

**SANTA FE METROPOLITAN PLANNING ORGANIZATION**  
**TRANSPORTATION POLICY BOARD**

**BYLAWS AND OPERATING PROCEDURES :** The Santa Fe Metropolitan Planning Organization (“SFMPPO”) is established by a Joint Powers Agreement (“JPA”) between the City of Santa Fe, Santa Fe County, Tesuque Pueblo, and the New Mexico Department of Transportation; approved by the New Mexico Department of Finance and Administration, and by designation of the Governor of New Mexico. The purpose of the MPO is to carry out the Metropolitan Transportation Planning Process as defined within the provisions of federal regulations contained in 23 CFR Section 450 and SAFETEA-LU Section 3005.

Federal regulations and the SFMPPO JPA establish a number of operational and procedural requirements for the SFMPPO. The purpose of these Bylaws is to establish guidance for issues pertaining specifically to the SFMPPO that are not otherwise addressed in other documents.

**AUTHORITY:** The SFMP Transportation Policy Board (“TPB”) has authority granted under the SFMPPO JPA, applicable to contracts and State and Federal laws and regulations, including but not limited to 23 CFR Section 450

PURPOSE:

**MEMBERSHIP:** The TPB is comprised of eight (8) appointed officials from the member governing bodies identified in the SFMPPO Joint Powers Agreement. The TBP membership shall be comprised of the following appointed officials.

**City of Santa Fe**

Mayor

Two (2) City Councilors

**Santa Fe County:**

Three (3) County Commissioners

**Tesuque Pueblo**

Tesuque Pueblo Governor or designee

**New Mexico Department of Transportation (“NMDOT”)**

Cabinet Secretary or designee

TPB Members from each governing body can be selected or changed at any time. Notification of the selection of a TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the MPO Office.

*The following are non-voting, advisory agencies to the TPB:*

New Mexico Department of Transportation, Planning Division

New Mexico Department of Transportation, Rail and Transit Division  
New Mexico Department of Transportation District 5  
Federal Highway Administration (FHWA) Federal Transit Administration (FTA)  
North Central New Mexico Regional Transit District (NCRTD)

**Alternates** - Each governing body can designate one alternate TPB Member. An alternate can only be seated in the absence of a Member from the corresponding governing body. Notification of the selection of an alternate TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the MPO Office. .

**Officers** - The officers of the TPB shall consist of a Chair and Vice Chair:

**Chair** - The Chair shall be elected by simple majority at the first meeting of each year. The duties of the Chair shall be to preside at all meetings of the TPB and act as official signatory for SFMPO documents and letters either directly approved by the TPB or supporting policies previously approved by the TPB.

**Vice Chair** - The Vice Chair shall be elected by simple majority at the first meeting of each year. The Vice Chair assumes the duties of the Chair as stated in II B (1) in the absence of the Chair.

**Secretary** - The MPO Officer/Director shall be the Secretary of the TPB and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TPB meetings

**REMOVAL PROCEDURE:** Attendance is required at all TPB meetings. If a TPB Member is consistently absent or is unable to continue participation on the TPB, the acting TPB Chair can petition the absent Member's governing body for a new appointment to the TPB.

**REPLACEMENT PROCEDURE:** The corresponding governing body shall make any and all replacement appointments to the TPB. Notification of the selection of a replacement TPB Member must be made in writing to the TPB Chair. A copy of this notification shall be kept on file at the MPO Office.

**CHANGE IN MEMBERSHIP COMPOSITION:** Any change to the above stated membership composition requires a unanimous vote of the TPB Members.

**MEETINGS:** All TPB meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed. Distribution of agendas and supporting documentation shall be provided to the TPB.

Members with the following minimum advance notice:

Regular Meetings – seven (7) calendar days notice

Special Meetings – three (3) calendar days notice

- A. Regular TPB Meetings - TPB meetings shall be held at least quarterly in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. Special TPB Meetings - Special meetings shall be held as needed. Special Meetings may be scheduled by the Chair or a majority of the TPB.
- C. Quorum – A quorum is formed by the presence of a simple majority of five (5) Members. No action shall be taken without a quorum of the TPB in attendance.
- D. Voting Procedure - Any action of the TPB (with the exception of Section II-E above) requires a simple majority vote of those Members in attendance to be approved. A motion fails on a tie vote. Each member of the TPB, including the Chair and Vice Chair, has one vote. Voting by proxy or telephone is not allowed.

### **OVERSIGHT:**

#### **Technical Coordinating Committee**

The TPB shall establish a Technical Coordinating Committee (“TCC”) which will be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC shall provide recommendations and input to the TPB on issues directed to it by the TPB, its membership, or the MPO Officer/Director

#### **SFMPO Staff**

SFMPO Staff shall be employees of the City of Santa Fe, which is the fiscal and administrative agent of the SFMPO. The SFMPO Staff reports to the TPB and is directed by TPB policies and approved documents.

At a minimum, the SFMPO staff shall include the following positions.

- MPO Officer/Director
- MPO Senior Planner

#### **Task Forces and Study Groups**

The TPB may designate a Task Force or Study Group to undertake special projects or review special topics. These Task Forces or Study Groups shall function as advisory bodies to the TCC and TPB.