

**AMES AREA METROPOLITAN PLANNING ORGRANIZATION (AAMPO)
 TRANSPORTATION POLICY COMMITTEE ACTION FORM**

SUBJECT: POLICY COMMITTEE MEMBER COMPOSITION

BACKGROUND:

The AAMPO planning staff went through their quadrennial MPO Transportation Planning Review conducted by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) on June 29, 2011. A final report was prepared and sent containing findings of both recommendations for improvements as well as commendations for quality activities of the AAMPO’s transportation planning process. It was recommended to consider diversifying representation to provide distinction between the AAMPO Transportation Policy Committee (TPC) and the City of Ames City Council. To further facilitate this goal, it was also recommended to establish a meeting time for the TPC that is separate from City Council meetings. Table 1 shows the current member composition of the TPC.

Table 1 – Current TPC membership		
7	City of Ames	Mayor & City Council members
1	CyRide	Board of Trustees member
1	Boone County	Board of Supervisors member
1	Story County	Board of Supervisors member
10	Total voting members	
3	Non voting members	FHWA, FTA, Iowa DOT

The Transportation Technical Committee (TTC) recommended a member composition at their April 11, 2012 meeting. This member composition is shown below in Table 2.

Table 2 – TTC recommendation		
4	City of Ames	Mayor + 3 City Council members
1	CyRide	Board of Trustees member
1	Boone County	Board of Supervisors member
1	Story County	Board of Supervisors member
1	Ames Community School District	School Board member
1	Iowa State University	Facilities & Planning member
9	Total voting members	
3	Non voting members	FHWA, FTA, Iowa DOT

In the time between April 2012 when the Technical Committee made their recommendation until now, staff was informed by FHWA that the community of Gilbert had become a part of the Ames urbanized area. This delayed staff bringing this item to the Policy Committee in order to wait for the Census Bureau to officially release the new

urbanized areas. Once the urbanized areas were released, staff held discussions with the Mayor of Gilbert, Jon Popp, to explain the situation and the opportunities for Gilbert to become a part of the Ames urbanized area. The Mayor of Gilbert sent a letter to staff stating their desire to be a part of the regional planning effort and to be considered being made a member of the Policy Committee. The following member compositions, shown in Tables 3 through 6, are slightly altered from the Technical Committee's recommendation in response to Gilbert's written request.

Table 3		
7	City of Ames	Mayor & City Council members
1	CyRide	Board of Trustees member
1	Boone County	Board of Supervisors member
1	Story County	Board of Supervisors member
1	City of Gilbert	Mayor or City Council member
11	Total voting members	
4	Non voting members	FHWA, FTA, Iowa DOT, ISU

Table 4		
6	City of Ames	Mayor & (5) City Council members
1	CyRide	Board of Trustees member
1	Boone County	Board of Supervisors member
1	Story County	Board of Supervisors member
1	City of Gilbert	Mayor or City Council member
1	Iowa State University	Facilities & Planning member
11	Total voting members	
3	Non voting members	FHWA, FTA, Iowa DOT

Table 5		
5	City of Ames	Mayor & (4) City Council members
1	CyRide	Board of Trustees member
1	Boone County	Board of Supervisors member
1	Story County	Board of Supervisors member
1	City of Gilbert	Mayor or City Council member
1	Iowa State University	Facilities & Planning member
10	Total voting members	
3	Non voting members	FHWA, FTA, Iowa DOT

Table 6		
5	City of Ames	Mayor & (4) City Council members
1	CyRide	Board of Trustees member
1	Boone County	Board of Supervisors member
1	Story County	Board of Supervisors member
1	City of Gilbert	Mayor or City Council member
9	Total voting members	
4	Non voting members	FHWA, FTA, Iowa DOT, ISU

ALTERNATIVES:

1. Approve the Policy Committee member composition by amending the Bylaws of the Policy Committee to reflect the new committee membership as shown in Table 3.
2. Approve the Policy Committee member composition by amending the Bylaws of the Policy Committee to reflect the new committee membership as shown in Table 4.
3. Approve the Policy Committee member composition by amending the Bylaws of the Policy Committee to reflect the new committee membership as shown in Table 5.
4. Approve the Policy Committee member composition by amending the Bylaws of the Policy Committee to reflect the new committee membership as shown in Table 6.
5. Do not change the Policy Committee member composition.

ADMINISTRATOR'S RECOMMENDATION:

It is the recommendation of the Administrator that the Transportation Policy Committee adopt Alternative No. 1, thereby approving the Policy Committee member composition by amending the Bylaws of the Policy Committee to reflect the new committee membership as shown in Table 3.

BYLAWS

of the
Transportation Policy Committee of the
Ames Area Metropolitan Planning Organization

Adopted July 8, 2003

Article I
Name

Section 1. The name of this body shall be the Transportation Policy Committee of the Ames Area Metropolitan Planning Organization (hereinafter referred to as the TPC).

Article II
Purpose

Section 1. The TPC shall serve as the Metropolitan Planning Organization for the Ames Metropolitan Area and is organized under the provisions of 23 U.S.C. 134 and Section 8 of the Federal Transit Act which requires that the metropolitan area has a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

Section 2. The TPC shall annually: adopt a one-year Transportation Planning Work Program outlining planning activities and their cost; adopt a 3-year Transportation Improvement Program listing federal-aid projects within the planning area; and certify to the Federal Highway Administration and the Federal Transit Administration that the metropolitan planning process meets all applicable requirements.

Article III
Membership

Section 1. The membership of the TPC shall include:

City of Ames	7 representatives consisting of the incumbent mayor and the incumbent members of the city council
Boone County	1 representative
Story County	1 representative
Ames Transit Agency	1 representative
Iowa Department of Transportation	1 representative (nonvoting advisory)
Federal Highway Administration	1 representative (nonvoting advisory)
Federal Transit Administration	1 representative (nonvoting advisory)

Section 2. Representatives to the TPC shall be appointed by the respective governing body of each member agency.

Section 3. Each member agency may appoint alternates in a total number not greater than the number of its voting representatives. Alternates shall, in accordance with such procedure as is established by the member agency, have full voting rights at meetings of the TPC whenever a member agency's regular representative is absent.

Section 4. Representation to the TPC may be amended to ensure appropriate representation for any expansion of the metropolitan planning area or additional major transportation modes.

Section 5. Representatives of other transportation modes or systems may petition for membership on the TPC. The approval of any such request shall be the sole prerogative of the TPC.

Article IV Officers

Section 1. The officers of the TPC shall be: a Chairperson who shall be the incumbent mayor of Ames and a Vice Chairperson, who shall be the Mayor Pro Tem of Ames, who shall perform the duties of the Chairperson in his or her absence or inability to act. The Chairperson shall be responsible for presiding over meetings, executing all documents authorized by the TPC, appointing persons to committees as necessary, and all other such additional duties and powers customary to the office or as designated by the TPC.

Section 2. Any vacancy occurring in the office of the Vice Chairperson of the TPC shall be filled by a majority vote of the TPC. The officer so appointed shall serve until the replacement Mayor Pro Tem of Ames is selected.

Article V Meetings

Section 1. The TPC shall meet at the call of the Chairperson at such time and place as determined by the TPC or the Chairperson.

Section 2. A quorum shall consist of a majority of the total-voting representatives of the TPC. A simple majority of the voting members present shall be required for approval of actions by the TPC.

Section 3. The presiding officer may participate in discussion, but shall not make a motion.

Section 4. The meetings shall be conducted in general accordance with the current edition of Roberts Rules of Order.

Section 5. Agendas and supporting materials for regularly scheduled meetings shall be mailed to primary representatives at least three (3) days in advance of the meeting.

Section 6. Special meetings may be called by written request to the Chair signed by a minimum of four (4) voting members of the TPC. At least five (5) days notice shall be given for a special meeting.

Article VI Committees

Section 1. The TPC will establish a Transportation Technical Committee (TTC). The TPC may also establish such committees as may be necessary to carry out their duties. Committees may be appointed by the Chairperson and may consist either of members of the TPC or such technical advisors as may be necessary.

Section 2. Those members of the Transportation Technical Committee (TTC), not designated by specific title, shall be appointed by the respective governing body.

Article VII Amendment

Section 1. A majority vote of all voting members of the TPC shall be required to amend these Bylaws.