

Northeast Regional Transportation Planning Organization Bylaws

Article I. Name and Status

The name of the association is the Northeast Regional Transportation Planning Organization or NERTPO. It has been established by the New Mexico Department of Transportation (NMDOT) in order to develop an ongoing cooperative planning process for statewide multimodal transportation project programming.

Article II. Objectives

Section 1.

The purposes of NERTPO are

- a. To serve as a regional forum that elicits informed recommendations for multimodal transportation and enhancement projects;
- b. To plan for and promote the implementation of an efficient, safe, functional, and accessible transportation network in NMDOT's District IV region; and
- c. To follow all governing state and federal laws including all applicable rules and regulations.

Section 2.

The functions of NERTPO are to

- a. Establish and administer the procedures per NMDOT regulations for the initial submissions of proposed federally funded Surface Transportation Improvement Program (STIP) projects and state Transportation Project Fund (TPF) projects;
- b. Implement and maintain a process for the review and recommendation(s) of NERTPO members on proposed transportation projects for any transportation and/or NMDOT funding sources as necessary;
- c. Create an annual review of existing programmed projects for reprioritizing based on urgency of need, project readiness, availability of funding, and secured matching funds;
- d. Determine the viability of and prioritize transportation projects from a regional perspective;
- e. Provide a framework for the coordinated development of multimodal transportation among local governments in the NERTPO region;
- f. Maintain the membership and voting criteria of NERTPO according to the guidelines of transportation and/or NMDOT funding sources;
- g. Act as the northeast regional focal point for public involvement in NMDOT's statewide planning process;
- h. Provide periodic review and update of NERTPO's Regional Transportation Plan (RTP), which will act as a guide for regional transportation priorities and goals; and
- i. Facilitate transportation-related member training, input, and information sharing and distribution among NERTPO members.

Article III. Membership

Section I.

The boundaries of NERTPO are restricted to the counties of Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, and Union. Membership may only be from those incorporated municipalities, counties, and recognized land grants within the state boundaries of NERTPO. The respective local government of each entity within NERTPO's boundaries shall appoint or elect a person from their community to serve on NERTPO's Joint Technical/ Policy Committee as a voting member and another as an alternative should the voting member be unable to act as a voting member.

- a. The name and address of each voting and alternate member must be submitted each year in writing to the entity's respective NERTPO Transportation Planner.
- b. Only a voting member or alternate of the NERTPO's Joint Technical/ Policy Committee may cast a vote.
- c. There is only one vote per entity. Should an alternate and a voting member of the same entity be present, the voting member's vote shall be counted and the alternate's vote will be void.
- d. Should the voting member be absent, the alternative is to vote and act in their stead.

Section 2.

Voting members and alternatives shall serve at the discretion of their respective local governing body and thereby are limited to an undefined term limit. Terms will only be terminated by the voting or alternative members' respective local governing body, upon willful resignation, or if physical/ mental state has rendered the member unable to continue serving as a NERTPO member.

Article VI. Officers

Section 1.

The officers of the Joint Technical/ Policy Committee shall include the Chairperson and Vice-Chairperson. The term of an officer is defined as one year from September 1st to August 31st.

- a. The officers shall be elected by the members of NERTPO Joint Technical/ Policy Committee.
- b. Elections shall take place in the meeting prior to the start of the new term year.
- c. Officers may serve an undefined number of consecutive terms.
- d. An officer's term may be terminated by vote of NERTPO's Joint Technical/ Policy Committee or by criteria stated in Section 2 of Article III.

Section 2.

If the position of Chairperson becomes vacant before the term of the current Chairperson is complete, the Vice-Chairperson may become Chairperson. If the Vice-Chairperson chooses to not become Chairperson, members of the Joint Technical/ Policy

Committee shall elect a new Chairperson. A new Vice-Chairperson must be elected following announcement of vacancy should position of Vice-Chairperson become vacant.

Article V. Officer Duties

Section 1.

The Chairperson shall preside at all committee meetings. The Chairperson's duties include

- a. Convening, adjourning, directing, and establishing standing and ad hoc subcommittees to focus upon specific areas of concern;
- b. Acting as an ex-officio member of all standing subcommittees; and
- c. Submitting a written or oral summary of subcommittee reports, should any subcommittee be formed, to the NERTPO Joint Technical/ Policy Committee at an appropriate regular meeting.

Section 2.

The Vice-Chairperson shall preside at all meetings at which the Chairperson is absent. The Vice-Chairperson will act and perform all duties of Chairperson until such time the Chairperson is present.

- a. If the Chairperson and Vice-Chairperson are not present at a meeting, an appropriate member of an entity present at the meeting shall be selected by the members to act as a temporary designee Chairperson.

Article VI. Standing Committee Duties

Section 1.

The standing committees include but are not limited to the Joint Technical/ Policy Committee.

- a. The Committee shall receive all initial transportation project applications as required by NMDOT for review, rating, and ranking for the Regional Transportation Improvement Program Recommendation (RTIPR) and give recommendations on all funding programs as required by NMDOT for all appropriate funding programs.
- b. The Committee shall review, make recommendations, and take action on the Regional Work Programs (RWPs) for the NERTPO Transportation Planners.

Article VII. Staff

Section 1.

Under documented and official agreements between NMDOT and NCNMEDD/ EPCOG, Transportation Planners have been hired by NCNMEDD and EPCOG to work jointly for administrative and technical assistance for their respective NERTPO entities.

- a. NERTPO Transportation Planners shall facilitate and assist with the RTIPR application process.
- b. The implementation of the RTIPR via NMDOT and NERTPO shall be assisted by the NERTPO Transportation Planners as necessary.

- c. NERTPO Transportation Planners shall assist with meeting preparation that include meeting arrangements, agenda, public notices, relevant meeting materials, meeting minutes, informing members of meetings, and including those interested parties of NERTPO as well as the public and transportation related stakeholders to attend NERTPO's meetings.
- d. Meeting agenda with information will be made available to the public at least seventy-two (72) hours prior to NERTPO's regular meetings.
- e. The NERTPO Planners shall notify the public of location and time of regular meetings via online publication and/or email at least seven (7) days in advance of the respective meeting date.
- f. Outreach shall be made by the NERTPO Transportation Planners to inform local governments and the public of the Regional Transportation Planning Organization (RTPO) process, functions, and any other transportation related information as needed. Recruitment of new members shall be executed as necessary.

Article VIII. Meetings

Section 1.

All Joint Technical/ Policy Committee meetings shall be conducted according to the *Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4)* and according to all current State and Federal laws and regulations where applicable. A resolution addressing the *Open Meetings Act* shall be adopted by the Joint Technical/ Policy Committee annually.

Section 2.

Regular meetings shall be held every fourth Wednesday of the month to conduct business. It will be the decision of the Joint Technical/ Policy Committee to change prescheduled meetings as deemed necessary in order maintain continuity of meetings.

Section 3.

There will be no lobbying or sales pitches during a NERTPO meeting.

Section 4.

A quorum for a NERTPO meeting of any kind shall be twenty percent (20%) of the total entity membership. Should the amount not be a whole number, the number shall be rounded up to the next whole number, and the number will serve as the quorum amount.

Section 5.

Should a voting member and alternate of the same entity be present, only the voting member will be counted towards a quorum amount so each entity will have one count and one vote.

Should an individual be listed as voting and/or alternative representative for more than one entity, they will state which entity they are representing at the start of each meeting during member rollcall.

Section 6.

If an entity wishes to apply for funding through NMDOT, they must complete all forms and procedures as required by NMDOT. Applications shall go to the entity's respective NERTPO Transportation Planner prior to final submittals as either necessary by MDOT, laws, regulations and/or strategic planning.

Section 7.

Local government entities shall post the appropriate upcoming NERTPO meeting agendas within their respective government office(s) and other areas or means as deemed appropriate by the entity to encourage public outreach.

Section 8.

In the event of a public emergency that would affect the in-person meetings of NERTPO, the organization should utilize teleconferencing technology or an analogous form thereof to continue the goals and priorities of the organization. How NERTPO operates its meetings, whereby the physical presence of members and the public cannot be present, will follow the appropriate state and federal Sunshine Laws.

Article IX. Records

Section 1.

All official records of NERTPO shall be maintained by the NERTPO Transportation Planners. Any records of NERTPO and its subcommittees are joint property of NMDOT, NCNMEDD, and EPCOG.

Section 2.

Should a voting member be terminated, records accumulated during their tenure shall be passed on to their respective voting member replacement as deemed necessary.

Article X. Bylaw Amendments

Section 1.

Bylaws may be amended by a majority vote of the NERTPO Joint Technical/ Policy Committee voting members present in the meeting concerning the RTPO bylaw review.

Section 2.

Any voting member may propose amendments to the bylaws as they deem necessary.

- a. Amendments submitted by a voting member must be in writing and submitted to the Chairperson of the joint Technical/Policy Committee and NERTPO Transportation Planners at least thirty (30) days in advance of the meeting the amendment will be voted on.
- b. Amendments may be suggested and voted on at the meeting of the bylaw review.
- c. All amendments that would affect the relationship of NMDOT with NERTPO, other organizations, or entities must be reviewed and approved by the appropriate NMDOT staff prior to having any action taken on the amendment.

Article XI. Title of Records

Section 1.

Should NERPTO be dissolved, the title to all its assets and appropriate records shall remain with NMDOT, NCMEDD, and EPCOG.

PASSED, ADOPTED, and APPROVED this 22nd day of June, 2022, by the Northeast Regional Transportation Planning Organization.

Shawn Jeffrey, Joint Technical/ Policy Committee Chair
Northeast Regional Transportation Planning Organization

ATTEST:

Transportation Planner – Paul Sittig
North Central New Mexico Economic Development District

Transportation Planner – Raul Rodriguez III
Eastern Plains Council of Governments