

Operating Procedures

Toledo Metropolitan Area Council of Governments

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 Toledo Metropolitan Area Council of Governments' Bylaws.

Article II. Purpose

The MPO Policy Board is a decision-making body within TMACOG'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 Board of Trustees regarding its progress and accomplishments.

Article IV. Composition of the Board

Members of the MPO Policy Board shall be appointed by the Board of Trustees. 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.

The policy board membership shall consist of the following:

- 1) An elected official from the majority of TMACOG 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 TMACOG Board of Trustees at their first meeting of the calendar year and will conclude at the Winter General Assembly following appointment.

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 Toledo Metropolitan Area Council of Governments.

Article IX. Accountability

The MPO Policy Board is responsible to the TMACOG Board of Trustees.

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:

- Freight Advisory Group
- Passenger Rail Advisory Group
- Pedestrian and Bikeways Advisory Group
- Planning Advisory Group
- Public Transit 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

TMACOG Transportation Planning Staff. Finally, it maintains creative communication on transportation issues among and between TMACOG'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 task 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 TMACOG.

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 TMACOG 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 Board of Trustees.



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Toledo Metropolitan Area
Council of Governments (TMACOG)



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