

NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION

BYLAWS

I. NAME AND STATUS

The name of the association is the Northern Pueblos Regional Transportation Planning Organization (NPRTPO). It has been established by the New Mexico Department of Transportation (NMDOT) and is administered by the North Central New Mexico Economic Development District (NCNMEDD) in order to develop a cooperative, coordinated, comprehensive, and continuous planning process for regional multi-modal transportation project programming under State and Federal policies and regulations.

II. PURPOSE AND OBJECTIVES

A. Purpose

1. To promote the implementation of a safe, convenient, and efficient transportation network within the planning area of Los Alamos, Rio Arriba, Santa Fe, and Taos Counties in the North Central Region of New Mexico.
2. To promote highway safety, protecting environmental quality, preserving cultural resources and assessing residential and commercial development impacts on the regional transportation infrastructure.
3. To elicit proposals for multimodal transportation projects from local, municipal, county, tribal governments and recognized Land Grants as political subdivisions within the region.
4. To submit recommended projects to the New Mexico Department of Transportation after rating and ranking them in accordance with established evaluation criteria
5. To adhere to the federal laws, rules and regulations stipulated in the Fixing America's Surface Transportation Act or "FAST Act" and ensuing Federal Legislation.

B. Objectives

1. Promote the membership criteria and voting eligibility of the Northern Pueblos Regional Transportation Planning Organization.
2. Provide assistance for the coordinated development of transportation facilities amongst membership made up of local, municipal, county, tribal governments, and recognized Land Grants as political subdivisions in the planning area.
3. Provide a regional forum for public involvement in the statewide and regional transportation planning processes.
4. Establish an evaluation process for the review, rating and ranking of proposed transportation projects.
5. Establish criteria for annual review of existing programmed transportation projects for re-prioritizing based on urgency of need, project readiness and availability of funding.

6. Determine the viability of transportation projects and prioritize them from a regional perspective and include those projects in a Regional Transportation Improvement Program Recommendation (RTIPR).
7. Establish and administer policy for the initial submission of proposed federally funded State Transportation Improvement Program (STIP) projects.
8. Provide training for transportation/transit related needs.
9. Provide for the collection of data encouraged by the FAST Act and ensuing Federal Legislation.
10. Inform entities of NMDOT sponsored projects that may impact the NPRTPO regional transportation network.

III. MEMBERSHIP

A. NPRTPO Entities:

1. **Entity Representatives:** Each entity of the NPRTPO shall appoint in writing one voting member and an alternate from each local, municipal, county and tribal government, regional transit district, and recognized land grants as a political subdivision within the boundaries of the NPRTPO. A voting member shall be an employee, elected official, or appointed official of a recognized local government or land grant.

2. **Voting Membership:** The NPRTPO membership consists of the County of Los Alamos, County of Rio Arriba, County of Santa Fe, County of Taos, City of Espanola, Town of Red River, Town of Taos, Village of Chama, Village of Questa, Village of Taos Ski Valley, the Eight Northern Pueblos of Tesuque, Pojoaque, Nambe, San Ildefonso, Santa Clara, Ohkay Owingeh, Picuris, Taos, and the Jicarilla Apache Nation, North Central Regional Transit District, and recognized Land Grants as a political Subdivision.

B. Advisory Membership: Non-voting members from State and Federal offices including but not limited to New Mexico Department of Transportation, the State Transportation Commission, Federal Highway Administration, Federal Transportation Authority, NM Passenger Transportation Authority, the New Mexico Department of Economic Development, New Mexico State Park Service, Forest Service, Bureau of Land Management, the Santa Fe Metropolitan Planning Organization, the New Mexico Office of Indian Affairs, Bureau of Indian Affairs and other State and Federal agencies having a responsibility for transportation.

C. Ex-Officio Membership: Representatives from State government, Federal government and the Director of the North Central New Mexico Economic Development District. Examples of ex-officio members would be the Secretary of the New Mexico Department of Transportation, Secretary of the New Mexico Department of Economic Development, Secretary of the New Mexico Department of Finance and Administration, Secretary of the State of Land Office, Administrator of the Federal Transit Administration, and the Secretary of Tourism. Ex-officio members do not vote.

IV. OFFICERS

A. OFFICERS: The Chairperson and Vice Chairperson shall be elected by the voting entity of the NPRTPO to serve for a one (1) year period from October 1st thru September 30th fiscal year. Elections shall take place one (1) month prior to the end of the fiscal year.

B. REMOVAL: The Officers may be removed by annual election, resignation or by member governments (i.e. when the Officer no longer represents their entity).

C. SPECIAL ELECTION: If an officer resigns or otherwise leaves office, the NPRTPO may conduct a special election at its earliest convenience to replace the vacant office.

V. DUTIES OF THE OFFICERS

A. Chair: The Chair presides at all Northern Pueblos Regional Transportation Planning Organization meetings. The Chair conducts the business of the NPRTPO and establishes standing and ad hoc subcommittees to focus upon specific areas of concern. The Chair is an ex-officio member of all standing subcommittees. A technical subcommittee may be appointed and requested to submit a written or oral summary of subcommittee reports to the membership at NPRTPO meetings. The NPRTPO Chair also submits written or oral reports to the membership, as required, and coordinates with NPRTPO's planner to prepare the Regional Transportation Improvement Program Recommendations (RTIPR), which is then submitted to the NMDOT for consideration.

B. Vice Chair: The Vice Chair presides at all meetings for which the Chair is absent and performs all duties for which the Chair is responsible.

VI. DUTIES OF STANDING COMMITTEE

A standing committee of NPRTPO includes, but is not limited to, the Northern Pueblos Regional Transportation Planning Organization (NPRTPO). The NPRTPO receives transportation project applications, reviews and rates the project, and develops a RTIPR for submission to the NMDOT.

A. Review the Annual Work Plan for the NPRTPO Transportation Planner no later than the 1st (first) quarter of the calendar year and make recommendations to NMDOT and NCNMEDD.

VII. MEETINGS

All meetings shall be conducted according to the Open Meetings Act N.M.S.A. (10-15-1 to 10-15-4) and the Americans with Disabilities Act (ADA).

A. NPRTPO meets during the 1st (first) Wednesday of the month regularly throughout the year in accordance with NPRTPO Regional Work Program activities. A quorum consists of 25% of the voting members who have been in attendance at one of the previous three regularly advertised meetings. The NPRTPO planner shall notify the public by the following means:

- Provide a public notice to the NPRTPO membership to post in public facilities in their communities.
- Post an agenda/public notice on www.rtpnm.org
- Provide a public notice through public service announcement, radio, or newspaper when available and appropriate.

The time and place of regular meetings shall be advertised at least 10 days in advance (special meetings 3 days in advance, and emergency meetings as much time in advance as possible).

B. Procedures for Meetings. NPRTPO meetings will be conducted according to the procedures adopted by the NPRTPO. In general, the NPRTPO reaches decisions by consensus of the membership. However,

when consensus is not possible and more formal parliamentary procedures are considered necessary by a majority vote of the membership, then Roberts Rules of Order will be implemented for the remainder of a particular meeting.

C. Meeting attendance is recognized as a valid method for adding points to the rating score of participating entities. An attendance roster will be maintained to document the number of meetings an entity attends.

VIII. ADMINISTRATIVE AND TECHNICAL STAFF SUPPORT

A. SOURCE TO PROVIDE STAFF SUPPORT: The NCNMEDD provides a transportation program manager to the NPRTPO. NCNMEDD is under contract with NMDOT to hire and supervise administrative and technical staff, which serves the member entities of the NPRTPO. NCNMEDD is not a voting member of the NPRTPO and does not exercise policy-making authority for the NPRTPO. The contract between the NMDOT and NCNMEDD serves as the official document for defining the relationship between the NMDOT and NCNMEDD.

B. STAFF SUPPORT DUTIES: The NPRTPO planner shall provide, but not be limited to, the following support duties:

1. Prepare and e-mail meeting notices and/or agendas.
2. Preparation of written minutes for all NPRTPO meetings.
3. Receipt of Project Identification Forms (PIFs).
4. Organize materials (PIFs, etc.) for committee or subcommittee meetings to review, rate, and rank roadway, enhancement and public transit projects/applicants.
5. Preparation of RTIPR for final approval of NPRTPO voting entities and submission to NMDOT.

IX. RECORDS OF THE NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION

All records generated by the Northern Pueblos Regional Transportation Planning Organization (and any of its subcommittees), while conducting NPRTPO business, and are the joint property of the NMDOT and the NCNMEDD. Upon member officer termination and or resignation, records accumulated during that tenure must be passed on to the next NPRTPO Chair.

X. AMENDMENT OF THE BYLAWS

The bylaws may be amended by a two-thirds affirmative vote of all voting members present. Any voting member may propose amendments to the bylaws. Amendments must be submitted in writing to the NPRTPO planner in time to be distributed with the agenda of the next regular meeting of the NPRTPO.

XI. TITLE OF RECORDS

If the NPRTPO terminates or ceases to exist and function, the title to all its assets and records will remain jointly with the NMDOT and the NCNMEDD.

XII. APPROVAL

These bylaws shall be in effect upon approval by a two-thirds vote of the members present and voting at a regular meeting of the NPRTPO.

CONFIRMATION OF NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION APPROVAL

The 22 day of JUNE, 2016



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STACEY MCGUIRE

Signature

Chair, Northern Pueblos Regional Transportation Planning Organization

