

# **CORVALLIS AREA METROPOLITAN PLANNING ORGANIZATION POLICY BOARD OPERATING GUIDELINES**

ADOPTED: November 21, 2003

## **Purpose of the Operating Guidelines**

These Operating Guidelines combine the provisions of the CAMPO Intergovernmental Agreement that address the operational parameters of the Policy Board with additional operational guidance. In the case of any conflict between the IGA and these operating guidelines, the IGA shall prevail. The additional provisions are intended to refine and augment the provisions of the IGA. (Note: IGA provisions are in the gray text boxes.)

## **Responsibilities of the Policy Board**

The Policy Board is responsible for all actions, agreements, and functions to be carried out by the MPO, including the management, supervision, policy and direction of all programs, functions and activities established and operated under the MPO.

The Policy Board will provide direction to the MPO Director and Oregon Cascades West Council of Governments (OCWCOG) to ensure that actions undertaken by the Director or OCWCOG on behalf of the Policy Board and the MPO are consistent with Policy Board decisions and policy.

The Policy Board is responsible for reviewing and approving an annual budget. The Board will review quarterly budget reports showing income and expenditures and may amend the budget, as necessary or as deemed appropriate.

## **Committees**

The Policy Board identifies the need to create a standing committee to be known as the MPO Technical Advisory Committee (TAC). [The initial membership of the TAC is identified in the IGA.] In the future, the Policy Board may add additional organizations, as well as a citizen representative, a business representative or a freight stakeholder, as voting or as ex-officio members.

The Policy Board may create special MPO committees, as it deems necessary. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Membership on such a committee will be decided by the Policy Board. Any such special committee will be advisory to the Policy Board and/or the TAC

## **Frequency of Meetings**

Regular meetings of the Policy Board shall be held at such time and place as shall be determined by the Policy Board. Special meetings of the Policy Board may be called by the Chair or by a majority of the members.

The Policy Board shall meet at least quarterly or more frequently, if needed. A calendar of meetings for the year shall be established in January of each year. This schedule may be modified by the Policy Board during the course of the year.

## **Notice of Meetings**

All Policy Board members are entitled to notice of any meeting. No action may be taken unless all Policy Board members are given notice. Notice of meetings to Policy Board members may be given telephonically, by other means of electronic communication, or as specified in the MPO bylaws. All required notices to the Public of Policy Board meetings shall meet, at a minimum, the public notice requirements of the Public Meetings laws of the State of Oregon as set forth in ORS 192.640.

## **Location of Meetings**

The Policy Board shall establish the location of regular meetings and shall attempt to schedule at least one meeting a year in each member jurisdiction. The Chair of the Board in consultation with the MPO Director may establish the location of special meetings, when timing does not permit a decision by the full Policy Board.

## **Quorum**

MPO business may be conducted provided a quorum of the Parties attends. A quorum consists of at least seventy-five percent of the Parties on the Policy Board. The Policy Board members may participate telephonically or by other means of electronic communication, provided the meeting is called to order at a public noticed meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.

## **Voting and Decision-Making Procedures**

Policy Board will make decisions using the following procedures:

- \* The Policy Board will strive to reach decisions on a consensus basis.
- \* If representatives of two Parties or one Party and ODOT, conclude that consensus cannot be attained, then the Policy Board shall review the Common Interests of the MPO Policy Board in Consensus Decision Making attached hereto as Exhibit “B”.
- \* After the review of common interests, a vote will be called if requested by representatives of three Parties or two Parties and ODOT.
- \* Decisions made by vote require a majority of the Policy Board votes as defined in 4.1.1. and 4.1.2.

The Policy Board voting structure will reflect the various population sizes of the Parties. However, no single Party will have such a number of votes that unilaterally controls decisions. Each party has one vote, except the city of Corvallis has three votes. This representation is established because the City of Corvallis is the most populous city within the urbanized area. ODOT shall have one vote on the Policy Board.

## **Officers**

The Policy Board shall elect a Chair and Vice Chair at its first meeting. Thereafter, the Policy Board shall elect a Chair and Vice Chair at the first meeting of each calendar year. In the absence of the Chair, or upon her/his inability to act or serve, the Vice Chair shall have the powers of the Chair.

### **Public Statements**

The Chair of the Policy Board shall be responsible for official statements on MPO policy matters. Such statements shall reflect the decisions made or positions taken by the Policy Board. Notwithstanding the responsibility of the MPO Director to provide general information to the public and media regarding the work of the MPO, the Chair and Vice Chair will assist the Director in preparing responses to media inquiries and requests for comment. The Policy Board may elect to select a spokesperson other than the Chair to represent the MPO on specific issues.

### **Development of Meeting Agendas**

The Chair will consult with the MPO Director in the drafting of meeting agendas. If drafted by the MPO Director, the agenda shall be reviewed by the Chair prior to distribution to the full Policy Board, except in situations where timing does not permit the review or the need for review is waived by the Chair. Agendas and related materials shall be distributed to Policy Board members at least seven days prior to a regularly scheduled meeting and in as timely a manner as possible for special or emergency meetings.

### **Terms of Office**

In order to facilitate rotation of officer positions among the jurisdictions, the Chair and Vice Chair are limited to serve two consecutive full terms of office.

## **Review and Amendment of the Operating Guidelines**

The Operating Guidelines will be reviewed by the Policy Board annually. The purpose of the review is to orient new Policy Board members to the operating procedures of the MPO and to reaffirm or amend the guidelines so that the Guidelines remain current and functional.

### **The following documents may be consulted for additional information regarding the roles and responsibilities of the MPO and Policy Board:**

- Intergovernmental Agreement for the purpose of Establishing the Corvallis Area MPO and specifying MPO Cooperation with the State Department of Transportation (*December 2002*)
- Intergovernmental Agreement between Corvallis Area MPO and Oregon Cascades West Council of Governments (*July 2003*)

#### Exhibit B: Common Interests of the MPO Policy Board in Consensus Decision-Making

1. Quick/efficient
2. Uses available information (no hidden agendas or information)
3. Takes all players into account
4. High value on decisions that Policy Board members can support (may be in conflict with #1)
5. One party should not control/prohibit decisions
6. Builds trust among all partners (builds upon #2)

These common interests will be reviewed by the MPO Policy Board members after two Parties make a request for review.