

**BY-LAWS**  
**METROPOLITAN PLANNING ORGANIZATION**  
**FOR THE**  
**SOUTHEAST WIREGRASS AREA TRANSPORTATION STUDY**

I. Purpose

- A) To provide a continuing, cooperative and comprehensive transportation planning process, (3C Process) that results in plans and programs consistent with the planned development of the Dothan Urbanized Area.
- B) Develop, approve, maintain and implement a current metropolitan transportation plan.
- C) Inform the public and appropriate agencies, jurisdictions, commissions and others on the development and accomplishments of the plan.
- D) Serve as a liaison representative between and among governmental units in the study area to obtain optimum cooperation and participation of such units in providing information and implementing the plan.
- E) Establish those committees necessary to accomplish the work of the organization.

II. Composition

- A) Voting Members.
  - 1. Mayors of Ashford, Dothan, Cowarts, Grimes, Headland, Kinsey, Midland City, Napier Field, Pinckard, Rehobeth, Taylor and Webb
  - 2. Two City Commissioners of Dothan
  - 3. Chairmen of the County Commission for Dale, Henry, and Houston Counties
  - 4. A Houston County Commissioner
  - 5. Division Engineer, State of Alabama Highway Department

- B) Non-Voting Members
  - 1. Transportation Planning Engineer, State of Alabama Department of Transportation
  - 2. Division Administrator, Federal Highway Administration
  - 3. Executive Director, Southeast Alabama Regional Planning and Development Commission
- C) Staff
  - 1. The City of Dothan Planning and Development Department shall fulfill the staffing requirements for the MPO
- D) Membership by Proxy
  - 1. Written notice is required for members represented by proxy at committee meetings.
  - 2. A person can be designated as only one proxy.
  - 3. Any member can designate any other member from the same organization as a proxy eligible to vote. The designation of a proxy must be made by the member in writing. In addition to a permanent proxy, a proxy for an individual meeting can be designated.
  - 4. The office of a proxy cannot exceed the term of office of the appointing authority.

### III. Officers

- A) The Voting Members shall elect from its membership a chairman and vice-chairman. A secretary shall be appointed and does not necessarily have to be a voting member of the MPO.
- B) Elections will be held at the last called meeting in the year immediately preceding the start of the new fiscal year which begins October 1 of each year.
- C) Terms of office will commence on October 1 and be for a period of two years.
- D) An officer may succeed himself in office with no limitation to the number of terms, except no term shall continue in the event an officer becomes ineligible for membership on the Board of Directors.

- E) An officer may be removed from office by a majority vote of the entire membership.
- F) The first election of such officers shall be made at the organization meeting of the Board of Directors after adoption of these by-laws. First terms of office shall expire on September 30, 1984, and bi-annually thereafter.
- G) The Chairman shall be responsible for:
  - 1. Presiding at all meetings of the organization.
  - 2. Authenticating, by personal signature, all resolutions adopted by the organization.
  - 3. Represent the organization at hearings, conferences, and other events as required.
- H) The vice-chairman shall fulfill the responsibilities of the chairman during the absence or at the direction of the chairman.
- I) The secretary shall be responsible to support the chairman in the performance of his responsibilities for the minutes and records of the organization.

#### IV. Meetings

- A) Meetings shall be held in accordance with the provision of the Open Meetings Act (Act 2005-40) or as otherwise amended.
- B) A quorum must be present before any official meeting of the Metropolitan Planning Organization can be held. A minimum of six (6) voting members of the Metropolitan Planning Organization must be present to constitute a quorum.
- C) The latest version of Robert's Rules of Order shall be used in parliamentary procedures for meetings of the Metropolitan Planning Organization.
- D) Meetings shall be held at least four (4) times each fiscal year. The MPO staff shall notify all members of meeting time and place at least one week in advance. All meetings will be completely open to the public.
- E) Special meetings may be called by the chairman or at the request of three members with a minimum of one week's notice to all members.

- F) Minutes shall be taken for all Metropolitan Planning Organization meetings and recorded in a Minute Book which shall be a public record. Copies of the minutes shall be distributed to all members.

#### V. Amendment of By-laws

These by-laws may be amended by an affirmative vote of a simple majority of the full voting membership of the Committee. A by-law change shall be presented for consideration at a regular meeting of the Committee; however, voting shall be deferred until the regular meeting following the meeting at which the by-laws change was proposed.

Revised June 10, 2008