPO Coordinator shall have wide discretion to schedule each CAC meeting at a date and time convenient to all members.

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.

D. Pursuant to the Alabama Open Meetings Act, a quorum shall consist of a majority of the members of the Eastern Shore Metropolitan Planning Organization Citizens Advisory Committee. No action shall be taken by the Eastern Shore Metropolitan Planning Organization Citizens Advisory Committee without a quorum.

E. All meetings of the committee shall be open to the general public and will follow the same procedure as in Section 5.4.

F. All cancellations should be avoided; however, in the event unforeseen circumstances, the Metropolitan Planning Organization Coordinator with the approval of the Chairperson of the committee, can cancel a regularly scheduled meeting. Notification of the cancellation shall be sent to committee members at least 3 days prior to the date of the scheduled meeting and posted on the MPO website.

Section 7.5: Sub-Committees

A. Sub-committees may be set up on an ad hoc or continuing basis by members of the Citizens Advisory Committee to consist of members and/or concerned citizens.

B. Members of the general public may participate in these sub-committees.

C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regularly scheduled Citizens Advisory Committee meeting.

D. The results of the sub-committee meetings shall be documented and made available to the members of the Citizens Advisory Committee.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE BYLAWS

Section 8.0: Purpose

A. The purpose of this committee is to serve as the formal means through which active and interested parties from the bicycle and pedestrian community can aid and support the Eastern Shore Metropolitan Planning Organization and Urbanized Area Transportation Planning Process.

Section 8.1: Responsibilities

A. To review and respond to draft bicycle and pedestrian plans prepared for the MPO.

B. To assess local bicycle and pedestrian transportation related needs as perceived by area residents.

C. To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the bicycle and pedestrian transportation planning process to the Eastern Shore Metropolitan Planning Organization (Policy Board) and/or Technical Advisory Committee (TAC).

D. To provide ideas and suggestions for consideration by the Eastern Shore Metropolitan Planning Organization (Policy Board) and Technical Advisory Committee (TAC).

E. To objectively assess the social, economic, and physical impact of all bicycle and pedestrian transportation reports submitted by the Eastern Shore Metropolitan Planning Organization (Policy Board) or Technical Advisory Committee.

F. To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide bicycle and pedestrian needs as identified through community research and public meetings.

Section 8.2: Membership

A. The Bicycle and Pedestrian Advisory Committee (BPAC) shall consist of the following voting members.

1. Four (4) representatives from the City of Daphne
2. Four (4) representatives from the City of Fairhope
3. Four (4) representatives from Baldwin County
4. Two (2) representatives from the City of Spanish Fort
5. Two (2) representatives from the Town of Loxley

This will be an open application process with applications submitted directly to the MPO Coordinator. The MPO may publicly request applications and process those according to membership requirements.

B. All committee members shall be at least twenty-one years of age, U. S. or naturalized citizens, and either reside or work within the MPA.

C. The Eastern Shore Metropolitan Planning Organization (Policy Board) voting members from the City of Daphne, the City of Fairhope, Baldwin County, the City of Spanish Fort and the Town of Loxley will be responsible for selecting and appointing members to the BPAC.

D. The duration of the terms of the representatives shall be two years from date of appointment.

E. Bicycle and Pedestrian Advisory Committee members who miss three (3) consecutive Citizens Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances. Members may be dismissed for cause at any time by the Policy Board.

Section 8.3: Officers

- A.** A Chairperson shall be elected by the committee.
- B.** A Vice Chairperson shall be elected by the committee to serve in the absence of the Chairperson.
- C.** The Chairperson and Vice Chairperson shall be elected by the majority of the members in a duly constituted meeting.
- D.** Election of officers shall be in October of each year to assume duties by January 1 of the new year.
- E.** The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 8.4: Meeting Procedure

- A.** Committee meetings shall follow a printed agenda. Meeting times and venues will be announced as an item of business during MPO Policy Board Meetings. Agendas will be distributed by US Mail, email, posting on the MPO website, public libraries, and/or common sites throughout the MPA.
- B.** Meetings of the Bicycle and Pedestrian Advisory Committee (BPAC) shall be held quarterly (the third week in January, April, July and October). To the extent possible, BPAC meetings shall be held on Tuesday, but the ESMPO Coordinator shall have wide discretion to schedule each BPAC meeting at a date and time convenient to all members.
- C.** Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- D.** Pursuant to the Alabama Open Meetings Act, a quorum shall consist of a majority of the members of the Eastern Shore Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee. No action shall be taken by the Eastern Shore Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee without a quorum.
- E.** All meetings of the committee shall be open to the general public, and will follow the same procedure as in Section 5.4.
- F.** All cancellations should be avoided; however, in the event unforeseen circumstances, the Metropolitan Planning Organization Coordinator with the approval of the Chairperson of the committee, can cancel a scheduled meeting. Notification of the cancellation shall be sent to committee members at least 3 days prior to the date of the scheduled meeting and posted on the MPO website.

Section 8.5: Sub-Committees

A. Sub-committees may be set up on an ad hoc or continuing basis by members of the Bicycle and Pedestrian Advisory Committee to consist of members and/or concerned citizens.

B. Members of the general public may participate in these sub-committees.

C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regularly scheduled Bicycle and Pedestrian Advisory Committee meeting.

D. The results of the sub-committee meetings shall be documented and made available to the members of the Bicycle and Pedestrian Advisory Committee.

METROPOLITAN PLANNING ORGANIZATION COORDINATOR BYLAWS

Section 9.0: Purpose

A. The purpose of the coordinator is to ensure that all requirements of the Transportation Planning Process for the Eastern Shore Urbanized Area, as prescribed by the Agreement with the Alabama Department of Transportation, are met.

Section 9.1: Designation

A. The Metropolitan Planning Organization Coordinator of the Baldwin County Commission shall be the Metropolitan Planning Organization Coordinator of the Eastern Shore Metropolitan Planning Organization. In the absence of the Metropolitan Planning Organization Coordinator, that individual shall designate a staff member to serve as Coordinator.

Section 9.2: Duties

A. To act as a liaison between the parties of the *Agreement Concerning a Transportation Planning Process for the Eastern Shore Urbanized Area* and assist in various phases of the process.

B. To coordinate the process through the Eastern Shore Metropolitan Planning Organization (Policy Board), Technical Advisory Committee, and the Citizens Advisory Committees.

C. To arrange meetings, set agendas, and serve as Executive Secretary for the Eastern Shore Metropolitan Planning Organization (Policy Board), Technical Advisory Committee, and the Citizens Advisory Committee.

D. To develop a draft and final Unified Planning Work Program (UPWP) for submission on an annual basis.

E. To present suggested changes of the recommended plan to the Eastern Shore Metropolitan Planning Organization and others, as appropriate, for their consideration and/or approval. To present a draft document for approval to Metropolitan Planning Section, Bureau of Transportation and Modal Programs, ALDOT.

F. To provide staff and clerical assistance for Eastern Shore Metropolitan Planning Organization activities.

G. To monitor transportation planning in the Eastern Shore urban area and report apparent conflicts to the Eastern Shore Metropolitan Planning Organization (Policy Board).