

**ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION
BYLAWS, POLICIES AND PROCEDURES**

ARTICLE I - NAME

The entity responsible for maintaining a cooperative, continuous and comprehensive transportation planning process for Adams County, Pennsylvania shall be known as the Adams County Transportation Planning Organization (ACTPO).

ARTICLE II - PURPOSE

Section 1: The Adams County Transportation Planning Organization (ACTPO) was established on October 26, 1998 between the Pennsylvania Department of Transportation and the County of Adams per Agreement No. 520609. ACTPO shall serve as the Metropolitan Planning Organization (MPO) covering the entire political subdivision boundary of Adams County in accordance with Title 23 U.S.C. Section 34 and Title 49 U.S.C. Section 1607.

Section 2: The purpose of ACTPO shall be to complete studies, prepare plans and to establish and control policies relative to meeting the primary responsibilities of an MPO, as specified in federal law and regulations, including but not limited to:

1. Allocation of federal and state funds for surface transportation projects.
2. Establishment of transportation priorities for Adams County based on applicable data, studies, and long-term planning policies and goals.
3. Provide for effective public involvement throughout the planning process.
4. Increase the safety and security of the transportation system for motorized and non-motorized users.

Section 3: ACTPO shall consist of a single committee which shall serve as the decision-making body responsible for meeting the federal regulations, requirements and technical recommendations relative to MPOs.

ARTICLE III – MEMBERSHIP

Section 1: The governing body of ACTPO shall consist of 13 voting members. Voting members shall be appointed by each entity with a voting seat and shall serve at the discretion of the organization they represent. The voting members are as follows:

Voting members: 13 Total

PennDOT – Two (2) Votes

- Central Office, Program Center
- District 8-0

Adams County Government – Three (3) Votes

- County Commissioner – One (1) Vote
- County Planning Commission – One (1) Vote
- County Industrial Development Authority – One (1) Vote

Municipalities – Six (6) Votes

- Boroughs Association – Three (3) Votes¹
- Townships Association – Three (3) Votes²

Community Associations – One (1) Vote

- Gettysburg Adams Chamber of Commerce – One (1) Vote

Transportation Providers – One (1) Vote

- York Adams Transportation Authority – One (1) Vote

Section 2: Organizations with voting seats may appoint an alternate representative in addition to the primary voting member to ensure full meeting attendance.

Section 3: A minimum of one (1) appointed voting member from the Adams County Boroughs Association shall represent one of the following Boroughs:

- Abbottstown
- Bonneauville
- Gettysburg
- McSherrystown
- New Oxford

Section 4: A minimum of one (1) appointed voting member from the Adams County Townships Association shall represent one of the following Townships:

- | | |
|--------------|------------------|
| • Berwick | • Mount Joy |
| • Butler | • Mount Pleasant |
| • Conewago | • Oxford |
| • Cumberland | • Straban |
| • Hamilton | • Union |

Section 5: In addition to the 13 voting members, ACTPO shall include non-voting members. All non-voting members shall receive reports, agenda and meeting handouts and shall be entitled to participate in meeting discussions, but shall serve without a vote. Non-voting members shall include, among others:

Non-Voting members:

Advisory

- Federal Highways Administration
- Federal Transit Administration

Planning Partners

- Federal and State Elected Officials
 - Pennsylvania 4th Congressional District
 - Pennsylvania 33rd Senate District
 - Pennsylvania 91st Legislative District
 - Pennsylvania 193rd Legislative District
- Adams County Bridge Engineer
- Adams County Emergency Services Department
- Adams County Office for Aging
- Adams County School District Transportation Directors
 - Bermudian Springs
 - Conewago Valley
 - Fairfield
 - Gettysburg
 - Littlestown
 - Upper Adams
- Hanover Chamber of Commerce
- Healthy Adams Bicycle Pedestrian Inc.
- National Park Service
- Penn DOT Maintenance District 8-1
- South Central Community Action Program
- Susquehanna Area Regional Airport Authority
- Franklin County MPO
- Harrisburg Area Transportation Study
- York Area MPO

ARTICLE IV – OFFICERS

Section 1: The staff of the Adams County Office of Planning and Development (ACOPD) shall serve as the staff and advisors to ACTPO and perform transportation planning activities as defined through the annual Unified Planning Work Program developed in support of federal, state and local priorities.

Section 2: The officers of ACTPO shall be a Chair and Vice-Chair. Both positions shall be elected at the first meeting in each calendar year. Officer terms shall be until the next election. There shall be no limit on the length of term or number of terms a voting member may hold any office. If the Chair position becomes vacant, the Vice-Chair will assume the role of Chair. The Chair will be the spokesperson for ACTPO and will respond to the public.

Section 3: The staff of the ACOPD shall serve as permanent recording secretary and shall record and prepare the minutes of each meeting.

Section 4: The Chair shall be responsible for conducting the ACTPO meetings. The Vice-Chair shall conduct the duties of the Chair in their absence.

ARTICLE V – MEETINGS

Section 1: ACTPO shall hold meetings as necessary, but no less than quarterly. Meetings, unless otherwise noted, shall be held on the fourth Wednesday of the month.

Section 2: All meetings will be held at the Adams County Emergency Services Facility, room availability permitting.

Section 3: ACTPO meetings shall be open to the public and all materials presented at the meeting or provided to the members prior to the meeting shall be made available to the public.

Section 4: Meeting notices shall be provided to the membership no less than one week prior to the meeting.

Section 5: All meetings will be advertised in the Gettysburg Times and announced on the Adams County website, www.adamscounty.us.

Section 6: The quorum for a meeting to be official shall be seven (7) voting members.

ARTICLE VI – PROCEDURES

Section 1: Actions of ACTPO shall be by a majority vote of the members present and eligible to vote.

Section 2: When formal actions need to be expedited without convening a meeting, an electronic mail and/or telephone ballot may be conducted. ACOPD staff shall conduct all electronic mail/telephone ballots. ACOPD staff will review the issues at hand and determine the appropriateness of a mail or electronic mail ballot. All relevant materials to the issue at hand will be distributed to all voting members by staff. Voting members will be given five (5) business days to submit their vote. Results will not be considered valid unless a majority vote has been obtained. ACOPD staff will notify voting members of the result. The action will be re-affirmed at the next regular ACTPO meeting.

Section 3: Sub-committees (i.e. work groups, task forces, study groups, etc.) may be formed when the use of entire ACTPO membership is not suitable or practical. Approval of the committee membership shall be made by vote during an advertised meeting. The sub-committee shall terminate when no longer needed.

Section 4: Proposed amendments to these bylaws or any bylaw changes shall be distributed to ACTPO for a vote at a scheduled meeting or through electronic mail. Adoption of a change shall be by majority vote of the voting members.

Section 5: In accordance with current federal regulations for metropolitan transportation planning, ACTPO shall prepare and periodically update and adopt or amend the following studies and/or plans. Actions taken with respect to these documents shall be consistent with policies and procedures developed by the Pennsylvania Department of Transportation and the Federal Highway Administration.

- Long Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan
- Coordinated Public Transit-Human Services Transportation Plan
- Other transportation related plans and programs that may be required by state or federal regulations or directives.

ARTICLE VII – EFFECTIVE DATE

These bylaws shall become effective immediately after enactment by the Adams County Transportation Planning Organization.

ATTEST:

Chair

Date

Vice-Chair

Date