

**BYLAWS AND RULES OF PROCEDURE
OF THE POLICY COMMITTEE OF THE
BAY CITY AREA TRANSPORTATION STUDY**

I. DUTIES OF THE POLICY COMMITTEE

1. Establish general policy direction for Bay City Area Transportation Study (BCATS) in recognition of the Bay County Transportation Planning Division's responsibility for the plan formulation.
2. Approve assignments, organize new committees, and appoint their membership.
3. Receive and review significant study reports. All work papers – decision and the final reports – will be received and approved by this committee as public documents with the strong implication that these represent the approved policy of local units of government. Final approval by the Policy Committee will be necessary for the completion of the study.
4. Establish a line of communication with each local unit of government and cooperate with their respective planning commission, where applicable, in bringing study findings and progress before their respective governmental bodies.
5. Submit final reports to their respective city councils and township trustees in cooperation with their planning commission (as these reports affect land-use plans, ordinances, and capital expenditures) for their adoption. "Adoption" can range from specific enactment of the zoning ordinance amendment to approval of a long-range capital improvement program, with no binding commitment for taxation purposes.
6. Review state and federal projects to insure that they are consistent with state and federal guidelines and the planning program of the BCATS.

II. MEMBERSHIP OF THE POLICY COMMITTEE

1. The Policy Committee shall consist of the following officeholders:
 - a) Mayor, city of Bay City
 - b) Commission president, city of Bay City
 - c) Chairman, Bay County Board of Commissioners
 - d) Chairman's appointee from the Bay County Board of Commissioners
 - e) Mayor, city of Essexville
 - f) Supervisor, Bangor Township
 - g) Supervisor, Monitor Township
 - h) Supervisor, Frankenlust Township
 - i) Supervisor, Portsmouth Township

- j) Supervisor, Kawkawlin Township
- k) Supervisor, Hampton Township
- l) Chairman, Bay County Road Commission
- m) Bay County Executive
- n) Chairman, Bay Metropolitan Transportation Authority
- o) Chairman, regional planning commission
- p) Planning official, Michigan Department of Transportation
- q) Planning official, U.S. Department of Transportation***
- r) Transportation official, MDOT District***
- s) Saginaw County Transportation Study Director***
- t) Bay City Area Transportation Study Director***
- u) Midland Area Transportation Study Director***

***Non-voting

2. Any of the above may serve as an officer of the Policy Committee.
3. Any of the above may designate in writing an alternate. This alternate may serve as an officer of the Policy Committee.

III. OFFICERS OF THE POLICY COMMITTEE

The Policy Committee shall elect a chairman and vice chairman at their first regular meeting of each year. The study director shall be the recording secretary. The term of office shall be for one year, expiring at the time of the following first yearly meeting of the Policy Committee or until their successors are elected. In the event of a vacancy occurring in any of the offices hereinbefore mentioned, the Policy Committee members may fill said vacancy at any regular meeting subsequent to the time said vacancy occurs.

Duties of the Chairman:

The chairman shall preside at all meetings of the Policy Committee, and shall have a vote upon all resolutions as a member.

Duties of the Vice Chairman:

The vice chairman shall preside and exercise all of the duties of the chairman in his or her absence. Should neither the chairman nor the vice chairman be present at a meeting, a temporary chairman shall be elected by a majority vote of the members present.

Duties of the Recording Secretary:

The recording secretary shall perform the usual duties of such an office, and such other duties as the Policy Committee may direct. The study director shall serve as recording secretary.

Duties of the Director of BCATS:

The BCATS Director shall have the authority to make Administrative Changes to the current Transportation Improvement Plan (TIP) and/or to the first quarter of the first year of a new TIP as detailed in the following table.

Amendments Include:	Administrative Changes Include:
1) Adding new project(s). New projects include projects previously deleted for the TIP and then resubmitted at a later time for inclusion in the TIP.	1. Carrying a project from one approved TIP to the next as long as it is not a major capacity project and the carrying forward is done in the first quarter of the first year of the new TIP.
2. Deleting projects	2. A minor change in scope of work (generally, anything not mentioned in the "Amendment" column is considered minor).
3. Extending the length of a previously approved project one-half mile or greater. This is considered a major change in scope of work.	3. Cost increases of 25 percent or less without a major change to scope of work AND without over programming the TIP.
4. Adding a travel or turn lane one-half miles or greater to a previously approved project. This is considered a major change in scope.	4. Changing the source of federal aid.
5. Adding a new project phase to a previously approved project. This is considered a major change in scope.	5. Changing the order of approved projects by year within the TIP.
6. Adding federal funds to a previously non-federally funded project.	6. Changing a federally funded project to advance construct. The project must be shown in both the advance construct and payback years.
7. Cost increases by more than 25 percent with or without a major change in scope of work.	7. Moving a project from the Illustrative List to the TIP should a cost savings occur or additional funding become available.

IV. MEETINGS AND AGENDAS

Meetings shall be held at least four (4) times annually in a formal public presentation. The agenda of each meeting shall be circulated by mail, or email to the membership not less than five (5) days prior to said meeting, or shall be delivered to the membership not less than 48 hours prior to said meeting. The agenda may be modified by a majority vote of the members present.

V. SPECIAL MEETINGS

Special meetings of the Policy Committee may be called at any time by the chairman or by a majority of the members of the Policy Committee at such time or place as may be deemed necessary.

Members shall be notified in writing by mail or email of the time, place, and purpose of such meetings at least five (5) days prior thereto, or notice of said meeting shall be given not less than 48 hours prior to said meeting.

VI. QUORUM

Five (5) members of the voting membership constituting said Policy Committee shall constitute a quorum for the transaction of business.

VII. RELATIONSHIP TO TECHNICAL COMMITTEE

The BCATS Policy Committee has certain inherent obligations relative to the BCATS Technical Committee. Policy Committee members obligations include:

1. Define policy guidelines within which the Technical Committee is to function.
2. Evaluate Technical Committee findings and proposals carefully and objectively.
3. Attend all Policy Committee meetings.

VIII. VOTING

1. Votes may be conducted by a majority of members at a regular meeting, by mail with a signed ballot received at least one day prior to the meeting, or by email or telephone; however, an email or telephone vote must be verified by personal contact, and confirmed at the next regular meeting. The signed ballot, and/or the email or telephone vote (once verified by personal contact) will count as a valid vote for the designated vote.

IX. PARLIAMENTARY PRACTICE

Order of meeting:

- a. Call to order.
- b. Reading and approval of minutes.
- c. Reports of officers and standing committees.
- d. Reports of special committees.
- e. Unfinished business.

- f. New business.
- g. Adjournment.

The rules of parliamentary practice as provided in *Robert's Rules of Order* shall govern in all cases, provided such rules are not inconsistent with these bylaws.

X. AMENDMENTS

These bylaws, or any part thereof, may be altered, amended, added to or repeated by a majority of the members of the Policy Committee at any meeting of said Policy Committee; provided, however, that before any changes are made in said bylaws a copy of the proposed changes shall be filed with the recording secretary at least ten (10) days prior to the meeting. At which action, thereon, is to be taken: The recording secretary shall send a copy of said proposed changes by mail, or email to each member at least five (5) days prior to said meeting, together with written notice of the time and place of such a meeting.

The foregoing bylaws were adopted at a duly constituted meeting on February 20, 1975, by the Policy Committee for the Bay City Area Transportation Study.

Jay Anderson
Study Director/Recording Secretary

Membership Amended: 01/21/81;
11/02/83; 09/24/86; 03/24/93; 02/19/03; 04/17/13

Administrative Change Amended: 12/20/06; 04/17/13; 08/20/14