

**BYLAWS**  
**NORTHWEST ARKANSAS REGIONAL**  
**TRANSPORTATION STUDY**

Adopted December 6, 2001 by the NARTS Policy Committee  
Amended on November 10, 2004

**ARTICLE 1 - POLICY COMMITTEE**

1. The Northwest Arkansas Regional Transportation Study Policy Committee shall elect a Chairman and Vice Chairman biannually at the first meeting of the calendar year in even numbered years. The Chairman and Vice Chairman shall be from different jurisdictions. Nominations will be received from the floor and seconded until nominations are closed.
2. The Chairman shall preside at all meetings and public hearings of the Policy Committee, shall decide all points of order or procedure, and shall certify Policy Committee adoption of plans and reports.
3. The Vice Chairman shall assume the duties of the Chairman in the absence of the Chairman.
4. In the event that the Chairman is unable to serve, the Vice Chairman shall assume the office of Chairman and call a special election at the next meeting to fill the office of Vice Chairman for the remaining portion of the term. Should the Vice Chairman be unable to serve, the Chairman shall call a special election at the next meeting to fill the office of Vice Chairman for the remaining portion of the term. If both Chairman and Vice Chairman are unable to serve, the Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.
5. The Policy Committee shall meet as frequently as necessary to perform its functions and shall meet at least once a year to review the status of planning within its jurisdiction.
6. Meetings of the Policy Committee shall be called at the initiative of the Chairman, or by any 3 members of the Policy Committee, who shall instruct the Study Director to convene the Committee.
7. It shall be the duty of the Study Director to send written notices of meetings, which shall state the date, time, and place, including an agenda, copies of minutes of the previous meeting, copies of proposed resolutions and reports, to all members of the Committee. Such notices shall be distributed by mail, fax, or email by the Study Director to reach members of the Committee not less than five working days in advance of the meeting. The Study Director shall arrange a place for the meeting and shall assure that the time, place, and date of the meeting shall be convenient for the members.

8. The Study Director shall arrange for adequate public notice of meetings of the Policy Committee according to the Public Involvement Procedures and in accordance with the Freedom of Information Act.

9. For a meeting to begin, a simple majority of the entities that make up the committee must be present in person or by a designated representative. A person may not represent more than one entity for the purpose of this entity quorum.

10. The Policy Committee shall be comprised of the highest elected official or an official designee from each participating unit of government. Representation will be based on the following formula according to the most recent decennial census population:

Population	Number of Members
1-15,000	one member
15,001-25,000	two members
Over 25,000	three members

Each member shall have one vote. There shall be a maximum of three voting members representing any participating entity. The Arkansas Highway and Transportation Department shall have two voting members on the Policy Committee. These members shall be the Division Head of Planning and Research and the District Engineer from District Four or Nine. In case of absence, each designated voting member may be represented by an official proxy. A majority vote of the authorized membership or designated proxy shall be sufficient to authorize any action to be taken on behalf of the Committee.

11. The Policy Committee is responsible for establishing policies and procedures for conducting the continuing phase program consistent with the Regional Transportation Plan, and related Federal Highway Administration and Federal Transit Administration Guidelines. The Policy Committee will seek recommendations from the Technical Advisory Committee on technical issues. No report or document generated through the transportation planning process shall be published without approval of the Policy Committee and the Arkansas State Highway and Transportation Department, as so noted in the Section 112 (PL) Agreement. Drafts of all published reports and documents will be made available to the Federal Highway Administration, and the Federal Transit Administration for comment before final approval.

12. All meetings and records of the Policy Committee shall be open to the public.

13. The Study Director shall keep a record of the proceedings of the Committee and conduct correspondence and necessary administrative duties.

## **ARTICLE II - TECHNICAL ADVISORY COMMITTEE**

1. The Northwest Arkansas Transportation Study Technical Advisory Committee shall elect a Chairman and Vice Chairman biannually at the first meeting of the calendar year

in odd numbered years. The Chairman and Vice-Chairman shall be from different jurisdictions. Nominations will be received from the floor and seconded until nominations are closed.

2. The Chairman shall preside at all meetings and public hearings of the Technical Advisory Committee, shall decide all points of order or procedure, and shall certify plans, reports, and recommendations approved by the Technical Advisory Committee.

3. The Vice Chairman shall presume the duties of the Chairman in the absence of the Chairman.

4. In the event that the Chairman is unable to serve, the Vice Chairman shall assume the office of Chairman and call a special election at the next meeting to fill the office of Vice Chairman for the remaining portion of the term. Should the Vice Chairman be unable to serve, the Chairman shall call a special election at the next meeting to fill the office of Vice Chairman for the remaining portion of the term. If both Chairman and Vice Chairman are unable to serve, the Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.

5. The Technical Advisory Committee shall meet as frequently as necessary to perform its functions.

6. Meetings of the Technical Advisory Committee shall be called at the initiative of the Chairman, or by any three members of the Technical Advisory Committee, who shall instruct the Study Director to convene the Committee.

7. It shall be the duty of the Study Director to send written notices of meetings, which shall state the date, time, place, including an agenda, copies of minutes of the previous meeting, copies of proposed resolutions and reports, to all members of the Committee. Such notices shall be distributed by mail, fax, or email by the Study Director to reach members of the Committee not less than five working days in advance of the meeting. The Study Director shall arrange a place for the meeting and shall assure that the time, place, and date of the meeting shall be convenient for the members.

8. The Study Director shall arrange for adequate public notice of meetings of the Technical Advisory Committee according to the Public Involvement Procedures and in accordance with the Freedom of Information Act.

9. For a meeting to begin, a simple majority of the entities that make up the committee must be present in person or by a designated representative. A person may not represent more than one entity for the purpose of this entity quorum.

10. The Technical Advisory Committee shall be comprised of officially designated representatives of member jurisdictions. Representation will be based on the following formula according to the most recent decennial census population:

Population	Number of Members
1-15,000	one member
15,001-25,000	two members
Over 25,000	three members

There shall be a maximum of three voting members representing any participating entity. Each entity can have up to two non-voting members. The Arkansas Highway and Transportation Department shall have three voting members on the Technical Advisory Committee. One member shall represent District Four or Nine. The other two members shall be from the Planning and Research Division; one shall be from the Statewide Planning Section and one from the Public Transportation Section. In case of absence each designated voting member may be represented by an official proxy. The two non-voting members should have a background such as engineering, planning, or street construction etc. A majority vote of the authorized membership or designated proxy shall be sufficient to authorize any action to be taken on behalf of the Committee.

11. The Technical Advisory Committee shall serve as a study team composed of technical and professional personnel from local governments, and participating agencies. The Technical Advisory Committee shall guide all technical aspects of the continuing planning process. The Technical Advisory Committee will conduct all business and submit recommendations as requested by the Policy Committee and/or the Study Director.

12. All meetings and records of the Technical Advisory Committee shall be open to the public.

13. The Study Director shall keep a record of the proceedings of the committee and conduct correspondence and necessary administrative duties.

### **ARTICLE III - NORTHWEST ARKANSAS REGIONAL TRANSPORTATION STUDY DIRECTOR**

1. The Study Director shall be appointed by the Northwest Arkansas Regional Planning Commission.

2. The Study Director shall:

- a. Notify the Policy Committee concerning decisions on routine matters, made by the Technical Advisory Committee.
- b. Prepare and present to the Policy Committee a written annual progress report at the end of the State fiscal year.
- c. Coordinate the continuing multi-modal transportation planning process with all governmental entities and maintain liaison between all organizations.
- d. The Study Director will be responsible for all U. S. Department of Transportation regulations and requirements necessary to meet annual certification.

- e. The Study Director will follow the guidelines of the Public Involvement Procedures.
- f. The Study Director will insure that the MPO annually certifies to the Federal Highway Administration and the Federal Transit Administration that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.

#### ARTICLE IV - AMENDMENTS

These Bylaws may be amended by a two-thirds affirmative vote of the authorized membership or designated proxy of the Policy Committee and of the Technical Advisory Committee, provided that official notice of the proposed amendment is included in the notice of the meeting.

Adopted by the Technical Advisory Committee and the Policy Committee on  
November 10, 2004