

CIRTPA BYLAWS

The Central Iowa Regional Transportation Planning Alliance (CIRTPA), has prepared this report with partial funding from the United States Department of Transportation Federal Highway Administration Surface Transportation Program and the Federal Transit Administration Section 18, and in part through local matching funds provided by the CIRTPA member governments. These contents are the responsibility of the CIRTPA. The United States Government and its agencies assume no liability for the contents of this report or for the use of its contents. The CIRTPA amended these bylaws on July 16, 2015.

TABLE OF CONTENTS

ARTICLE I CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE 1
ARTICLE II PURPOSE..... 1
ARTICLE III MEMBERS AND REPRESENTATION..... 1
ARTICLE IV MEETINGS..... 1
ARTICLE V OFFICERS..... 2
ARTICLE VI COMMITTEES..... 3
ARTICLE VII AMENDMENTS TO THE BYLAWS..... 3

**CENTRAL IOWA REGIONAL TRANSPORTATION
PLANNING ALLIANCE (CIRTPA)
BYLAWS**

**ARTICLE I
CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE**

The Central Iowa Regional Transportation Planning Alliance (CIRTPA) has been established by a 28E Agreement, as a voluntary organization of certain county and city governments in the Regional Transportation Planning Area.

**ARTICLE II
PURPOSE**

The CIRTPA has been organized to carry out only transportation planning activities proposed for federal surface transportation funding for the regional transportation planning area. The CIRTPA will serve as the designated regional transportation planning agency for the Iowa Department of Transportation's Region 11, to coordinate transportation planning and programming.

**ARTICLE III
MEMBERS AND REPRESENTATION**

- Section 1. Any governmental entity located wholly or partially within the Regional Transportation Planning Area, and having a population of at least 3,000, shall be eligible for CIRTPA membership.
- Section 2. Appointments by member governments of their primary and alternate representatives to serve on the CIRTPA's Transportation Policy Committee shall be conveyed in writing from each member's governing body to the CIRTPA's elected Secretary/Treasurer.
- Section 3. During December of each year, the CIRTPA's Secretary/Treasurer shall contact member governments to request the names of each member government's primary and alternate representatives to serve for the upcoming year.

**ARTICLE IV
MEETINGS**

- Section 1. The CIRTPA's Transportation Policy Committee shall hold regularly scheduled bimonthly meetings.
- Section 2. Special meetings of the CIRTPA may be called by the Chair, or upon written request to the Chair and signed by a minimum of three CIRTPA representatives. At least three (3) days' notice shall be given for a special meeting.
- Section 3. All CIRTPA meetings shall comply with the open meetings law.

- Section 4. All CIRTPA meetings, including Transportation Technical Committee meetings, shall be conducted in general accordance with the current edition of Roberts Rules of Order.
- Section 5. The presiding officer may vote and participate in discussion, but shall not make a second motion.
- Section 6. In the conduct of business, a motion shall be voted upon by voice vote, with all votes being recorded by name. If requested, an item shall be voted upon by roll call vote. All weighted votes will be roll call votes.
- Section 7. Agendas and supporting materials for regularly scheduled meetings shall be mailed to primary representatives as least three (3) days in advance of the meeting.
- Section 8. If a member government's appointed representative(s), or an alternative representative, fails to attend three consecutive scheduled meetings of the CIRTPA, the CIRTPA's Executive Director shall notify the member government to request consideration of a new appointment of that member government's representatives.

ARTICLE V OFFICERS

Section 1. The Chair:

- a. shall preside at all CIRTPA meetings;
- b. shall sign all contracts, agreements, applications, and other instruments associated with the CIRTPA operations and administration, upon authorization by the CIRTPA;
- c. shall appoint members, or any other person, to any subcommittee as deemed necessary for the conduct of the CIRTPA business; and
- d. shall have such additional duties and powers as customary to the office or as delegated by the CIRTPA.

Section 2. The Vice Chair:

- a. shall exercise the duties and powers of the CIRTPA Chair in the absence of the Chair; and
- b. shall have such additional duties and powers as customary to the office or as delegated by the Chair or the CIRTPA.

Section 3. The Secretary/Treasurer:

- a. shall exercise the duties and powers of the CIRTPA Chair in the absence of the Chair and the Vice Chair;
- b. shall cause to have a full record kept of the proceedings of the CIRTPA;

- c. shall cause to have all funds and accounting matters handled in accordance with generally accepted accounting principles;
- d. shall cause to prepare all requests for payment or reimbursement of funds;
- e. shall attest to the signature of the CIRTPA Chair on all CIRTPA documents; and
- f. shall have such additional duties and powers as are customary to the office or as delegated by the Chair or the CIRTPA.

Section 4. The CIRTPA’s Transportation Policy Committee officers shall be elected annually during January from among primary representatives appointed to serve on the CIRTPA.

Section 5. The CIRTPA officers shall serve from February to January.

Section 6. Each of the CIRTPA’s officers shall be from different member governments.

Section 7. Any vacancy occurring in an office during the calendar year shall be filled for the unexpired portion of that term by election among primary representatives.

**ARTICLE VI
COMMITTEES**

Section 1. All technical and advisory committees created shall be subject to the provisions of the bylaws outlined herein and by the provisions in the CIRTPA 28E Agreement.

Section 2. Appointments to any committee of the CIRTPA shall be reviewed at least annually.

**ARTICLE VII
AMENDMENTS TO THE BYLAWS**

These bylaws may be amended at any regularly scheduled CIRTPA meetings, or at any meeting specially called for that purpose. The amendment is subject to submittal in writing prior to the meeting date and upon an affirmative vote of the majority of those representatives present and voting at the meeting.