



Central Virginia Planning District Commission Offices
828 Main Street, 12th Floor, Lynchburg, VA 24504
Thursday, July 18, 2019 at 4:00 p.m.

Agenda

1. **Call to Order**.....John Sharp, 2018-19 Chair
2. **Election of 2019-2020 Officers**John Sharp, 2018-19 Chair
3. **Approval of Minutes: April 18, 2019** (Attachment #3)..... Chair
4. **Opportunity for Public Comment**.....Chair
5. **Adoption of Resolution of Support for Riveredge Trail Extension Project** (Attachment #5)..... Scott Smith, CVMPO
6. **Adoption of Resolution of Appreciation for Will Mays** (Attachment #6)..... Scott Smith, CVMPO
7. **Adoption of CVMPO Bylaws Amendments** (Attachments #7a, 7b, 7c)Scott Smith, CVMPO
8. **Update on Smart Scale Round 3**..... Chris Winstead, VDOT
9. **Central Virginia Long-Range Transportation Plan Kick-Off**.....EPR, PC
10. **Matters from the Members**..... Chair
11. **Adjournment**..... Chair

12. Informational Items

The next scheduled meeting of the CVMPO will be at **4:00 p.m. on Thursday, September 19, 2019** at the Central Virginia Planning District Commission Offices, 828 Main Street, 12th Floor, Lynchburg, Virginia, 24504.

The CVMPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or need special assistance for persons with disabilities or limited English proficiency, please contact the CVMPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting.

Please contact the CVMPO at 434-845-3491 to request an interpreter.



Central Virginia Metropolitan Planning Organization (CVMPO)

July 18, 2019

Staff Report

1. Call to Order

2. Election of 2019-2020 Officers

At the April meeting, the board directed the chair to identify individuals who would be willing to serve as chair and vice chair for the upcoming year (2019-2020) and to propose an *informal* rotation for future years.

The following slate is proposed:

Chair	Turner Perrow	City of Lynchburg
Vice Chair	Charlie Watts	Campbell County

The following *informal* rotation is proposed:

	Chair	Vice Chair
2019-2020	City of Lynchburg	Campbell County
2020-2021	Campbell County	Amherst County
2021-2022	Amherst County	Bedford County
2022-2023	Bedford County	Amherst Town
2023-2024	Amherst Town	City of Lynchburg

3. Approval of Minutes: April 19, 2019 Meeting (Attachment 3)

The minutes of the April 19, 2019 meeting of the CVMPO are attached for your review and approval.

Recommendation: Staff recommends approval.

4. Opportunity for Public Comment

5. Adoption of Resolution of Support for Riveredge Trail Extension Project (Attachments #5)

One locality within the MPO is submitting an application for VDOT's Transportation Alternatives Program for the FY 21/22 cycle. VDOT requires MPO approval of these applications. The proposed project is:

County of Amherst

Riveredge Trail Extension

Amherst County will submit a VDOT TA Set-Aside FY21/22 application to fund construction of an approximate 6,200' long 10' wide trail that will connect the existing 2,000' Riveredge Trail to the existing James River Heritage Trail (JRHT).

Creating the linkage between Riveredge Park and the JRHT is an expressed trail/alternative transportation priority in the Region 2000 Greenways, Blueways, and Trails Plan, the Region 2000 Bike Plan, the 2018 Virginia Outdoors Plan, and the Amherst County Comprehensive Plan. Amherst County is fully funding the \$123,130 engineering and design of the trail.

The TA application, estimated at \$1,347,680 VDOT with a \$336,920 local match, is to fund construction of the full 6,200' extension which consists of three sections. Section 1 consists of a 60' multiuse bridge. Section 2, approximately 3,700', is a flat section within the CVTC property. Section 3 is the final 2,000' section to connect to the JRHT and traverses along private property. 4,200' or 68%, of the trail is within property controlled by Amherst County.

The CVMPO Transportation Technical Committee met on July 11, 2019 and recommended this project for approval by the MPO Policy Board.

Recommendation: Staff recommends adoption of the resolution.

6. Adoption of Resolution of Appreciation for Will Mays (Attachments #6)

7. Adoption of CVMPO Bylaws Amendments (Attachments #7a, 7b)

At the April 2019 MPO meeting, the Bylaws Subcommittee presented the findings of a comprehensive review of the organization's bylaws, which had not been updated since 1999. The findings included proposed amendments to the organization's bylaws, and the Policy Board voted to accept the proposed changes with the understanding that final ratification would occur at the July meeting (to allow the 30-day review period to expire).

Attachment 7a shows the current bylaws with markup and comments (words that are ~~struckthrough~~ are proposed to be deleted, and words that are underlined are proposed to be added), while attachment 7b shows a "clean" version of the bylaws with all proposed changes incorporated. Many of the proposed changes are simply intended to clarify the mission and purpose of the organization or to update language. Some proposed changes, however, are substantive. Those are outlined below.

- **Article I, Section 1 – Name:** To reduce confusion and better reflect the specific mission of MPOs, some organizations around the country are re-designating themselves as *Transportation Planning Organizations*, or TPOs. Three of the larger Virginia MPOs (Roanoke, Richmond, and Hampton Roads) took the opportunity to change their name when they were recently classified as Transportation Management Areas (TMAs). Examples of TPOs that are not classified as TMAs (having an urbanized area population of greater than 50,000 but under 200,000) include Kingsport, TN, Gainesville, FL, and Sebring, FL. Staff has communicated with FHWA and VDOT Lynchburg District staff who are supportive of the change. A review of the federal regulations has found no prohibitions to an MPO of our size calling itself something other

than an MPO. We would still function as the MPO for the Lynchburg urbanized area in the eyes of the federal regulations and state code but would be outwardly known as a TPO.

- **Article III, Section 1 – Voting Members:** By acknowledging as a voting member the appointee of the Secretary of Transportation, we are putting into writing what has been practiced for years and are bringing the bylaws language in line with the MOU between the MPO, GLTC, and the Secretary of Transportation (the current MOU is dated 6/1/18 and is located in tab 2 of your MPO notebook). In the recent past, the Secretary’s appointee has been the VDOT Lynchburg District Administrator.
- **Article III, Section 2 – Non-Voting Members:** This adds a representative of the Planning District Commission to the board (this supports existing language in Article V, Section 1 that names the executive director (or designee) of the PDC as the secretary of the board). Additionally, this change officially adds a representative of Liberty University to the board as a non-voting member. This has been normal practice for a number of years but was not added to the bylaws.
- **Article III, Section 3 – Alternate Members:** Deleted. See Article IV, Section 4 below.
- **Article IV, Section 4 – Proxy Votes:** In the past, proxy voting was not allowed, but alternate members could be officially designated by the members’ respective boards or councils (this required a vote at a meeting of the governing body). By discontinuing the alternate member policy and instead allowing proxies, the process is streamlined and now agrees with the bylaws of the CVPDC.
- **Article V, Section 2 – Terms of Office:** The chair and vice chair may now only serve two consecutive terms.
- **Article VIII, Section 1 – Transportation Technical Committee:** Proposed changes in this section 1) remove the shared vote between Lynchburg City Planning and Engineering representatives (they would each now have a vote), 2) allows a representative from each town, 3) allows up to one citizen representative from each locality, but does not require that one be appointed, 4) adds a Liberty University representative, 5) reduces the quorum from a simple majority to 25% of the seated members (the large membership makes it very difficult for a quorum to currently be achieved), 6) establishes the annual election of a committee chair.
- **Article VIII, Section 2 – Community Transportation Advisory Committee:** A committee consisting of representatives of various community organizations has been included in the bylaws since the beginning but has not been seated in at least 15 years. With increased ability to gather public input through technology and the existence of groups like the Lynchburg Region Transportation Advocacy Group (LRTAG) (a program of the Lynchburg Regional Business Alliance), it is likely that this committee is no longer necessary. Relevant organizations will continue to be engaged for specific projects, especially updates to the LRTP. These include the LRTAG and GLTC’s customer and ADA committees. Removing the Community Advisory Committee will in no way hamper the organization’s efforts or ability to interface with the general public through meetings and workshops, surveys, and other methods.
- **Article VIII, Section 1 – Regular Meetings.** This changes the meeting schedule from monthly to quarterly, as has been the usual practice. Special meetings may still be called if needed.
- **Article VIII, Section 5 – Quorum.** This reduces the quorum from a simple majority of voting members (6) to 5 in order to increase the likelihood that business can be conducted if attendance is lower than usual. While the number required for the quorum is different, the idea of a quorum that is less than a majority is in keeping with the PDC’s bylaws.

MPO staff is still working with our attorney (Ted Craddock) and VDOT Central Office to outline the proper course of action for the bylaws amendment and name change. In order to expedite the process with VDOT and to show

them that the organization is behind these changes, staff is requesting that the amended bylaws in attachment 7b and the resolution in attachment 7c be adopted with the understanding that the new bylaws will not go into effect until all procedural hurdles have been cleared. This matter will likely return to the MPO's agenda in upcoming meetings.

Recommendation: Adopt the resolution and amended bylaws.

8. Update on Smart Scale Round 3

Chris Winstead of VDOT will give a brief update on the results of Smart Scale Round 3.

Recommendation: participate in discussion.

9. Central Virginia Long-Range Transportation Plan Kick-Off

EPR, PC of Charlottesville was selected by the MPO's interview team (consisting of representatives from Campbell and Bedford Counties, GLTC, VDOT, and MPO staff) to support the 2045 update of the Central Virginia Long-Range Transportation Plan (LRTP). The update process will be occurring over the upcoming year.

Staff from EPR will present an overview of the LRTP update timeline and the MPO Policy Board's important role in the process.

Recommendation: Participate in the discussion.

10. Matters from the Members

11. Adjournment

12. Informational Items

The CVMPO will be meeting at 4:00 p.m. on the following dates, unless otherwise noted or notified.

- September 19, 2019 (special meeting for LRTP activities)
- October 17, 2019
- January 16, 2020
- April 16, 2020
- July 16, 2020

Please mark your calendars for August 13th (9:00 a.m. – 12:30 p.m.) for the Lynchburg Regional Business Alliance's **Merge 2019 Transportation Summit** – Presented by RIDE Solutions.

Ideal for contractors, planners, and concerned business citizens and transportation advocates, this Summit will bring together experts and champions for high level discussions on our transportation infrastructure. We'll explore the latest innovations and planning for our region concerning air, rail, roads and alternative modes of transportation.

List of invited speakers:

- State Sec. of Transportation, Shannon Valentine
- Dep. State Sec. of Transportation, Nick Donohue
- Virginia Tech Smart Road, Anne Deekens
- Central Virginia MPO, Scott Smith
- Bill Swelbar (consultant)

Topics will include Innovation and Technology in Transportation, How Transportation Impacts Workforce, Funding Transportation Projects in the Future, Air Service Expansion in Lynchburg, and a 2045 Long-Term Transportation Outlook for the region.

For more information, visit: <https://business.lychburgregion.org/events/details/merge-2019-transportation-summit-5737>

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION



Central Virginia Metropolitan Planning Organization

Central Virginia Planning District Commission Offices

~DRAFT MINUTES~

April 18, 2019, 4:00 pm

MEMBERS PRESENT

- Sara Carter Town of Amherst
Kenny Craig Liberty University
Robert Hiss..... Bedford County
William Mays, Vice-Chair..... Amherst County
Turner Perrow City of Lynchburg
Dean Rodgers..... Amherst County
Frank Rogers..... Campbell County
Daniel Sonenklar..... Dept. of Rail and Public Transportation
Bonnie Svrcek..... City of Lynchburg
Dwayne Tuggle..... Town of Amherst
Chris Winstead..... VDOT Lynchburg District

MEMBERS ABSENT

- Brian Booth Greater Lynchburg Transit Company
John Sharp, Chair Bedford County
Charlie Watts Campbell County

OTHERS PRESENT

- Gary Christie..... CVPDC
Susan Cook CVPDC
Carrie Dungan..... News & Advance
Kelly Hitchcock CVPDC
W. Scott Smith..... CVPDC/CVMPPO
Chris Wichman Office of Intermodal Planning & Investment
Rick Youngblood..... VDOT Lynchburg District

1. Call to Order

Will Mays, Vice-Chair, called the meeting to order at 4:00 pm.

2. Approval of Minutes – October 18, 2018 Meeting

Upon a motion by Turner Perrow to approve the minutes of the October 18, 2018 meeting, seconded by Bonnie Svrcek, the motion carried by unanimous vote.

3. Opportunity for Public Comment – There were none.

4. Adoption of FY 2019-2020 Unified Planning Work Program (UPWP)

Scott Smith explained that the Work Program outlines what the MPO will do for the next year.

Funding is received from four different sources to do planning work for the MPO:

- 1) Federal Highway Administration
- 2) Federal Transit Administration
- 3) Dept. of Rail and Public Transit
- 4) VDOT

The Planning District Commission also contributes a local match.

The Work Plan is divided into two sections, one being highway related work, and the other is transit related work.

The primary area of work for this year will be the Long-Range Transportation Plan Update. Other areas of work will be supporting the Connectivity Study, the CEDS, staffing the Lynchburg Pedestrian Advisory Committee, assisting localities with SMART SCALE and other grant applications, and providing support to GLTC. The Van Pool Study has been postponed until next year.

Dean Rodgers requested the plan be amended, as suggested by Frank Rogers, to reflect the grant objective be specifically written to include a pedestrian connection between Lynchburg and Amherst.

Mr. Smith explained that there are two resolutions being presented for approval. One authorizes the MPO to proceed with the highway side of the plan, and the other authorizes the MPO to proceed on the transit side.

Turner Perrow asked what the source of funding is for the budgeted amount for the local match. Mr. Smith advised that this comes from the PDCs general fund, with the MPOs match being 10%.

The motion was made by Frank Rogers, and seconded by Turner Perrow, to approve the Unified Planning Work Program as amended. The motion was unanimously approved.

5. Report from Bylaws Subcommittee

Turner Perrow explained that the major change to the bylaws is the name change. The Metropolitan Planning Organization will be known as the Central Virginia Transportation Planning Organization. This may require a change in the charter. Other changes are:

- The voting membership includes one member designated by the Secretary of the Commonwealth. Listed as non-voting membership is the Secretary, or PDC representative and Liberty University.
- Voting by proxy will be permitted by the designated alternate representative of the voting member.
- Electronic ballot voting will be allowed.
- Terms of office for the Chair and Vice-Chair are now limited to no more than two consecutive terms. They must also be voting members.
- A quorum will be designated as five voting members.

The motion was made by Turner Perrow, and seconded by Frank Rogers, to approve the amended bylaws. The motion was unanimously approved.

The amended bylaws will come back for ratification at the July meeting, following the required 30-day period to be read.

6. Adoption of Resolution of Support for Potomac River Long Bridge Expansion Project

Scott Smith explained that the Long Bridge, built in 1904, handles all passenger and freight rail traffic on the east coast. The bridge is operating at 98% capacity, and because of this no further expansions to Virginia's passenger rail can take place.

The plan is to build a parallel structure that would have two tracks. Once this structure is complete, the Long Bridge would be rehabbed, resulting in double capacity of four tracks.

A resolution is being presented to the MPO to support this project. The motion was made by Bonnie Svrcek and seconded by Turner Perrow to adopt the resolution. The motion was unanimously approved.

7. Election of FY 2019-2020 Officers

Turner Perrow made the motion that the Chair appoint a committee to nominate a slate of officers for the next fiscal year that would be in a rotating sequence, to be voted on at the July meeting. The motion was seconded by Frank Rogers, and was unanimously approved.

8. Presentation on VTrans 2045 Update

Chris Wichman, from the Office of Intermodal Planning & Investment, talked to the group about the state-wide VTrans 2045 Update. He explained that VTrans is the state-wide long range plan, and is updated every five years.

The first step in this process is a system-wide analysis, followed by establishing the vision and goals for transportation in the Commonwealth. Mid-term and long-term needs are established, which ties it to eligibility criteria for SMART SCALE.

A set of recommendations is developed, in the form of projects, planning activities, and policy ideas.

A needs assessment is state-wide, and done by looking at the state at a few different levels, using the 2040 plan as a base line:

- 1) The highest level of analysis is to look at corridors of state-wide significance.
- 2) Examining commuter flows between counties and cities within the same region
- 3) Look at urban development areas and their needs
- 4) Safety

Mr. Wichman advised that they will be back next fall to present a set of needs.

Gary Christie asked how rural areas are incorporated into the plan that are not part of the MPO. Mr. Wichman advised that they are still working through this, and the CTB will make a recommendation to address those gaps.

9. Matters from the Members

Scott Smith introduced Robert Hiss, the new Bedford County Administrator.

Bonnie Svrcek thanked Dean Rodgers and Frank Rogers for supporting the 221-501 project at the VDOT meeting last week. John Sharp also spoke on behalf of the MPO in support of this project.

10. Adjournment – There being no further business the meeting adjourned at 4:50 p.m.

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION



Resolution in support for Amherst County's Application for the Transportation Alternatives Set-Aside (STBG) Program

WHEREAS, the Central Virginia Metropolitan Planning Organization has and continues to support transportation projects that improve the safety for pedestrians and bicyclists to access community resources; and

WHEREAS, the Central Virginia Metropolitan Planning Organization has and continues to support local and regional planning and construction projects to expand pedestrian and bicycle facilities and encourage residents to access community resources utilizing alternative transportation modes; and

WHEREAS, Amherst County continues to invest in expanding shared use facilities to create safe walking and bicycling conditions for all residents; and

WHEREAS, Amherst County is requesting Transportation Alternatives Set-Aside Program funds to assist in designing and constructing a new shared use trail facility that will extend the Riveredge Trail and that will eventually connect to the James River Heritage Trail (JRHT) network, expanding alternative transportation options within our region.

NOW THEREFORE, BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby support Amherst County in its application to the Transportation Alternatives Set-Aside Program for funding to execute the Riveredge Trail Extension project.

ADOPTED this 18th day of July, 2019.

ATTESTED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

CERTIFIED BY:

_____, Chair
Central Virginia Metropolitan
Planning Organization



Resolution of Appreciation William N. Mays

WHEREAS, Mr. William N. Mays has represented the County of Amherst in matters of regional significance for decades, including governing on the Amherst County Board of Supervisors from 1964 to 1968; and

WHEREAS, having been appointed in July of 2000, Mr. Mays has served continuously on the Policy Board of the Central Virginia Metropolitan Planning Organization for nineteen years; and

WHEREAS, Mr. Mays served several terms chair and vice chair of the Policy Board through the years; and

WHEREAS, Mr. Mays provided support and thoughtful direction to many transportation initiatives and projects during his service with the Central Virginia Metropolitan Planning Organization; and

WHEREAS, during his tenure on the Policy Board, several important transportation projects were completed, including Monacan Parkway (U.S. 29 Bypass) in Amherst County.

NOW THEREFORE BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization offers Mr. William N. Mays its sincere appreciation for his service on the Policy Board from 2000 to 2019 and for a lifetime of service to Amherst County and Central Virginia.

John Sharp, Chair
Central Virginia Metropolitan Planning Organization

Gary Christie, Secretary
Central Virginia Metropolitan Planning Organization



MPO-CVTPO Policy Board Bylaws

These bylaws were officially adopted by the Central Virginia Transportation Planning Council (~~now~~formerly Central Virginia Metropolitan Planning Organization and now Central Virginia Transportation Planning Organization) on October 25, 1979; amended on January 24, 1980; amended on January 28, 1982; amended on March 18, 1999; ~~and~~ amended on November 18, 1999, and amended on DATE, 2019.

Commented [WSS1]: Possible name change was discussed by the TTC at its 3/14/19 meeting and those present were in agreement. See staff report for additional details.

ARTICLE I - NAME AND AUTHORITY

Section 1 - Name. The name of the organization shall be the Central Virginia ~~Metropolitan Transportation~~ Planning Organization (hereinafter referred to as the ~~Metropolitan Transportation~~ Planning Organization, or ~~TMPO~~).

Section 2 - Authority. Originally known as the Central Virginia Transportation Planning Council and subsequently as the Central Virginia Metropolitan Planning Organization, ~~the~~ ~~TMPO~~ was established pursuant to a cooperative agreement executed on September 13, 1979 and as amended or updated, by the City of Lynchburg and the Counties of Amherst, Bedford and Campbell, as authorized under ~~Section 15-1-24~~ Title 33.2, Subtitle IV, Chapter 32 of the Code of the Commonwealth of Virginia. ~~The MPO,~~ On November 27, 1979, the organization was designated by the Governor of the Commonwealth of Virginia as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Area Transportation Study (~~hereinafter referred to as "GLATS"~~), also known as the Central Virginia TPO Urbanized Area (hereinafter also referred to as the "urbanized area" or "study area").

The TPO shall have such authority as prescribed in a "Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Central Virginia Metropolitan Planning Area" dated June 1, 2018, (as amended or updated) between the TPO, the Commonwealth of Virginia (hereinafter referred to as the COMMONWEALTH), the Greater Lynchburg Transit Company (the primary local transit provider, hereinafter referred to as GLTC), and the Central Virginia Planning District Commission (formerly Region 2000 Local Government Council (hereinafter referred to as the PDC), acting as a regional clearinghouse responsible for carrying out Executive Order 12372, Intergovernmental Review of Federal Programs.

ARTICLE II - PURPOSE AND POWERS

Section 1 - Purpose. The ~~TMPO~~ shall be the policy decision-making body ~~for the GLATS~~ for the purpose of carrying out the continuing, cooperative, comprehensive (3-C*) transportation planning and programming process as defined in the United States Code Title 23, Section 134

and Title 49 Section 1607 ~~current law and regulations of the U. S. Department of Transportation regarding the transportation planning process for metropolitan areas~~; and in accordance with the constitution and statutes of the Commonwealth of Virginia, particularly Title 33, Chapter 32 of the Code of Virginia. In carrying out its responsibilities, the TMPO shall:

- a. Establish policy for the continuing, comprehensive and cooperative ~~(3-C)~~ transportation planning process;
- ~~a-b.~~ Develop the long-range transportation plan (LRTP) for the study area known as the Central Virginia TPO Urbanized Area;
- ~~b-c.~~ Review the ~~transportation plan~~LRTP for the GLATS study area on an annual basis;
- ~~e-d.~~ Determine when a re-evaluation of the transportation plan for the GLATS area is necessary in coordination with U.S. Department of Transportation requirements Update the LRTP no less frequently than every five years or as required by the COMMONWEALTH;
- ~~d.~~ ~~Review the results of the re-evaluation;~~
- e. Recommend action by other appropriate agencies;
- f. Coordinate and conduct transportation planning and conceptual design studies with local
- ~~e-g.~~ Governments, GLTC, and the COMMONWEALTH;
- h. Revise the GLATS-Central Virginia TPO Urbanized Area, defined by the "cordon boundary," as required, and in conjunction with the Virginia Department of Transportation – Transportation Planning Division (hereinafter referred to as VDOT-TPD)COMMONWEALTH;
- ~~f-i.~~ Develop, in coordination with local governments and the COMMONWEALTH, socio-economic data for the regional traffic model;
- ~~e-j.~~ Review systems and proposals required by federal and state agencies;
- ~~h-k.~~ Review-Develop and approve the annual planning and programming requirements documents as described in the U.S. Department of Transportation regulations, as amended; and
- ~~i-l.~~ Perform other studies, reviews, evaluations, and tasks that may be required.

Section 2 - Powers. The TMPO shall have the power to enter into or assign ~~contracts,~~ and contracts and receive and disperse funds necessary to carry out its purpose, as defined in Article II, Section 1.

ARTICLE III - MEMBERSHIP

Section 1 - Voting Members. The voting membership of the TMPO shall be composed of two (2) representatives from each ~~participating jurisdiction~~local government wholly or partially within the Central Virginia TPO Urbanized Area, ~~and one (1) representative from VDOT TPD.~~ One of the representatives from each local jurisdiction shall be an elected member from the appointing local jurisdiction's governing body, and the other representative shall be either an elected member of the governing body or an appointed representative designated by the governing body, and who is a qualified voter and resident of the appointing jurisdiction. If the governing body is a member of the Central Virginia Planning District Commission (hereinafter referred to as PDC), at least one of the two appointees shall be one of the governing body's

representative on the PDC. ~~The voting membership shall also include one (1) designated by the Secretary of Transportation of the COMMONWEALTH.~~

Commented [WSS2]: This is currently Chris Winstead. The language now matches our MOU between the MPO/GLTC/and Secretary of Transportation.

Section 2 - Non-Voting Members. Non-voting members of the TMPO shall include one (1) representative each designated by and representing the following agencies or organizations: the PDC, from Federal Highway Administration, a representative from Federal Transit Administration, a representative from Federal Aviation Administration, Virginia Department of Transportation (hereinafter referred to as VDOT), a representative from Virginia Department of Rail & Public Transportation (hereinafter referred to as VDRPT), and a representative from Greater Lynchburg Transit Company, and Liberty University. Upon two-thirds vote, the TMPO may designate other appropriate non-voting members.

Commented [WSS3]: This is new and acknowledges the MPO Secretary as a board member

Commented [WSS4]: An LU rep was added years ago, but the bylaws were never adjusted to reflect it

~~**Section 3 - Alternate Members.** The appointing authority may provide an alternate for its representative(s) on a like for like manner (i.e., an elected official for an elected official, non-elected person for a non-elected person), provided the name of the alternate is submitted in writing to the secretary of the MPO prior to the alternate participating in MPO activities. An alternate shall not vote except in the absence of the member.~~

Commented [WSS5]: See "proxy voting" below

Section 4- Vacancies. If for any reason an appointing authority's position on the TMPO becomes vacant, the affected appointing authority shall appoint a replacement in a like-for-like manner.

ARTICLE IV - TERMS OF OFFICE AND VOTING

Section 1-Terms of Office. The terms of office of TMPO members shall be as follows:

- a. TMPO members who are specifically appointed as members of the PDC shall serve coincident with their terms of office on said PDC.
- b. TMPO members who are also members of the local governing body shall serve coincident with their elected terms of office or such shorter terms, as their governing bodies shall determine.
- c. TMPO members who are not members of local governing bodies or the PDC, as described in Article IV, Section 1 (a) herein, shall serve for a three (3) year term on a fiscal year basis.
- d. The TMPO member appointed by Secretary of Transportation of the COMMONWEALTH, VDOT, TPD, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, VDOT, VDRPT, T and Greater Lynchburg Transit Company, and Liberty University shall serve continuously at the respective pleasure of each appointing authority.

Section 2 -Voting Rights. Each TMPO member with voting rights shall have one (1) equal vote in all matters before the TMPO.

Section 3 - Recorded Vote. The vote of each TMPO member, including affirmative, negative or absentia votes, shall be recorded in the official minute book of the TMPO.

~~**Section 4 - Proxy Votes.** Voting by proxy at regular or special meetings shall not be permitted shall be permitted only by the designated representative of the voting member. The~~

Commented [WSS6]: This language now agrees with the PDC bylaws.

proxy shall be designated in a like-for-like manner (i.e., an elected official for an elected official, a non-elected person for a non-elected person).

Section 5- Voting in Lieu of a Meeting. Any action required or permitted to be taken by the TMPO may be taken in emergency situations without a meeting if seventy-five percent of the full TMPO voting membership consent via a written or electronic ballot authorizing the action. Said action shall be ratified at the next meeting of the TMPO.

ARTICLE V- OFFICERS

Section 1 - Types of Officers. Officers of the TMPO shall consist of a chair~~man~~, vice-chair~~man~~ and secretary. The secretary shall be a non-voting officer and shall be the executive director of the PDC, or his/her official designee.

Section 2 - Terms of Office. The chair~~man~~ and vice-chair~~man~~ shall be elected by and from the membership of the TMPO, shall serve for one year or until ~~there~~their successors are elected, ~~and shall be eligible for reelection.~~ The chair and vice chair may serve no more than two consecutive terms.

Section 3 - Election of Officers. The election of officers shall be held at the TMPO's last regular meeting of the fiscal year and the members elected to office shall assume their duties at the first convened meeting of the next fiscal year. A majority vote of the full TMPO voting membership shall be required for election to any office. The chair and vice chair must be voting members.

Section 4 - Vacancies. If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the TMPO, and the new officer so elected shall complete the unexpired term of the ~~vacated office~~succeeded officer.

Section 5 - Powers and Duties of the Officers. The powers and duties of the officers of the TMPO shall be as follows:

- a. The chair~~man~~ shall have the recognized and inherent duties and powers of the office of the chair~~man~~, including the following. The chair shall:
 - i. ~~shall~~ preside over all meetings of the TMPO;
 - ii. ~~shall~~ be eligible to vote on all issues;
 - iii. ~~shall~~ appoint all committees necessary to the TMPO;
 - iv. ~~shall~~ have the authority to delegate any routine function to the secretary or an official designee; and
 - v. ~~shall~~ perform such other duties as may from time to time be required to carry out the duties of the MPO chair~~man~~.
- b. The vice-chair~~man~~ shall, in the absence or inability of the chair~~man~~, perform all the duties and exercise all the powers of the chair~~man~~ and such other duties assigned by the TMPO.
- c. The secretary shall keep a record of all resolutions, proceedings, and actions of the TMPO and give notice of all meetings and perform such other duties as the TMPO may direct.

Section 6 - Line of Succession. At any given meeting when the chairman and the vice-chairman are absent, the first order of business at the meeting shall be the election of a temporary chairman for that meeting.

ARTICLE VI- STAFF SUPPORT AND FINANCIAL RESPONSIBILITIES

Section 1 - General Staff Support. The staff of the TMPO shall be the staff of the PDC with the assistance of the staffs of VDOT-~~TPD~~ and VDRPT.

Section 2 - Allocation of Funds. The TMPO shall prepare the required annual Unified Transportation Planning Work Program (UTPWP) which allocates available transportation planning funds for the metropolitan area.

Section 3 - Financial Records. The PDC shall maintain the financial records of the TMPO at the direction of the TMPO.

Section 4 - Fiscal Year. The fiscal year of the TMPO shall be July 1- June 30.

Section 5 - TMPO Member Liability. Individual TMPO members, acting- as members of the TMPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting ~~official~~the usual business of the TMPO.

ARTICLE VII - COMMITTEES

Section 1 - ~~Urban~~ Transportation Technical Committee. ~~The TPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The MPO shall create an Urban Transportation Technical Committee to provide technical review and comment of the MPO's multi-modal urban transportation plans and programs.~~ The committee shall be composed of members with technical knowledge in multi-modal transportation matter(s) and shall include one (1) representative each of the following jurisdictions, agencies, and organizations:

- the Planning Division (Community Development Department) and Engineering Division (Public Works Department) of the City of Lynchburg;
- One staff representative from the Community Development Department of each member county comprising Planning District Commission Eleven (11);
- A planning or management staff representative of each town within Planning District Commission Eleven (11);
- ~~One staff representative each from the Planning and Public Works Departments of the City of Lynchburg with one combined vote;~~
- Up to oOne (1) citizen with technical knowledge in transportation matters from each member jurisdiction (preferably a member of the local planning commission) appointed by the local governing body;

Commented [WSS7]: All changes to this section were discussed with the TTC at its 3/14/19 meeting and those in attendance were in agreement.

- ~~One representative from~~ VDOT's Transportation Planning Division;
- ~~One representative from~~ VDOT's Lynchburg and Salem Construction Districts;
- ~~One representative from~~ VDRPT;
- ~~One representative from~~ the Greater Lynchburg Transit Company; and
- ~~One representative from~~ the Lynchburg Regional Airport;
- One representative from Liberty University;

The TMPO may request any additional appropriate agency or organization to appoint a ~~representative, or representative or~~ may directly appoint a specific individual to serve on the committee as an advisory (non-voting) member. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), VDOT resident engineers for each member county, and the Virginia Department of Aviation, ~~and a representative from the Community Transportation Advisory Committee~~ each shall have a non-voting representative on the committee. The committee shall meet as frequently as necessary to fulfill its responsibility to the TMPO. ~~A simple majority,~~ Twenty Five Percent (25%) of the currently seated voting members shall constitute a quorum of the committee for official action to be taken. The election of a chair shall be held at the committee's last regular meeting of the fiscal year and chair shall assume his/her duties at the first convened meeting of the next fiscal year, and shall be eligible for reelection.

Commented [WSS8]: Because of the size of the TTC, it is currently almost impossible to achieve a quorum.

~~**Section 2 - Community Transportation Advisory Committee.** The MPO shall create a Community Transportation Advisory Committee to identify new issues and provide feedback to the MPO on current issues relative multi-modal transportation plans and programs. The committee shall be composed of transportation users represented and appointed by the following organizations, or their successors:~~

Commented [WSS9]: This committee has not been constituted in over 15 years. The LRBA's Lynchburg Regional Transportation Advocacy Group, GLTC's customer advisory and ADA committees, and other organizations can be used for citizen input when needed. Existing practices of involving the general public through meetings and workshops, surveys, and other means during the development of the long-range plan or other studies will not be affected by this change.

- ~~Builders and Associates of Central Virginia;~~
- ~~Central Virginia Area Agency on Aging;~~
- ~~Central Virginia Disabilities Services Board;~~
- ~~Chamber of Commerce from each participating jurisdiction;~~
- ~~Friends of the Lynchburg Stream Valleys;~~
- ~~Lynchburg Community Action Group;~~
- ~~Lynchburg League of Women Voters;~~
- ~~Local Chapter of National Railroad Historical Society;~~
- ~~Local Workforce Investment Agency;~~
- ~~NAACP Chapter from each participating jurisdiction;~~
- ~~Redevelopment & Housing Authority from each participating jurisdiction;~~
- ~~Virginia's Region 2000; and~~
- ~~United Way of Central Virginia.~~

~~Additional appropriate agencies as determined by the MPO and/or any individual specifically appointed by the MPO may serve on the committee (e.g. biking community, trucking organizations). The committee shall meet on call, but at least twice each year.~~

Section 3 - Special Committees. The MPO chair may from time to time establish such special committees as deemed desirable for the effective promulgation of TMPO affairs and shall appoint the members thereto with concurrence of the TPO.

Section 4 - Nominating Committee. The chair~~man~~ shall appoint a nominating committee of three members of the TMPO no later than ~~thirty-twenty-five (3025)~~ days prior to the regular TMPO meeting at which time the election of TMPO officers is held.

ARTICLE VIII - MEETINGS

Section 1 - Regular Meetings. Regular meetings of the TMPO shall be held ~~the third Thursday of each month during the first month of each quarter~~ -and shall be held at the offices of the PDC unless otherwise designated by the chair~~man~~. The chair~~man~~ shall have the right to cancel any regular monthly meeting when no action items are required.

Section 2 - Special Meetings. Special meetings may be called by the chair~~man~~ or must be called by the chair~~man~~ on petition of one-third of the TMPO voting members.

Section 3 - Public Hearings. The TMPO shall conduct public hearings as determined to be in the public interest or as required by law or regulation.

Section 4 - Meetings Open to the Public. Meetings of the TMPO shall be open to the public. The TMPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act. At least one period will be set aside during each meeting for general comments from the public. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the TPO Public Participation Plan. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue.

Section 5 - Quorum. ~~A majority~~Five of the voting members of the full TMPO shall be required in order to constitute a quorum for regular and special meetings. Vacancies shall not be considered in the establishment of a quorum.

Commented [WSS10]: In principal, this now matches the PDC bylaws

Section 6 - TMPO Minutes. The secretary of the TMPO shall assist the chair~~man~~ and vice-chair~~man~~ in preparing the agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next TMPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organizations, agencies, or individuals, and shall be recorded in an official minute book of the TMPO.

ARTICLE IX - COORDINATION RESPONSIBILITIES

Section 1- Coordination. The TPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the LRTP and the Central Virginia TPO Urbanized Area. This can include the coordination, conduction, and participation by TPO staff in any related transportation planning and conceptual design studies. The MPO shall be responsible for the coordination of all '3-C's transportation planning activities of the various transportation related agencies that have both a direct and indirect impact on GLATS area.

Section 2 - Intergovernmental Regional Review Agent. ~~The TPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area-wide clearinghouse. When required the MPO shall review and comment on federal and state transportation planning and programming applications as required by Federal and State laws and regulations.~~

Section 3- Citizen Complaint Process. The ~~T~~MPO is to be responsive to all citizens served by the ~~T~~MPO. ~~Policies and procedures for public participation and inclusion, along with complaint procedures, may be found in the TPO's Public Participation Plan and Title VI Plan, which are made publicly available. Citizens have a right to file a complaint with the MPO subject to local, state, and federal laws and regulations, including but not limited to Executive Order 12357, Civil Rights Title VI, EEOC, and the Virginia Area Development Cooperation Act. The administrative procedure for coordinating citizen complaints shall be maintained by the MPO staff, and will be periodically reviewed by the MPO and made available for public distribution.~~

ARTICLE X - PARLIAMENTARY PROCEDURE

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

ARTICLE XI -AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the members at a regular ~~T~~MPO meeting. The members of the ~~T~~MPO shall have at least ~~thirty-two~~ thirty ~~five~~ (2530) days to review the proposed amendments. At a regular meeting of the MPO thereafter, a majority vote of the full ~~T~~MPO voting membership shall be required to adopt any proposed amendment to the bylaws.

ARTICLE XII - EFFECTIVE DATE

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by the ~~T~~MPO.

Central Virginia Transportation Planning Organization (CVTPO) Bylaws

These bylaws were initially adopted by the Central Virginia Transportation Planning Council (CVTPC) on October 25, 1979. The CVTPC or its successors (Central Virginia Metropolitan Planning Organization and Central Virginia Transportation Planning Organization) amended these bylaws on January 24, 1980; January 28, 1982; March 18, 1999; November 18, 1999, and July 18, 2019 (pursuant to locality and state approval as required).

ARTICLE I - NAME AND AUTHORITY

Section 1 - Name. The name of the organization shall be the Central Virginia Transportation Planning Organization (hereinafter referred to as the Transportation Planning Organization, or TPO).

Section 2 - Authority. Originally known as the Central Virginia Transportation Planning Council and subsequently as the Central Virginia Metropolitan Planning Organization, the TPO was established pursuant to a cooperative agreement executed on September 13, 1979 and as amended or updated, by the City of Lynchburg and the Counties of Amherst, Bedford and Campbell, as authorized under Title 33.2, Subtitle IV, Chapter 32 of the Code of the Commonwealth of Virginia. On November 27, 1979, the organization was designated by the Governor of the Commonwealth of Virginia as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Area Transportation Study, also known as the Central Virginia TPO Urbanized Area (hereinafter also referred to as the “urbanized area” or “study area”).

The TPO shall have such authority as prescribed in a “Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Central Virginia Metropolitan Planning Area” dated June 1, 2018, (as amended or updated) between the TPO, the Commonwealth of Virginia (hereinafter referred to as the COMMONWEALTH), the Greater Lynchburg Transit Company (the primary local transit provider, hereinafter referred to as GLTC), and the Central Virginia Planning District Commission (formerly Region 2000 Local Government Council (hereinafter referred to as the PDC), acting as a regional clearinghouse responsible for carrying out Executive Order 12372, Intergovernmental Review of Federal Programs.

ARTICLE II - PURPOSE AND POWERS

Section 1 - Purpose. The TPO shall be the policy decision-making body for the purpose of carrying out the continuing, cooperative, comprehensive (3-C) transportation planning and programming process as defined in the United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth of Virginia, particularly Title 33, Chapter 32 of the Code of Virginia. In carrying out its responsibilities, the TPO shall:

- a. Establish policy for the continuing, comprehensive and cooperative (3-C) transportation planning process;
- b. Develop the long-range transportation plan (LRTP) for the study area known as the Central Virginia TPO Urbanized Area;
- c. Review the LRTP for the study area on an annual basis;
- d. Update the LRTP no less frequently than every five years or as required by the COMMONWEALTH;
- e. Recommend action by other appropriate agencies;
- f. Coordinate and conduct transportation planning and conceptual design studies with local
- g. Governments, GLTC, and the COMMONWEALTH;
- h. Revise the Central Virginia TPO Urbanized Area, defined by the "cordon boundary," as required, and in conjunction with the COMMONWEALTH;
- i. Develop, in coordination with local governments and the COMMONWEALTH, socio-economic data for the regional traffic model;
- j. Review systems and proposals required by federal and state agencies;
- k. Develop and approve the annual planning and programming documents as described in the U.S. Department of Transportation regulations, as amended; and
- l. Perform other studies, reviews, evaluations, and tasks that may be required.

Section 2 - Powers. The TPO shall have the power to enter into or assign contracts and receive and disperse funds necessary to carry out its purpose, as defined in Article II, Section 1.

ARTICLE III - MEMBERSHIP

Section 1 - Voting Members. The voting membership of the TPO shall be composed of two (2) representatives from each local government wholly or partially within the Central Virginia TPO Urbanized Area. One of the representatives from each local jurisdiction shall be an elected member from the appointing local jurisdiction's governing body, and the other representative shall be either an elected member of the governing body or an appointed representative designated by the governing body, and who is a qualified voter and resident of the appointing jurisdiction. If the governing body is a member of the Central Virginia Planning District Commission (hereinafter referred to as PDC), at least one of the two appointees shall be one of the governing body's representative on the PDC. The voting membership shall also include one (1) designated by the Secretary of Transportation of the COMMONWEALTH.

Section 2 - Non-Voting Members. Non-voting members of the TPO shall include one (1) representative each designated by and representing the following agencies or organizations: the PDC, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Virginia Department of Transportation (hereinafter referred to as VDOT), Virginia Department of Rail & Public Transportation (hereinafter referred to as VDRPT), Greater Lynchburg Transit Company, and Liberty University. Upon two-thirds vote, the TPO may designate other appropriate non-voting members.

Section 4- Vacancies. If for any reason an appointing authority's position on the TPO becomes vacant, the affected appointing authority shall appoint a replacement in a like-for-like manner.

ARTICLE IV - TERMS OF OFFICE AND VOTING

Section 1-Terms of Office. The terms of office of TPO members shall be as follows:

- a. TPO members who are specifically appointed as members of the PDC shall serve coincident with their terms of office on said PDC.
- b. TPO members who are also members of the local governing body shall serve coincident with their elected terms of office or such shorter terms, as their governing bodies shall determine.
- c. TPO members who are not members of local governing bodies or the PDC, as described in Article IV, Section 1 (a) herein, shall serve for a three (3) year term on a fiscal year basis.
- d. The TPO member appointed by Secretary of Transportation of the COMMONWEALTH, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, VDOT, VDRPT, Greater Lynchburg Transit Company, and Liberty University shall serve continuously at the respective pleasure of each appointing authority.

Section 2 -Voting Rights. Each TPO member with voting rights shall have one (1) equal vote in all matters before the TPO.

Section 3 - Recorded Vote. The vote of each TPO member, including affirmative, negative or absentia votes, shall be recorded in the official minute book of the TPO.

Section 4 - Proxy Votes. Voting by proxy shall be permitted only by the designated representative of the voting member. The proxy shall be designated in a like-for-like manner (i.e., an elected official for an elected official, a non-elected person for a non-elected person).

Section 5- Voting in Lieu of a Meeting. Any action required or permitted to be taken by the TPO may be taken in emergency situations without a meeting if seventy-five percent of the full TPO voting membership consent via a written or electronic ballot authorizing the action. Said action shall be ratified at the next meeting of the TPO.

ARTICLE V- OFFICERS

Section 1 - Types of Officers. Officers of the TPO shall consist of a chair, vice-chair and secretary. The secretary shall be a non-voting officer and shall be the executive director of the PDC, or his/her official designee.

Section 2 - Terms of Office. The chair and vice-chair shall be elected by and from the membership of the TPO, shall serve for one year or until their successors are elected. The chair and vice chair may serve no more than two consecutive terms.

Section 3 - Election of Officers. The election of officers shall be held at the TPO's last regular meeting of the fiscal year and the members elected to office shall assume their duties at the first convened meeting of the next fiscal year. A majority vote of the full TPO voting membership shall be required for election to any office. The chair and vice chair must be voting members.

Section 4 - Vacancies. If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the TPO, and the new officer so elected shall complete the unexpired term of the succeeded officer.

Section 5 - Powers and Duties of the Officers. The powers and duties of the officers of the TPO shall be as follows:

- a. The chair shall have the recognized and inherent duties and powers of the office of the chair, including the following. The chair shall:
 - i. preside over all meetings of the TPO;
 - ii. be eligible to vote on all issues;
 - iii. appoint all committees necessary to the TPO;
 - iv. have the authority to delegate any routine function to the secretary or an official designee; and
 - v. perform such other duties as may from time to time be required to carry out the duties of the MPO chair.
- b. The vice-chair shall, in the absence or inability of the chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the TPO.
- c. The secretary shall keep a record of all resolutions, proceedings, and actions of the TPO and give notice of all meetings and perform such other duties as the TPO may direct.

Section 6 - Line of Succession. At any given meeting when the chairman and the vice-chairman are absent, the first order of business at the meeting shall be the election of a temporary chairman for that meeting.

ARTICLE VI- STAFF SUPPORT AND FINANCIAL RESPONSIBILITIES

Section 1 - General Staff Support. The staff of the TPO shall be the staff of the PDC with the assistance of the staffs of VDOT and VDRPT.

Section 2 - Allocation of Funds. The TPO shall prepare the required annual Unified Transportation Planning Work Program (UTPWP) which allocates available transportation planning funds for the metropolitan area.

Section 3 - Financial Records. The PDC shall maintain the financial records of the TPO at the direction of the TPO.

Section 4 - Fiscal Year. The fiscal year of the TPO shall be July 1- June 30.

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ARTICLE VII - COMMITTEES

Section 1 - Transportation Technical Committee. The TPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The committee shall be composed of members with technical knowledge in multi-modal

transportation matter(s) and shall include one (1) representative each of the following jurisdictions, agencies, and organizations:

- the Planning Division (Community Development Department) and Engineering Division (Public Works Department) of the City of Lynchburg;
- the Community Development Department of each county comprising Planning District Commission Eleven (11);
- A planning or management staff representative of each town within Planning District Commission Eleven (11);
- Up to one (1) citizen with technical knowledge in transportation matters from each member jurisdiction (preferably a member of the local planning commission) appointed by the local governing body;
- VDOT's Transportation Planning Division;
- VDOT's Lynchburg and Salem Construction Districts;
- VDRPT;
- the Greater Lynchburg Transit Company;
- the Lynchburg Regional Airport;
- One representative from Liberty University;

The TPO may request any additional appropriate agency or organization to appoint a representative or may directly appoint a specific individual to serve on the committee as an advisory (non-voting) member. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), VDOT resident engineers for each member county, and the Virginia Department of Aviation each shall have a non-voting representative on the committee. The committee shall meet as frequently as necessary to fulfill its responsibility to the TPO. Twenty Five Percent (25%) of the currently seated voting members shall constitute a quorum of the committee for official action to be taken. The election of a chair shall be held at the committee's last regular meeting of the fiscal year and chair shall assume his/her duties at the first convened meeting of the next fiscal year and shall be eligible for reelection.

Section 3 - Special Committees. The chair may from time to time establish such special committees as deemed desirable for the effective promulgation of TPO affairs and shall appoint the members thereto with concurrence of the TPO.

Section 4 - Nominating Committee. The chair shall appoint a nominating committee of three members of the TPO no later than twenty-five (25) days prior to the regular TPO meeting at which time the election of TPO officers is held.

ARTICLE VIII - MEETINGS

Section 1 - Regular Meetings. Regular meetings of the TPO shall be held during the first month of each quarter and shall be held at the offices of the PDC unless otherwise designated by the chair. The chair shall have the right to cancel any regular monthly meeting when no action items are required.

Section 2 - Special Meetings. Special meetings may be called by the chair or must be called by the chair on petition of one-third of the TPO voting members.

Section 3 - Public Hearings. The TPO shall conduct public hearings as determined to be in the public interest or as required by law or regulation.

Section 4 - Meetings Open to the Public. Meetings of the TPO shall be open to the public. The TPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act. At least one period will be set aside during each meeting for general comments from the public. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the TPO Public Participation Plan. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue.

Section 5 - Quorum. Five of the voting members of the full TPO shall be required in order to constitute a quorum for regular and special meetings. Vacancies shall not be considered in the establishment of a quorum.

Section 6 - TPO Minutes. The secretary of the TPO shall assist the chair and vice-chair in preparing the agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next TPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organizations, agencies, or individuals, and shall be recorded in an official minute book of the TPO.

ARTICLE IX - COORDINATION RESPONSIBILITIES

Section 1- Coordination. The TPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the LRTP and the Central Virginia TPO Urbanized Area. This can include the coordination, conduction, and participation by TPO staff in any related transportation planning and conceptual design studies.

Section 2 - Intergovernmental Regional Review Agent. The TPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area-wide clearinghouse.

Section 3- Citizen Complaint Process. The TPO is to be responsive to all citizens served by the TPO. Policies and procedures for public participation and inclusion, along with complaint

procedures, may be found in the TPO's Public Participation Plan and Title VI Plan, which are made publicly available.

ARTICLE X - PARLIAMENTARY PROCEDURE

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

ARTICLE XI -AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the members at a regular TPO meeting. The members of the TPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter, a majority vote of the full TPO voting membership shall be required to adopt any proposed amendment to the bylaws.

ARTICLE XII - EFFECTIVE DATE

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by the TPO.



**Resolution to Request the Redesignation
of the Central Virginia Metropolitan Planning Organization
as the Central Virginia Transportation Planning Organization**

WHEREAS, on September 13, 1979, the Boards of Supervisors of the Counties of Amherst, Bedford, and Campbell and the Council of the City of Lynchburg formalized the organization the Central Virginia Transportation Planning Council (CVTPC); and

WHEREAS, on November 27, 1979, the Governor of the Commonwealth of Virginia designated the Central Virginia Transportation Planning Council as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Area Transportation Study; and

WHEREAS, on November 16, 2000, the Boards of Supervisors of the Counties of Amherst, Bedford, and Campbell and the Council of the City of Lynchburg reorganized the Central Virginia Transportation Planning Council to become the Central Virginia Metropolitan Planning Organization (CVMPO); and

WHEREAS, the CVMPO is the policy decision-making body for the purpose of carrying out the continuing, cooperative and comprehensive ("3-C") transportation planning and programming process as defined in United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth; and

WHEREAS, the CVMPO provides a forum for conducting a continuing, comprehensive, and coordinated (3-C) transportation decision-making process among the City of Lynchburg, Amherst County, Bedford County, Campbell County, Liberty University, Greater Lynchburg Transit Company, Virginia Department of Rail and Public Transit and Virginia Department of Transportation officials; and

WHEREAS, the Policy Board of the CVMPO wishes to increase public understanding of the organization's role in transportation planning and programming for the region by renaming the organization as the Central Virginia Transportation Planning Organization (CVTPO).

NOW, THEREFORE BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization (CVMPO) requests the Secretary of Transportation of the Commonwealth of Virginia to redesignate the CVMPO as the Central Virginia Transportation Planning Organization (CVTPO).

Adopted this 18th day of July 2019 by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, *Secretary*
Central Virginia Metropolitan
Planning Organization

_____, *Chair*
Central Virginia Metropolitan
Planning Organization