

**Resolution Updating the Operating Procedures of the MPO Policy Board - STAFF REPORT**

LAKE ERIE WEST REGIONAL COUNCIL  
GOVERNING BOARD MEETING AGENDA  
JUNE 12, 2026

The Metropolitan Planning Organization (MPO) Policy Board was established in Article IV of the Lake Erie West Regional Council Bylaws approved as amended on May 9, 2025. The operating procedures identify the purpose, duties and responsibilities, board composition, term of office, quorum, functional responsibilities, parliamentary authority, etc., of the MPO Policy Board. Lake Erie West staff recommends modifications to the operating procedures that update the agency name throughout the operating procedures. The agency name was updated from Toledo Metropolitan Area Council of Governments, or TMACOG, to Lake Erie West Regional Council.

Approval is requested to accept the operating procedures. An approving resolution and the MPO Policy Board Operating Procedures are attached.

**A RESOLUTION OF THE  
LAKE ERIE WEST REGIONAL COUNCIL  
APPROVING UPDATES TO THE OPERATING PROCEDURES OF THE  
METROPOLITAN PLANNING ORGANIZATION (MPO) POLICY BOARD**

WHEREAS, the Lake Erie West Regional Council, formerly known as the Toledo Metropolitan Area Council of Governments (TMACOG), is a voluntary association of local governments in northwest Ohio and southeast Michigan, organized on May 31, 1968, and established under Chapter 167 of the Ohio Revised Code and the Michigan Public Act No. 7 (EX-SESS), and has carried out comprehensive metropolitan and regional planning since that date; and

WHEREAS, the Lake Erie West Regional Council is designated as the Metropolitan Planning Organization (MPO) by the Governor through the Ohio Department of Transportation in cooperation with local elected officials and is authorized to carry out the continuing, comprehensive, and coordinated transportation planning process (Process) for the Toledo area; and

WHEREAS, the Lake Erie West Regional Council Bylaws provide that all programmatic boards and administrative committees are to be governed by Operating Procedures; and

WHEREAS, the Metropolitan Planning Organization (MPO) Policy Board is established in Article IV of the Lake Erie West Regional Council Bylaws and must establish Operating Procedures; and

WHEREAS, this resolution was approved by the Metropolitan Planning Organization (MPO) Policy Board on April 21, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Lake Erie West Regional Council Governing Board that:

Section 1: THAT The Operating Procedures for the Metropolitan Planning Organization (MPO) Policy Board (**attached hereto as Exhibit A**) be approved.

Yeas \_\_\_\_\_, Nays \_\_\_\_\_, Abstain \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

\_\_\_\_\_  
George Sarantou, Chair  
Lake Erie West Regional Council

Attest:

I, **Sandy Spang**, Lake Erie West Regional Council Executive Director, do hereby certify that this is a true and accurate copy of Resolution No. 2026-06, adopted on \_\_\_\_\_.

\_\_\_\_\_  
Sandy Spang, Executive Director

## Exhibit A

# Operating Procedures Lake Erie West Regional Council Metropolitan Planning Organization Policy Board

### **Article I. Board Authorization**

The Metropolitan Planning Organization Policy Board (MPO Policy Board) is established in Article IV of the Lake Erie West Regional Councils' Bylaws.

### **Article II. Purpose**

The MPO Policy Board is a decision-making body within Lake Erie West Regional Council's General Assembly.

The MPO Policy Board oversees and manages the transportation planning and implementation functions of the metropolitan planning organization. The MPO Policy Board approves transportation plans, policies, and procedures. Through these policies, the strategic, long term transportation goals of the metropolitan planning organization are established and the methods to achieve short term tactical objectives are determined.

### **Article III. Duties and Responsibilities**

The MPO Policy Board is responsible for and has authority to make decisions on programs and policies that will support transportation planning in the metropolitan planning organization's planning area.

The MPO Policy Board has the following responsibilities:

- Approves the Metropolitan Planning Organization's Annual Work Program, budget, and appropriate metropolitan planning organization transportation assessments;
- Approves transportation related policies, plans and programs and any amendments thereto, except minor or routine amendments. Minor or routine policies or amendments, as determined by the Executive Director, may be approved by the Metropolitan Planning Organization's Technical Advisory Committee without further action of the MPO Policy Board;
- Provides for the development of and opportunities for leadership within the organization;
- Reviews and approves the Regional Transportation Plan and any amendments thereto;
- Reviews and approves the Metropolitan Planning Organization's Transportation Improvement Program;
- Collects and maintains model data related to passenger and freight movement, and socio-economic and demographic resources within the region; and
- Coordinates transportation planning within and between all the various modes of transportation throughout the region.

The MPO Policy Board shall meet at least four (4) times during the year to undertake its regular business.

Members of the MPO Policy Board will annually review the board's purpose statement and its achievements, and report to the Governing Board regarding its progress and accomplishments.

#### **Article IV. Composition of the Board**

Members of the MPO Policy Board shall be appointed by the Governing Board. Membership of the policy board shall be constructed to provide a definitive opportunity for elected and appointed individuals within the metropolitan planning organization to participate and provide input on topics related to the purpose of the MPO Policy Board.

Lake Erie West Regional Council member units which pay a metropolitan planning organization transportation assessment will nominate an elected official to serve on the MPO Policy Board. Representatives from townships and villages will be nominated by the MPO Policy Board to serve.

The policy board membership shall consist of the following:

- 1) An elected official from the majority of Lake Erie West Regional Council member units which pay a metropolitan planning organization transportation assessment
- 2) One (1) representative from the Ohio Department of Transportation
- 3) Two (2) township and two (2) village representatives within the metropolitan planning organization area
- 4) Each of the following public agencies that administer or operate major modes of transportation in the designated metropolitan area shall have one (1) Policy Board member if it is participating in the urban transportation planning process pursuant to 23 U.S. C. § 134 and 49 U.S. C. § 5303 et seq.:
  - a) The Toledo Area Regional Transit Authority (TARTA)
  - b) The Suburban Mobility Authority for Regional Transportation (SMART)
  - c) Bowling Green Transit (B.G. Transit)

#### **Article V. Members Term of Office**

The term for each member of the MPO Policy Board will begin upon appointment by the Lake Erie West Regional Council Governing Board at the Governing Board's first meeting of the calendar year and will conclude at the Governing Board's first meeting of the subsequent calendar year.

In the event a vacancy occurs within Article IV.1, Lake Erie West Regional Council member units which pay a metropolitan planning organization transportation assessment, said member unit will nominate a replacement for approval by Governing Board.

In the event a vacancy occurs within Article IV.2, Ohio Department of Transportation (ODOT), ODOT will nominate a replacement for approval by Governing Board.

In the event a vacancy occurs within Article IV. 3, the MPO Policy Board will nominate a replacement for approval by Governing Board.

In the event a vacancy occurs within Article IV. 4, the MPO Policy Board will nominate a replacement for approval by Governing Board.

### **Article VI. Quorum**

Fifty (50) percent of the MPO Policy Board shall constitute a quorum required to conduct the business of the MPO Policy Board. A motion shall be considered to have passed upon affirmative vote of a simple majority of members present at any duly called and scheduled meeting of the MPO Policy Board.

### **Article VII. Board Officers**

The chair and vice chair of the MPO Policy Board will be selected from the MPO Policy Board members.

### **Article VIII. Duration of Board**

The MPO Policy Board is a standing board of the Lake Erie West Regional Council.

### **Article IX. Accountability**

The MPO Policy Board is responsible to the Lake Erie West Regional Council Governing Board.

### **Article X. Functional Responsibilities**

The MPO Policy Board shall be advised primarily by Transportation Planning Staff and a Technical Advisory Committee (TAC). The Technical Advisory Committee shall be appointed by the MPO Policy Board on an annual basis.

There shall be standing advisory groups of the MPO Policy Board. Current standing advisory groups are:

- Air Quality Advisory Group
- Freight Advisory Group
- Passenger Rail Advisory Group
- Active Transportation Advisory Group
- Planning Advisory Group
- Smart Transportation and Innovative Mobility Advisory Group
- System Performance and Monitoring Advisory Group

The Metropolitan Planning Organization operates through collaborative volunteer advisory groups led by professional staff. The MPO Policy Board is responsible for the implementation of

the transportation program through its advisory groups and the Lake Erie West Regional Council Transportation Planning Staff. Finally, it maintains creative communication on transportation issues among and between Lake Erie West Regional Council's other standing boards, committees and advisory groups, other transportation stakeholders, and the broader regional community.

The chair of the MPO Policy Board is hereby authorized to appoint task forces on an ad hoc basis as may be desirable to carry out the purpose of the MPO Policy Board. Such tasks forces shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the chair of the MPO Policy Board and must operate within the overall policies of Lake Erie West Regional Council.

**Article XI. Parliamentary Authority**

Except where otherwise specified in these procedures or agreed to by a unanimous vote of the MPO Policy Board members present at a meeting, the rules contained in the most recent edition of Robert's Rules of Order shall govern MPO Policy Board proceedings in all cases where they are applicable and not inconsistent with the Lake Erie West Regional Council Bylaws.

**Article XII. Amendments**

These procedures may be amended by a majority vote of the MPO Policy Board at a regular meeting or at a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Governing Board.

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Lake Erie West Regional Council Chair

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Lake Erie West Regional Council