



Dougherty Area Regional Transportation Study

Bylaws Policy Committee, Technical Coordinating Committee, Citizens' Transportation Committee

Mission Statement

Dougherty Area Regional Transportation Study (DARTS) planning members are committed to a safe, efficient and sustainable transportation system for all users. We will support economic development, environmental sensitivity and an improved quality of life for all.

Purpose

DARTS supports a safe, efficient, and sustainable transportation system by ensuring that federal-aid transportation projects are planned in a continuous, coordinated and comprehensive manner. The DARTS, the designated Metropolitan Planning Organization (MPO), study area includes the existing urbanized area for the City of Albany, Dougherty County, and the southern half of Lee County, and those areas that are expected to become urbanized over the next 20 years. The DARTS planning process was mandated by the 1962 Highway Act which requires that a transportation planning process be established in all metropolitan areas with a population greater than 50,000. Before federal funds can be expended on a project in the DARTS study area, the project must be included in the DARTS planning process. The DARTS MPO is composed of elected, appointed, and advisory officials from the federal, state, and local levels which are organized into three committees: two advisory committees (the Technical Coordinating Committee and Citizens' Transportation Committee) and a decision-making committee (Policy Committee). Planning and Community Development Services provides local staff support for the Dougherty Area Regional Transportation Study (DARTS).

Organization

The DARTS organization shall consist of three committees – the Citizens' Transportation Committee (CTC), Technical Coordinating Committee (TCC), and Policy Committee (PC). The composition for each committee is presented below.

Policy Committee

The Policy Committee shall be composed of officials of participating governmental jurisdictions. Membership shall be determined by organization position with the following positions being members:

- Chairperson, Dougherty County Commission
- Mayor, City of Albany
- Chairperson, Lee County Commission
- Dougherty County Administrator
- City of Albany City Manager
- Staff Representative of Georgia Department of Transportation Office of Planning
- Lee County Manager
- Georgia Department of Transportation District Engineer
- Mayor, City of Leesburg
- City of Leesburg City Manager

The Chairperson of the Policy Committee shall be one of the chief elected officials of the participating units of local government, beginning with the Chairperson of the Dougherty County Commission, and rotating on an annual basis in the following order to the Mayor of the City of Albany, the Chairperson of the Lee County Commission, and the Mayor of the City of Leesburg. The Vice Chairperson of the Policy Committee shall be selected by and from the committee

members. Such election shall be by a majority vote. Election of the Vice Chairperson shall take place on the first meeting of the fiscal year when there is a majority of the voting membership present and said terms shall be for one year. The Chairperson or Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Policy Committee. Additionally, the terms of the Chairperson or Vice Chairperson shall not continue in the event an office becomes ineligible for membership on the Policy Committee.

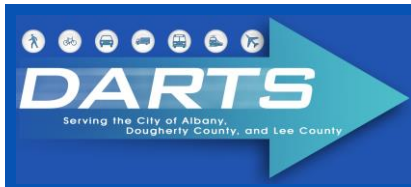
Technical Coordinating Committee

The Technical Coordinating Committee shall be composed of the following transportation specialists and key staff members of participating governmental jurisdictions. Membership shall be determined by organization position with the following positions being members:

- Director, City of Albany Planning & Development Services
- City of Albany Chief of Police
- City of Albany Public Works Director
- City of Albany Engineering Director
- City of Albany Signal Engineer
- City of Albany Traffic Engineering Manager
- S.W. Georgia Regional Airport Manager
- Albany Transit System Manager
- City of Albany Recreation Department
- Dougherty County Engineering Director
- Dougherty County Public Works Director
- Dougherty County Chief of Police
- Lee County Director of Planning & Engineering
- City of Leesburg Public Works Director
- S.W. Georgia Regional Commission Representative
- Transportation Planner, DARTS MPO
- Transit Planner, DARTS MPO
- GDOT Office of Planning Transportation Planning Representative
- GDOT Preconstruction Engineer, District 4
- Representative from Marine Corps Logistics Base
- Representative from Rural Transit Provider (Destiny Tours)

In addition, there are eight non-voting member positions:

- Chairperson, Citizen's Transportation Committee
- GDOT Office of Intermodal Programs Representative 1
- GDOT Office of Intermodal Programs Representative 2
- GDOT, District 4 Representative 1
- GDOT, District 4 Representative 2
- USDOT, FHWA Representative
- City of Albany Planning Commission Representative
- Planning Manager, City of Albany Planning and Development Services



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The Director of the City of Albany Planning & Development Services shall serve as the Chairperson of the Technical Coordinating Committee. The Vice Chairperson of the Technical Coordinating Committee shall be selected by and from the committee members. Such election shall be by a majority vote. Election of the Vice Chairperson shall take place on the first meeting of the fiscal year when there is a majority of the voting membership present and said terms shall be for one year. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Technical Coordinating Committee. The Chairperson and Vice Chairperson may also be removed from office by a vote of the majority of all voting members of the Technical Coordinating Committee. In such a circumstance, election of a new Chairperson shall take place on the next meeting when there is a majority of the voting membership present.

Citizens' Transportation Committee

The Citizens' Transportation Committee shall be composed of interested citizens representing a broad section of the population within the Dougherty Area Regional Transportation Study area. The at-large citizens shall be appointed to a three year term as follows:

- Three (3) Dougherty County Appointments
- Three (3) City of Albany Appointments
- One (1) City of Albany Planning Commission Appointment
- Two (2) Lee County Appointments
- One (1) City of Leesburg Appointment

Appointees can be replaced by their respective organization following two unexcused absences.

Following the initial election, the Vice Chairperson will become the Chairperson the following year, and a new Vice Chairperson will be elected annually by the membership of the Citizens' Transportation Committee at the first meeting of the fiscal year. If the Vice Chairperson is unable to serve as the Chairperson the following year, the Chairperson and Vice Chairperson will be elected. If the Chairperson is unable to serve before his/her term expires, the Vice Chairperson will assume the position of the Chairperson.

Duties

Each of the Dougherty Area Regional Study committees has specific roles and duties which are presented below:

The Policy Committee will perform the following duties:

- The Policy Committee is the body responsible for review and approval of the Dougherty Area Transportation Study and all aspects including goals, objectives, plans, and programs developed by the Study.
- The Policy Committee shall collectively prepare and/or approve any and all official materials representing the activities and positions of the Dougherty Area Transportation Study
- The Policy Committee has the responsibility for insuring that the Study is kept up-to-date, that timely reports are made to inform the public of the progress of the Study, that a complete multi-modal unified work program is developed for all aspects of the Study and that the respective agencies, jurisdictions, or commissions are kept informed of Study progress.

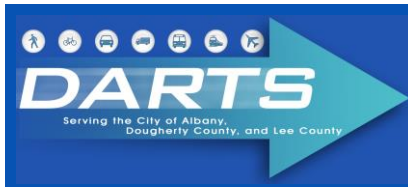
- The Policy Committee shall serve as a liaison representative between governmental units in the study area in order to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the plan.
- The Policy Committee shall have the authority to determine and alter from time to time the membership of the Technical Coordinating Committee (TCC).
- The Policy Committee shall have the authority to determine and alter from time to time the membership of the Citizen's Advisory Committee (CAC) with the intended purpose of providing a broad cross-section of citizen participation.

The Technical Coordinating Committee shall perform the following duties:

- The Technical Coordinating Committee shall provide guidance in the preparation of the Unified Planning Work Program, review all studies related to transportation within the Dougherty Area Regional Transportation Study Area, and make recommendations to the Policy Committee, Citizens' Transportation Committee and other agencies upon the work program and studies.
- The Technical Coordinating Committee shall coordinate the maintenance of inventories of current data used as input to the planning process.
- The Technical Coordinating Committee shall review the status of several activities necessary to keep the Study current and those activities necessary to update the Study Plan with timely reports made to the Policy Committee regarding such reviews.
- The Technical Coordinating Committee shall make its review on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
- The Technical Coordinating Committee may prepare for consideration by Policy Committee, a report that demonstrates to the general citizenry, the status of transportation within the Dougherty Area Regional Transportation Study.
- The Technical Coordinating Committee and participating agencies shall adopt and follow the Unified Planning Work Program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special duties that have any bearing on the present or proposed transportation system, it shall be the responsibility of the respective Technical Coordinating Committee member to bring this to the attention of the full Technical Coordinating Committee for consideration, action, and/or information.

The Citizens Transportation Committee shall perform the following duties:

- Provide general advice to the Policy Committee concerning the citizens' viewpoint on matters related to transportation.
- Review recommendations of the Technical Coordinating Committee concerning the various work elements, annual documents, and long range plans and systems, prior to submission to the Policy Committee.
- Serve as a liaison to the general citizenry for the exchange of information relating to the transportation needs in the Dougherty Area Regional Transportation Study.



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Meetings

Typically, the regular meeting date of the Policy Committee and Technical Coordinating Committee shall be on the third (3rd) Thursday of the months of January, April, June, and September. The Citizens' Transportation Committee will typically meet the day before, on the (3rd) third Wednesday of the months of January, April, June, and September. The Policy Committee shall meet at least twice each year or as development dictates for the purpose of reviewing the plan and actions which may materially affect the plan and its implementation. In order for business to be transacted there must be a recognized quorum of voting members or their designates and such quorum consists of a majority. All voting members shall via email to the Committee Chairperson and administration designate a proxy alternative, who shall in the event of a member's absence, serve in the member's place.

Quorum

The Policy Committee requires five (5) voting members to form a quorum. Likewise, the Technical Coordinating Committee requires nine (9) voting members to form a quorum.

Rules of Order

The Policy Committee, Technical Coordinating Committee, and Citizens' Transportation Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas unless prescribed otherwise by these Bylaws.

Amendments to the Bylaws

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

**A RESOLUTION APPROVING
THE DOUGHERTY AREA REGIONAL TRANSPORTATION STUDY (DARTS)
2045 LONG RANGE TRANSPORTATION PLAN**

RESOLUTION # _____

BE IT RESOLVED by the DARTS Technical Coordinating Committee and it is hereby resolved by the authority of the same;

That the proposed amendments to the DARTS MPO Bylaws are approved. A copy of the amended DARTS MPO Bylaws are hereto attached as Exhibit "A" and is incorporated herein by reference as fully as if set forth verbatim.

Adopted this ___ day of _____, 2021

Bo Dorough, Chairperson
DARTS Policy Committee

Attest: _____

Notary Public