



Association

Michigan Transportation Planning

Association Bylaws

Purpose

The Michigan Transportation Planning Association is a voluntary association of public organizations and agencies which are responsible for the administration of transportation planning activities throughout the State of Michigan.

The Association dedicates itself to professional development and the improvement of urban transportation planning in Michigan. These dual goals are achieved by providing educational opportunities for, and fostering communication among, the practitioners of urban transportation planning in Michigan.

The Association shall serve as a bona-fide purchasing agent to act on behalf of its members in acquisitions that will benefit the purposes of its members.

Membership

Membership in the Association shall be open to all Metropolitan Planning Organizations, Transportation Management Areas, other local/metro transportation planning agencies and the Michigan Department of Transportation. Ex-officio membership shall be open to the Federal Highway Administration, the Michigan Department of Environmental Quality and other agencies as deemed necessary by the Association.

Delegates or Alternate Delegates

Each member and each ex-officio member, as delineated above, shall designate a delegate and an alternate to represent its organization in the Association. It is encouraged that the designated delegate be the person most directly responsible for the administration and management of the transportation planning activities at the organization or agency. The Association Secretary will maintain a listing of delegates and alternates for the Association. Each member is responsible for providing the Secretary with updates when its delegate or alternate designations change.

Meetings

The Association shall schedule meetings at least every two months, including an “annual meeting.” Special meetings may be called at the discretion of the Chairperson or upon petition of three members of the Association. The “annual meeting” may be held at the annual Transportation Planning Conference sponsored by the Association.

Michigan Transportation Planning Association Office

The office of the Association shall be the office of the Chairperson, and shall move with the designation of a new Chairperson, unless otherwise designated by the Association.

Officers and Elections

Officers of the Association must be delegates from a member agency. The Association officers shall consist of Chairperson, Secretary and Treasurer. The duties and responsibilities of the officers are as follows:

Chairperson - Preside over the business and meetings of the Association and represent the Association in any matter of interest to the Association

Secretary - Keep the minutes of the meetings, notify members of meetings and special meetings, and prepare the agenda for all regular meetings

Treasurer - Maintain the funds and accounts of the Association

Note: the past Chair shall preside over the meetings of the Association in the absence of the Chairperson.

Officers shall be elected by the membership of the Association at the “annual meeting” (or at the July meeting if the “annual meeting” is held in a month other than July). Each office holder will serve a two-year term.

Prior to the “annual meeting”, the Chairperson shall appoint a Nominating Committee, consisting of three members. The Nominating Committee shall nominate one candidate for each office to be filled. Further nominations may be made from the floor at the “annual meeting.” Officers shall take office at the first meeting following the “annual meeting.”

Roberts Rules of Order, Revised Edition, shall govern the Association.

Special Committees

The Chairperson may, at his or her discretion, appoint such special subcommittees as may be deemed necessary to more effectively meet the objectives of the Association.

Membership Fees

Annual fees, or dues, to be determined by a vote of the majority of the Association members, may be required of each voting member of the Association on an annual basis.

If levied, dues will be invoiced by the Treasurer and will be payable to the Association within 30 days of the date of the invoice.

Voting

Each member of the Association is entitled to one vote. If a member's delegate is absent, the alternate for that member may vote in their place. Ex-officio members are not eligible to vote.

Quorum

All meetings shall require one-half of the total membership to be present in order for there to be a quorum, which is necessary to conduct the official business of the Association.

Resignation

Any member may resign its membership in the Association by a written notice to the Secretary of its desire to withdraw from the Association.

Amendments

Any member of the Association may initiate an amendment to these bylaws. Proposed amendments should be submitted to the Chairperson for review prior to consideration by the Association. Amendment to the bylaws may also be initiated by action of the entire Association through a vote calling for changes to the bylaws. Any amendment shall become effective upon ratification by a simple majority of the members at a regular meeting or special meeting. Advance notice of proposed changes to the bylaws shall be made to all members by the Secretary. Such notice may be made in writing, electronically, or by other means normally used to communicate with the membership.

Adopted: September 16, 2003 at a duly called meeting of the Michigan Transportation Planning Association

Attest: Patricia Karr
Patricia Karr, Secretary