

By-laws of the Greater Helena Area Metropolitan Planning Organization Transportation Policy Coordinating Committee

Functions, duties, membership, and responsibilities of the Helena Area Transportation Policy Coordinating Committee of the Greater Helena Area Metropolitan Transportation Planning Process, hereinafter referred to as the TPCC are as follows:

Article I – Transportation Policy Coordinating Committee

Section 1

Name

The name of this Committee shall be the TPCC of the Greater Helena Area Metropolitan Planning Organization (MPO).

Section 2

Origin

This TPCC established by the Memorandum of Agreement for the Greater Helena Area Metropolitan Transportation Planning Process, which has been agreed to by the Montana Department of Transportation (STATE), City of Helena (HELENA), City of East Helena (EAST HELENA), and Lewis and Clark County (COUNTY).

Section 3

Purpose

The purpose of the TPCC is to develop and maintain a continuing, cooperative, and comprehensive (3-C) transportation planning process. This process shall result in regional plans and programs that consider all transportation modes and that support Greater Helena Area community and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic, and environmentally sensitive movement of people and goods. Specifically, these programs shall include improvements in public transportation necessary to achieve local goals for improved air quality, energy conservation, competitiveness and mobility for all persons and abilities within the Metropolitan Planning Area.

Section 4

Function

The TPCC is the decision-making authority and shall manage the executive business of the Greater Helena Area Metropolitan Transportation Planning Organization. The TPCC shall work to establish work programs and schedules, to adopt and recommend implementation of short- and long-range transportation plans and programs, and to transmit all reports and recommendations of the metropolitan transportation planning process to the various State and Federal agencies for final approval.

Section 5

Membership

The TPCC shall consist of the following members:

Voting Members:

1. Mayor, City of Helena
2. Mayor, City of East Helena
3. Commission Chair, Lewis and Clark County
4. District Administrator, Montana Department of Transportation (MDT)
5. Chair of the Transportation Technical Advisory Committee (TTAC)

Non-Voting Members:

1. Division Administrator, Federal Highway Administration (FHWA)
2. Transit Manager, City of Helena
3. Federal Transit Administration (FTA) Region 8 Administrator

Each member of the TPCC may designate an alternate to serve in his/her place. All elected members shall designate another elected official as their designee. Designees may serve on a meeting-by-meeting basis or on a permanent basis.

Section 6

Organization

The officers of the Committee shall consist of a Chairperson and Vice Chairperson to be selected by the membership at the first meeting of each calendar year and to serve until the next election of officers. The term of office shall be one year, but there shall be no limitation of reelection.

Article II - Duties

Section 1

Duties and Responsibilities

The TPCC shall have the following duties and responsibilities:

1. Coordination and cooperation between the governmental, transportation, and planning agencies in the area.
2. Periodically review the progress of the metropolitan transportation planning process.
3. Approve annual work programs, Long Range Transportation Plan, the Transportation Improvement Program, and other required documents for the metropolitan transportation planning process.
4. Work closely with the TTAC in carrying out its duties.
5. Provide overall policy direction to the TTAC and MPO staff.

Section 2

Duties of Officers

1. The Chairperson shall preside at all Committee meetings and call special meetings, as needed.
2. The Vice-Chairperson shall act in the absence of the Chairperson.

Article III - Meetings

Section 1

Frequency

The Committee shall meet as frequently as necessary to carry out its duties. Meetings may be held no less frequently than three times per year. A majority of the voting members shall constitute a quorum. Generally, Robert's Rules of Order will be used as guidance in all meeting procedures.

Section 2

Reporting on Meetings

The Metropolitan Transportation Planning Staff will be responsible for recording the minutes and attendance, preparing the required reports, notifying members of the meetings, and other such duties that may be required.

Article IV - Adoption and Amendment of By-laws

Section 1

How Adopted

These By-laws must be adopted by a majority of the voting members of TPCC, at a meeting at which a quorum is present.

Section 2

How Amended

These By-laws may be amended by a majority of the voting members of TPCC, at a meeting at which a quorum is present.

LEWIS AND CLARK COUNTY, MONTANA

By: [Signature]
Board of County Commissioners, Chair

Date: 7-16-24

ATTEST:

[Signature]
Lewis and Clark County Clerk and Recorder

CITY OF HELENA, MONTANA

[Signature]
City of Helena, Mayor

Date: 26 Jun 2024

ATTEST:

[Signature]
City of Helena City Clerk

CITY OF EAST HELENA

By: [Signature]
City of East Helena, Mayor

Date: 7-19-24

ATTEST:

[Signature]
City of East Helena City Clerk

APPROVED FOR THE STATE

By: [Signature]
MDT Rail, Transit, and Planning
Division Administrator

Date: 7/25/24

By: [Signature]
Legal Counsel, Montana Department
of Transportation