

South Central Regional Transportation Planning Organization

Bylaws

Amended December 5, 2023

Name and Status

The name of the organization is the South Central Regional Transportation Planning Organization (SCRTPO). SCRTPO was created by the New Mexico Department of Transportation (NMDOT), and NMDOT has contracted with Councils of Governments (COGs) throughout New Mexico to carry out the requirements for Regional Transportation Planning Organizations (RTPOs).

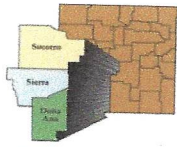
Purpose

1. To assist municipal, county and tribal governments within the SCRTPO boundaries conform to the federal laws, rules and regulations concerning transportation.
2. To work with all municipal, county and tribal governments within the SCRTPO boundaries.
3. To carry out the tasks and activities as outlined in the Regional Work Program (RWP), developed in coordination with NMDOT, as referenced within the Cooperative Agreements entered between NMDOT and the South Central Council of Governments.
4. To adhere to the federal laws, rules and regulations stipulated in the Infrastructure Investment and Jobs Act (IIJA) also known as the Bipartisan Infrastructure Law (BIL) and ensuing Federal Legislation.

SCRTPO Responsibilities

The Regional Transportation Planning Organization's (RTPOs) responsibilities, as outlined in the NMDOT Planning Procedures Manual (PPM), include:

1. Develop and maintain regional long-range multimodal transportation plans (RTPs), in cooperation with the State of New Mexico (the State).
2. Develop Regional Transportation Improvement Program Recommendations (RTIPR) for consideration by the State.
3. Foster the coordination of local planning, land use, and economic development plans with State, regional and local transportation plans and programs.
4. Provide technical assistance to local officials.
5. Provide training to Board/Committee members that are relevant to the work of the RTPOs.
6. Participate in national, multistate, and State policy and planning development processes to ensure the regional and local input of nonmetropolitan areas in transportation planning
7. Provide a forum for public participation in the statewide and regional transportation planning processes.



8. Consider and share transportation plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and tribal organizations.
9. Maintain a RTPO website that includes current information such as meeting agendas and minutes, as well as current planning documents, such as the Long Range Regional Transportation Plan, Regional Work Program, Title VI Plan, etc.
10. Conduct other duties, as necessary, to support and enhance the regional and statewide transportation planning process.
11. Maintain, in an organized fashion, all applicable records per the State's archiving requirements (identified in a following section) and to make those records constantly accessible and available to NMDOT, FHWA-NM and FTA to review (see section on Quality Assurance Reviews for more information).

Definitions

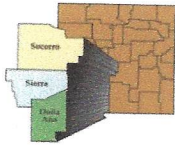
1. SCRTPO Participating Area: Sierra, Socorro, and Doña Ana counties, all municipalities located within the aforementioned counties, all identified within NMDOT District 1.
2. SCRTPO Membership: All municipalities, county, and tribal governments (Local Governments) contained within the SCRTPO Participating Area.

SCRTPO Membership

SCRTPO business is conducted through the actions of its SCRTPO Committee. The SCRTPO Committee shall be composed of voting members representing their pertinent organization(s) within the SCRTPO Participating Area.

1. Local Government Members: All Local Government Members shall be considered voting participants. Membership of the Local Governments in the South Central Regional Transportation Planning Organization is indefinite. Local Government entities are responsible for appointing representatives to SCRTPO and providing updated names and addresses for their chief elected officials and SCRTPO representative Committee Members to the SCRTPO Planning Program Manager (hereafter referred to as SCRTPO Manager).
2. SCRTPO Committee Member Representatives. SCRTPO Committee Member Representatives, appointed in writing by their respective governments, are the principal officials, or their designated alternates, representing the municipal, county and tribal governments. SCRTPO Committee is a requirement of statute (23 USC §135(m)(3)(A)) and is the decision-making authority of SCRTPO. Member Representatives shall include a majority of nonmetropolitan local elected officials appointed in writing by their respective governments or their designees.

The SCRTPO Committee receives initial transportation project applications for its RTIPR and reviews applications based upon established criteria. The SCRTPO Committee provides policy guidance in the development of SCRTPO activities and takes all official actions by a majority vote of the quorum present. Each municipal, county and tribal entity has one vote.



3. Representative's Membership Term. Member Representatives are appointed in writing by their respective member municipal, county or tribal government and serve for an indefinite term. Annually, the SCRTPO staff will give the chief elected official of local governments the opportunity to appoint or confirm their designated Committee member representative(s).
4. Participation in the SCRTPO Committees shall not be contingent on memberships with the Councils of Governments.

Officers

1. Officer Term. The Chairman and Vice-Chairman are elected by the voting member representatives of the SCRTPO Committee at the first meeting in March on even numbered years, and serve a two-year term, unless removed as described in Part 3. There are no term limits.
2. Vacancy. If a vacancy occurs in the office of the Chair or Vice Chair, the office shall be filled by the voting member representatives of the Committee. Until the election of a new Chair, the Vice Chair shall serve as Chair. The unexcused absence of a Chair or Vice Chair for two consecutive meetings may be considered a vacancy.
3. Removal. The Officer(s) may be removed by election, resignation, noncompliance with the attendance policy, or by member governments (i.e., when the Officer no longer represents his or her member government entity).

Duties of Officers

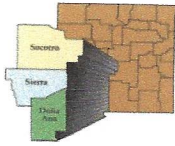
The officers of the SCRTPO Committee shall be chosen from the voting member representatives and shall consist of a Chair and Vice Chair for the SCRTPO Committee.

1. Chairman. The Chairman is the chief executive officer of the Committee and presides at all Committee meetings. The Chairman is responsible for calling all meetings and shall consult with SCRTPO staff regarding the place and time of such meetings. The Chairman directs the business of the Committee during the meetings.
2. Vice Chairman. The Vice Chairman presides at all meetings at which the Chairman is absent and performs all duties for which the Chairman is responsible during such meetings.

Staff Support

The SCRTPO fiscal/administrative agent is the South Central Council of Governments. Each Council of Governments (COG) enters into a Cooperative Agreement with NMDOT to operate an RTPO. Additionally, each COG provides professional planning, management, and administrative support and employs the SCRTPO Manager, who coordinates RTPO activities and meetings in accordance with their respective regional work programs.

1. SCRTPO Manager will provide the SCRTPO Committee with the necessary staff and technical assistance to support the regional transportation planning processes. SCRTPO Manager will be responsible for assembling information and preparing the documentation of plans, programs, meeting packets, project applications, correspondence, and other records necessary to conduct the regional transportation planning process.



2. Proposed projects will be submitted to the SCRTPO Manager in the designated format.
3. While a vacancy is pending in the Committee, SCRTPO Manager will redirect mail and email communications to the chief elected official for the local entity to ensure there is no interruption in the flow of information to the local government. In those instances where an email address is not available or offered, alternate email addresses for a local government contact will be used to ensure the delivery of information.

Compliance with New Mexico Open Meetings Act

All meetings of the SCRTPO Committee shall be conducted according to the Open Meetings Act, (N.M.S.A., 10-15-1 to 10-15-4). Annually, the SCRTPO Committee will adopt a resolution addressing compliance with the New Mexico Open Meetings Act requirements.

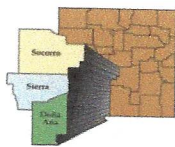
Meetings

Meetings should be consistent with the SCRTPO Public Participation Plan and Title VI Plan.

1. Notice: SCRTPO Committee shall determine what form of notice to the general public is reasonable for each 12-month period. The reasonable form of notice decided by the SCRTPO Committee shall include an agenda with specific items of business to be discussed or information on how the public may obtain a copy of the agenda. The agenda is to be posted on the SCRTPO website at least 3 days prior to any meeting, except in the case of an emergency meeting. If unforeseen circumstances, that if not addressed, will likely result in injury or damage to person or property or substantial financial loss to SCRTPO arises, an emergency meeting can be called and within 10 days of such meeting SCRTPO shall report to the attorney general's office the action taken and the circumstances creating the emergency. At a minimum SCRTPO gives the following notice of public meetings:

Regular Meetings	10 days' notice to the general public
Special Meetings	3 days' notice to members
Emergency Meetings	As much time as is practical

2. Scheduling Meetings:
 - a. The SCRTPO Committee will meet as often as needed to conduct business and when called by the Chairman of the committee. SCRTPO Manager must ensure that draft minutes of meetings are recorded and prepared within ten (10) days of the previous meeting and distributed to all members, the NMDOT District 1 Engineer and NMDOT Liaison(s). Minutes for the previous meeting shall be approved, amended, or disapproved at the next meeting where a quorum is present. Official minutes shall be made available online.
 - b. Future meeting dates are typically scheduled prior to the completion of a meeting. If no date is set during a meeting, the Chairman, in coordination with the SCRTPO Manager may set the date, time, and place for the next SCRTPO meeting.



3. Procedures of Meetings:

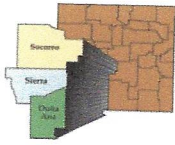
- a. Conduct. All meetings shall be conducted in accordance with Roberts' Rules of Order.
- b. Opening of Meetings. All meetings are opened by the Chairman or if the Chairman is not present, by the Vice Chairman of the committee. If no officer is present, a Chairperson Pro Term shall be selected by a consensus of the voting member representatives present during the meeting.
- c. Proxy Votes. If the designated committee member representative is unable to attend a meeting, any elected official or full-time employee of the local government entity may act as the voting member representative without designation in writing. If someone not employed by the local entity is to serve as proxy, this indication must be given in writing by the local governing agency.
- d. Attendance. In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government entity or any committee misses three (3) consecutive meetings, their names will be removed from the membership roster used for quorum purposes. Committee membership for quorum purposes can be reestablished at the next meeting. Officers may be replaced at the next meeting following their third missed meeting.
- e. Quorum. Since the Committee Members represent a diverse assembly of governments from a large geographic area that makes attendance of meetings difficult, a quorum for each public meeting is specifically defined herein. A quorum consists of 30% of the eligible voting member representatives.

Member Training

1. SCRTPO shall provide member representative training from time to time to new member representatives as well as existing member representatives. Member representatives are provided training during SCRTPO meetings through presentations and other training activities.
2. Members are notified of additional training opportunities outside SCRTPO meetings on a continuing basis, primarily through email communications. Trainings are usually transportation-related but may also include other topics to expand member knowledge (e.g., economic development).

Records

Records generated by the SCRTPO Committee in conducting SCRTPO business are jointly owned by the NMDOT and the membership of the SCRTPO. Upon Committee Officer removal, any substantive records accumulated during that tenure must be passed on to the respective Committee Chairman and SCRTPO Manager.



Amendment of the Bylaws

The Bylaws may be amended by an affirmative vote of the SCRTPO Committee with a quorum present. Any voting member may propose amendments to the Bylaws. Amendments must be submitted in writing to SCRTPO Manager and the Chairman of the SCRTPO Committee in sufficient time to be included in regular meeting agendas. These Bylaws shall be in effect upon approval by the SCRTPO Committee and concurrence by the New Mexico Department of Transportation.

Approval and Amendments

PASSED, ADOPTED, AND APPROVED this 5th day of December, 2023, during a regular meeting of the South Central Regional Transportation Planning Organization (SCRTPO) Committee.

Gordy Hicks
SCRTPO Chairman

ATTEST:

Angela Rael
Program Manager, SCRTPO