

BY-LAWS COLUMBIA AREA TRANSPORTATION STUDY ORGANIZATION

These bylaws describe the form, function and rules of procedure for the Columbia Area Transportation Study Organization (CATSO), the designated Metropolitan Planning Organization (MPO) for the Columbia, Missouri metropolitan area. It is the role and purpose of CATSO to provide transportation policy and oversee the federal transportation planning process for the Columbia region.

Article 1 - Introduction

The Columbia Metropolitan Planning Organization shall be hereafter referred to as the Columbia Area Transportation Study Organization or CATSO. CATSO is comprised of two permanent committees: the Coordinating Committee and Technical Committee. These two committees have separate responsibilities for the policy making and technical work of the organization.

Article 2 – Committee Overview

- A. The major committee of CATSO is the Coordinating Committee. The Coordinating Committee is the policy making governing body and provides a forum for cooperative decision-making for the transportation planning process. The primary function of the Coordinating Committee is to provide guidance, establish policy, and coordinate the planning of the transportation systems in the organization.
- B. The Coordinating Committee will appoint ad hoc committees or study groups as necessary. Such ad hoc committees shall have a specific charge and operate for a defined period stated in the motion(s) creating them.
- C. The Technical Committee is a working committee under the direction of the Coordinating Committee composed of persons concerned with the planning, design and operation of the transportation system. This committee is appointed by the Coordinating Committee and advises the Coordinating Committee on technical matters and standards, techniques and procedures, and ideas/concepts concerning solutions to the technical problems of the transportation system.
- D. CATSO staff support is provided by the City of Columbia Department of Planning & Development. The Memorandum of Understanding (MOU) outlines the roles and responsibilities of CATSO staff.

Article 3 – Officers

The officers of the organization shall consist of a Chair and Vice-Chair of each committee, who shall be elected every two years by the membership of the respective committees. Elections shall take place on the first meeting of the calendar year.

Article 4 – Coordinating Committee

Section 1: Responsibilities

The Coordinating Committee is composed of elected and appointed officials of local governmental jurisdictions and providers of transportation in the metropolitan area. This Board provides the forum for cooperative decision making and has the following responsibilities:

- A. Approve goals and objectives of the transportation planning process.
- B. Review and approve the Unified Planning Work Program (UPWP) and amendments.
- C. Review and adopt the Transportation Improvement Program (TIP), including project priorities, and approve requested amendments to the TIP.
- D. Review and approve the metropolitan transportation planning process self-certifications.
- E. Review and adopt the Long-Range Transportation Plan (LRTP) and revisions.
- F. Serve as liaison between governmental units within the study area to obtain cooperation in implementing various elements of the LRTP.
- G. Ensure citizen participation in the transportation planning process through the Public Participation Plan.
- H. Review and adopt the CATSO Public Participation Plan, CATSO Metro Planning area boundary changes, Coordinated Public Transit Human Services Transportation Plan, and other documents as required by federal regulations governing MPOs.
- I. Maintain compliance with all applicable state and federal laws and regulations.

Section 2: Membership

The voting membership of the Coordinating Committee shall include the following, or their designated representative:

- Mayor or designated City Council member of the City of Columbia
- City Manager, City of Columbia

- Director of Public Works, City of Columbia
- Director of Planning and Development, City of Columbia
- A member of the Boone County Commission
- Manager of Design and Construction, Boone County Resource Management
- Central District Engineer, Missouri Department of Transportation
- Transportation Planning Director, Missouri Department of Transportation
- Multimodal Operations Director, Missouri Department of Transportation

The following, or their designated representative, may serve as ex-officio members of the Coordinating and Technical Committees:

- Missouri Division Administrator, Federal Highway Administration
- Region VII Administrator, Federal Transit Administration
- Central Region Administrator, Federal Aviation Administration

Section 3: Duties of the Chair

- A. The Chair shall preside at all meetings of the Coordinating Committee.
- B. The Chair shall authenticate, by signature, all certifications adopted by the Coordinating Committee.
- C. The Chair shall represent the committee at hearings, conferences, and other events as required or designate another member of the Coordinating Committee.

Section 4: Duties of the Vice-Chair

- A. In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the duties of the Chair.
- B. Should the Chair be unavailable, the Vice-Chair shall represent the committee as required at hearings, conferences, and other events.

Article 5 – Technical Committee

Section 1: Responsibilities

The Technical Committee is a working committee composed of appointed officials and staff concerned with the planning, design, and operation of the transportation system in the metropolitan area. This committee serves as a sub-committee of the Coordinating Committee and has the following responsibilities:

- A. Advise the Coordinating Committee on technical matters related to the transportation system.

- B. Provide initial review and needed revisions to the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), Title VI plan and Major Roadway Plan (MRP) and amendments, and make a recommendation on adoption to the Coordinating Committee.
- D. Provide ongoing review and suggest changes and corrections during the Long-Range Transportation Plan (LRTP) preparation process, and during the formal revision process.
- E. Undertake other tasks as assigned by the Coordinating Committee.

Section 2: Membership

The voting membership of the Technical Committee shall include the following, or their designated representative:

- Director, Community Development Department, City of Columbia
- Assistant Director, Department of Public Works, City of Columbia
- Senior Transportation Planner, Community Development Department, City of Columbia
- Engineering Supervisor, Traffic, Department of Public Works, City of Columbia
- Transportation Manager, Department of Public Works, City of Columbia
- Director, Department of Planning, Boone County
- Manager of Design and Construction, Department of Resource Management, Boone County
- Central District Area Engineer, Missouri Department of Transportation
- Central District Transportation Planning Manager, Missouri Department of Transportation
- A representative of Transportation Planning, Missouri Department of Transportation
- A representative of Multimodal Operations, Missouri Department of Transportation

The following, or their designated representative, may serve as ex-officio members of the Technical Committee:

- Chief of Police, City of Columbia
- Manager of Parking and Transportation Services, University of Missouri
- Sheriff, Boone County
- A representative of the Columbia Public School District administration

Changes in membership to either committee may be done by the amendment of these bylaws by the Coordinating Committee.

Section 3: Duties of the Chair

- A. The Chair shall preside at all meetings of the Technical Committee.
- B. The Chair shall present and coordinate all work assignments referred to the Committee by the Coordinating Committee.

Section 4: Duties of the Vice-Chair

- A. In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the duties of the Chair.
- B. Should the Chair be unavailable, the Vice-Chair shall present and coordinate all work assignments referred to the Committee by the Coordinating Committee.

Article 6 – Meetings

- A. The Coordinating and Technical Committees shall meet quarterly for the purpose of reviewing and taking action on such items identified in Article 3, Section I or other matters deemed necessary. Meetings will be held following formal public notice citing the agenda of business to be covered, time and place of meeting.
- B. The meetings will be held in accordance with the Missouri Sunshine Law and the adopted CATSO Public Participation Plan. Meeting notices, including the posting of the agenda on the City's online calendar and the City Hall public notice board, are generally provided three days in advance, but in no instance shall notice be given less than 24 hours in advance of the meeting unless authorized by law. Public notice through a website announcement and a display ad in the local newspaper shall be provided a minimum of 15 days prior to all meetings that include a public hearing.
- C. The Coordinating or Technical Committee Chairs may cancel a regularly scheduled meeting or call additional meetings if necessary due to special circumstances.
- D. In the absence of the Chair and Vice-Chair from a regular or special meeting of the Committees at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice-Chair.
- E. Minutes of all meetings shall be kept and recorded by CATSO staff or their designee.

Article 7 – Finances

Funds may be provided for consultant work through allocations from the participating jurisdictions. Staff time costs for those individuals involved in committee work shall be paid by their respective agencies, as will travel expenses and other operating costs.

Article 8 – Terms of Office

Each member of the Coordinating Committee or Technical Committee holds their position by virtue of an appointment or election to that specific position from the agency he or she represents. A term of membership ends when he or she leaves that position with that agency.

Article 9 – Quorum, Voting and Administrative Processes

Section 1: Quorum

A majority of the voting members of the Coordinating Committee and the Technical Committee must be present for a quorum to exist. For the Coordinating Committee, five members constitute a quorum. For the Technical Committee, six members constitute a quorum. An affirmative vote of a majority of those members present shall be required to approve a motion. Although they are voting members, the presence or absence of ex-officio members is not a consideration in the determination of a quorum.

Section 2: Voting

In accordance with CATSO's Public Participation Plan (PPP), amendments (major changes) to the Major Roadway Plan (MRP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Long-Range Transportation Plan (LRTP), Coordinated Public Transit Human Services Transportation Plan and the Title VI plan require a minimum public comment period of 15 days and may only be voted on at meetings open to the public unless otherwise allowed by law. All votes shall be recorded and made available to the public as required by law (see [CATSO PPP](#) for a list of revisions that constitute amendments/major changes).

Section 3: Administrative Processes

In accordance with CATSO's Public Participation Plan (PPP), administrative revisions (minor changes) to the aforementioned CATSO documents can be made directly by CATSO staff (see [CATSO PPP](#) for a list of revisions that constitute minor changes). In addition, CATSO staff is authorized to draft and submit letters in support of transportation projects without need of full committee approval so long as they receive approval from the CATSO Coordinating Committee chair. Notification of administrative revisions and project letters of support will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA, and FTA and discussed as an agenda topic at the next scheduled meeting following the administrative revision or submission of the letter.

Article 10 – Parliamentary Procedure

Roberts Rules of Order shall be the parliamentary authority for all activities of either committee and of any ad hoc committees established.

Article 11 – Periodic Review of Bylaws

These bylaws will be reviewed periodically to ensure that it articulates current roles and responsibilities of the planning partners. These bylaws will be assessed in the year following each federal planning process review of the region's MPO planning process to capture any changes in federal transportation authorizations, federal regulations and guidance, comments that were part of the planning process review, and changes within the partners of the planning process.

Article 12 – Amendments to Bylaws

These bylaws may be amended by a majority vote of the Coordinating Committee, but each change in the bylaws must be presented to the members for consideration at a regularly scheduled meeting of the committee. This will be followed by a vote on the change at the next scheduled meeting, which shall be at least two weeks after the first meeting at which the change was introduced.

NOTE: The CATSO By-Laws were adopted by the CATSO Coordinating Committee on December 5, 2013, as a component of the updated CATSO Public Participation Policy (PPP). The by-laws were updated on November 13, 2017 as a result of a City of Columbia effort to ensure that all City affiliated meetings were in compliance with the Missouri Open Meetings and Records Law.