

ST. CLAIR COUNTY TRANSPORTATION STUDY ADVISORY COMMITTEE BYLAWS

Adopted by:

SCCOTS Advisory Committee on
May 16, 2007

St. Clair County Metropolitan Planning Commission on
July 25, 2007



COUNTY OF ST. CLAIR

St. Clair County Transportation Study



SCCOTS



ARTICLE I: ESTABLISHMENT

The Federal Government, under authority of Title 23 U.S.C. 134 and Title 49 U.S.C. Subsection 1603 (a), 1604 (g) (1), 1607 requires that each metropolitan area, as a condition to the receipt of Federal Highway and Transit funds, have a continuing cooperative and comprehensive transportation planning process. The Southeast Michigan Council of Governments (SEMCOG), legally organized as a multi-purpose regional planning agency under Michigan Public Act 281 of 1945 as amended, has transportation planning responsibilities as the designated Metropolitan Planning Organization (MPO) under Section 134 of Title 23 U.S.C. and Title 49 U.S.C., Subsection 1603, 1605 and 1607.

The St. Clair County Transportation Study (SCCOTS) was established as a sub-regional study in response to Section 134 of Title 23, U.S.C. and organized under P.A. 200 of Michigan (1957) to carry out the urban transportation planning process for St. Clair County. The actions, programs, and products of SCCOTS are developed and refined through a two-tiered committee process:

- A. The St. Clair County Metropolitan Planning Commission serves as the Policy Committee (the final decision making authority) for SCCOTS, and operates under its own set of bylaws;
- B. The SCCOTS Advisory Committee makes recommendations to the MPC on SCCOTS actions, programs, and products; and its subcommittee;
- C. the SCCOTS Technical Subcommittee makes recommendations on technical issues to the Advisory Committee when directed by the Chair of the Advisory Committee.

ARTICLE II: PURPOSE

The primary role of the Advisory Committee is to enhance the development of a coordinated transportation system in St. Clair County. This directive is accomplished through a transportation planning process in which representatives from all levels of government, public agencies, civic groups, and the general public are encouraged to participate.

ARTICLE III: COMMITTEE RESPONSIBILITIES

The Advisory Committee is responsible for the following tasks:

- A. The preparation and management of the Transportation Improvement Program, an annual Unified Work Program, and completion report for submission to SEMCOG for inclusion in the region's Unified Work Program; and, with the assistance of SEMCOG, a Transportation Plan for St. Clair County. Specific duties related to these responsibilities are listed in Section 1 (b) of the Memorandum of Understanding of Planning Responsibilities between SEMCOG and SCCOTS; and
- B. The completion of tasks listed in the SCCOTS annual Unified Work Program.



ARTICLE IV: MEMBERSHIP

Membership in the SCCOTS Advisory Committee is open to the following:

- A. The chief elected official of each city, village and township, including the Village of Lexington, or their duly appointed alternates;
- B. The Chair of the St. Clair County Board of Commissioners or their duly appointed alternate;
- C. The Chair of the Metropolitan Planning Commission or their duly appointed alternate;
- D. The chief elected/appointed official from the transportation providers serving St. Clair County, or their duly appointed alternates:
 - 1. The St. Clair County Road Commission;
 - 2. The Blue Water Transportation Commission;
 - 3. SEMCOG;
 - 4. MDOT, Port Huron Transportation Service Center
 - 5. MDOT, Statewide Planning; and
 - 6. The Federal Highway Administration (ex-officio).
- E. The chief elected representatives from interested civic groups, or their duly appointed alternates, as appointed by the Metropolitan Planning Commission.

ARTICLE V: OFFICERS AND THEIR DUTIES

- A. SCCOTS staff serves as Chair and Secretary for the Advisory Committee.
- B. The Chair shall preside at all meetings and hearings of the committee and shall have the duties normally conferred by parliamentary usage for such officers.
- C. The Chair shall have the privilege of discussing all matters before the Advisory Committee.
- D. The Chair shall have the authority to convene the Technical Subcommittee as necessary.
- E. The Secretary shall keep minutes of meetings and other records, notify the membership of meetings, and provide the agenda.

ARTICLE VI: MEETING SCHEDULE

- A. Regular meetings shall be scheduled to take place once each month unless deemed unnecessary by a majority of available members of the Advisory Committee.
- B. Cancellation of Advisory Committee meetings shall be made by the Chair.
- C. When the regular meeting cycle falls on a holiday, the meeting shall be held on such other day as determined by the Advisory Committee.
- D. Special meetings may be called by the Chair. The Chair will convene a special meeting when requested by a majority of the members of the Advisory Committee.

ARTICLE VII: VOTING

- A. The Advisory Committee operates on a consensus basis of the majority of those members present, reporting and recommending to the MPC as requested.



- B. Voting shall be by voice vote, although a roll call vote may be requested by any member of the Advisory Committee. A record of roll call votes is included in the Meeting Minutes.
- C. All meetings at which official action is taken and all records and accounts of such meetings shall be open to the general public.

ARTICLE VIII: ORDER OF BUSINESS

The order of business at regular meetings shall be:

- A. Introduction of Members and Guests
- B. Citizens to be Heard
- C. Approval of Minutes
- D. Communications and Notices
- E. Project Updates
- F. Unfinished Business
- G. New Business
- H. Other Items
- I. Adjournment

ARTICLE IX: FUNDING

The member governing bodies, by resolution, may authorize the allocation of funds to meet the expenses of the Advisory Committee.

ARTICLE X: HEARINGS

- A. In addition to those required by law, the Advisory Committee may hold public hearings at its discretion.
- B. Notice of public hearings shall be published in a newspaper of general circulation or as required by Ordinance and/or State Law.

ARTICLE XI: SCCOTS TECHNICAL SUBCOMMITTEE

- A. The Technical Subcommittee makes recommendations on technical issues to the Advisory Committee when directed by the Chair of the Advisory Committee.
- B. The membership of the Technical Subcommittee:
 - 1. One staff member from each of the ‘ACT 51’ agencies participating in the SCCOTS program including, but not limited to:
 - a. Cities and villages;
 - b. The St. Clair County Road Commission;
 - c. The Blue Water Transportation Commission.
 - 2. One staff person from SEMCOG;
 - 3. One staff person from MDOT, Statewide Planning.
- C. SCCOTS staff serves as the Chair and Secretary of the Technical Subcommittee.



D. Voting

1. The Technical Subcommittee shall operate on a consensus basis of the majority of those members present, reporting and recommending to the Advisory Committee as requested.
2. Voting shall be by voice vote, although a roll call vote may be requested by any member of the Technical Subcommittee. A record of roll call votes is included in the Meeting Minutes.

ARTICLE XII: BYLAWS - ADOPTION AND AMENDMENTS

- A. These bylaws must be approved by the Metropolitan Planning Commission, based upon the recommendation of the Advisory Committee, following which they will take immediate effect on the Advisory Committee.
- B. These bylaws may be amended by a two-thirds vote of the entire membership of the Metropolitan Planning Commission, based upon the recommendation of the Advisory Committee.

ARTICLE XIII: FORMULA FUNDING MANAGEMENT

- A. SCCOTS receives Federal gas tax apportionment through formula distribution programs. SCCOTS is charged with efficiently applying these funds, through the Transportation Improvement Program, to transportation needs identified in the County's Transportation Plan. To manage these resources effectively:
 1. Project programming documentation shall be submitted to MDOT Local Agency Programs, and copied to SCCOTS, by the first day (October 1) of the Federal Fiscal Year the project resides in of the Transportation Improvement Program.
 2. Grade Inspection package are, submitted to MDOT, and cover letter copied to SCCOTS, by February 1 of the Federal Fiscal Year the project resides in of the Transportation Improvement Program.
 3. All locally funded projects on Federal Aid eligible routes shall be listed in the Transportation Improvement Program.

ARTICLE XIV: PARLIMENTARY PRACTICE

For the Meetings of the SCCOTS Advisory Committee and Technical Subcommittee, the rules of parliamentary practice as dictated by "Robert's Rules of Order" shall govern in all cases that they are not inconsisnent with the standing rules and orders of the Advisory Committee and Technical Subcommittee, and not contrary to State Law or County Ordinance.



**BYLAWS OF THE
SCCOTS ADVISORY COMMITTEE
ST. CLAIR COUNTY TRANSPORTATION STUDY**

Adopted by the SCCOTS Advisory Committee:

Michael Latuszek, Chair

Date:

Adopted by the Metropolitan Planning Commission:

Marsden Murphy, Chair

Date: