

BYLAWS

LANCASTER COUNTY TRANSPORTATION COORDINATING COMMITTEE
The Metropolitan Planning Organization
LANCASTER COUNTY, PENNSYLVANIA
FEBRUARY 27, 2023

Article 1. Name:

- (a) The official name of the metropolitan planning organization shall be Lancaster County Transportation Coordinating Committee (LCTCC).
- (b) The common reference name for the LCTCC shall be the Lancaster County Metropolitan Planning Organization (MPO) or Lancaster MPO.

Article 2. Authorization and Purpose:

- (a) The Lancaster MPO is authorized by Federal law (23 CFR Part 450) and as established by PennDOT Agreement No. 32094, revised by Agreement Nos. 57339 and 57339-A. The Lancaster MPO shall constitute the policy board as required by Federal regulation.
- (b) The Lancaster MPO shall be the policy body to carry out a continuing, comprehensive, and cooperative transportation planning and decision-making process in accordance with current Federal regulations. Such process will be carried out for the entire political subdivision known as Lancaster County, Pennsylvania.
- (c) These bylaws shall serve as the document identifying current Lancaster MPO procedures. They will be reviewed periodically and revised, as necessary.

Article 3. Membership:

- (a) Voting membership of the Lancaster MPO shall be as follows:

Total voting membership is fifteen (15)

City of Lancaster – three (3) voting members appointed by the Mayor;

County of Lancaster – seven (7) voting members as follows; one (1) county commissioner appointed by the Board of Commissioners; six (6) members of the Lancaster County Planning Commission appointed by the Chair of the Lancaster County Planning Commission. The Chair of the Lancaster County Planning Commission may appoint alternates from the Lancaster County Planning Department.

Legislative Delegation – two (2) voting members as follows; one (1) member from the Pennsylvania House of Representatives, and one (1) member from the Pennsylvania Senate. Appointment shall be made by the majority of each respective delegation from Lancaster County.

South Central Transit Authority (SCTA) – one (1) voting member appointed by the

Chair of the SCTA Board of Directors.

Pennsylvania Department of Transportation (PennDOT) – two (2) voting members; one (1) from PennDOT Central Office, appointed by the Program Center, Bureau Director, and one (1) from PennDOT, District 8-0, appointed by the District Executive.

(b) Non-voting membership of the Lancaster MPO shall be as follows:

U.S. Department of Transportation, Federal Highway Administration – one (1) non-voting member

U.S. Department of Transportation, Federal Transit Administration – one (1) non-voting member

U.S. Department of Transportation, Federal Aviation Administration – one (1) non-voting member

Pennsylvania Department of Transportation, Bureau of Public Transportation – one (1) non-voting member

Pennsylvania Department of Transportation, Bureau of Aviation – one (1) non-voting member

Pennsylvania Department of Environmental Protection, Air Resource Management Division – one (1) non-voting member

Pennsylvania Department of Community and Economic Development, Community Planning – one (1) non-voting member

Lancaster Airport Authority – one (1) non-voting member

Total non-voting membership is eight (8).

(c) Appointment of Members

Lancaster MPO membership is by affiliated organization as stated in Article 3 (a) and (b) above. All members, except those representing the legislative delegation from Lancaster County, shall be appointed by the affiliated organization. The appointment and alternate(s) shall be sent to the Chair and Executive Director in writing or email by the organization's designated appointer. A majority of the Lancaster County legislative delegation shall determine its representative to the Lancaster MPO and notify the Chair and Executive Director in writing or email.

(d) Term of Appointment

Organizations may change their appointments to accommodate new staff, or responsibility changes within an organization. The change needs to be made in writing or email to the Chair and Executive Director. The recording secretary shall keep a list of members.

(e) Removal

Any member who has unexcused absences from three (3) consecutive meetings in any one calendar year may be removed as a member of the Lancaster MPO. Prior to such removal, the Chair of the Lancaster MPO shall notify the affiliated organization of such potential removal. Removal shall only occur after such notification and a vote by the Lancaster MPO.

Article 4. Officers for Lancaster MPO, or Committee of the MPO:

- (a) The Chair and Vice-Chair of each Committee shall be elected biennially (2 years) by and among the voting members of the Committee and shall be responsible for conducting the committee meetings. Nomination and election of officers shall be conducted at the first meeting of even years. The method of nomination shall be determined by the Chair, consistent with Robert's Rules of Order.
- (b) The Chair and Vice-Chair, during their terms, shall have the right to vote on all issues.
- (c) A Recording Secretary shall be provided from the staff of the Lancaster County Planning Department.

Article 5. Meetings and Conduct of Business for Lancaster MPO, or a committee of the MPO:

- (a) The Lancaster MPO, or a committee of the MPO, shall establish such regular meetings as, from time to time, it deems proper, and shall, in addition, meet upon call of the Chair of the appropriate committee for special meetings. Notice of meeting dates, times and locations will be published annually and as otherwise required by law.
- (b) Any and all members may participate in a meeting of the Lancaster MPO, or a committee of the MPO, by means of a telephone or video conference or by any means of communications by which all persons participating in the meeting are able to communicate with one another. Participation in a meeting pursuant to this section shall constitute presence at the meeting.
- (c) Eight (8) voting members, or their alternates, shall constitute a quorum to call to order a meeting for the Lancaster MPO. If the eligible voting members drop below eight (8) after a meeting opens, votes would still proceed and 5 votes would be identified as the simple majority to pass an action, based on the opening quorum.
- (d) Actions of the Lancaster MPO, or a committee of the MPO, shall be by simple majority vote of the members and alternates present (in-person or virtually) and entitled to vote, provided that a quorum is present at the beginning of the meeting, except as noted in Article 5c. Votes submitted by virtual voting members shall include video to supplement the audio. Quorums for the Transportation Technical Advisory Committee (TTAC) and Active Transportation Advisory Committee (ATAC) are included in Article 6 and Article 7 respectively.
- (e) Alternates attending a meeting in the absence of the voting member shall so notify the Recording Secretary at the start of the meeting. Alternates attending in the absence of a voting member shall be counted towards a meeting quorum.
- (f) In the event of a tie vote, the motion shall be considered defeated.

(g) All meetings of the Lancaster MPO shall be advertised to comply with the Pennsylvania Sunshine Law, including those of the Transportation Technical Advisory Committee (TTAC) and the Active Transportation Advisory Committee (ATAC), shall be open to the public and electronic copies of any materials considered by a committee shall be available to the public at the time of the meeting or subsequent to a committee meeting. Minutes of the meeting of the committees shall be maintained and shall be available for review in the offices of the Lancaster County Planning Department, and electronically on the official Lancaster County Planning Department website. The responsibility for the development of the minutes shall rest with the Recording Secretary.

(h) In general, meetings shall be conducted according to Robert's Rules of Order.

Article 6. Technical Advisory Committee

(a) The Lancaster MPO shall maintain a standing advisory committee known as the Transportation Technical Advisory Committee (TTAC).

(b) TTAC shall provide technical advice to the Lancaster MPO to ensure quality, effective and timely implementation of the Lancaster MPO's Metropolitan Transportation Plan, *connects2040* (MTP), Transportation Alternatives Set Aside (TASA), Transportation Improvement Program (TIP) and other transportation programs assigned by the Lancaster MPO. Key aspects of the MTP and TIP development TTAC will provide guidance to the Lancaster MPO are noted as follows:

1. Metropolitan Transportation Plan (MTP)

- Advise the Lancaster MPO on priorities for implementation of the MTP;
- Review interim work products related to MTP implementation; and
- Serve as liaisons to the community on MTP implementation activities.

2. Transportation Improvement Program (TIP)

- Advise the Lancaster MPO regarding the integration of Land use and transportation planning during the implementation of the County Comprehensive Plan and MTP.
- Recommend to the Lancaster MPO on methods to improve needs identification and project selection for the TIP, including tools for project evaluation and prioritization.
- Recommend projects for non-TIP funding such as Lancaster County Act 13 funding.
- Participate in development of the TIP through meetings with PennDOT and Lancaster County Planning Department staff.
- Serve as liaisons for project management with LCPD staff, receive periodic updates on locally delivered projects and provide updates to the Lancaster MPO.
- Recommend and develop opportunities for input by and communication to a broad range of community interests in the decisions of the Lancaster MPO.

(c) Voting membership of the Transportation Technical Advisory Committee (TTAC).

Total voting members of TTAC is seventeen (17)

1. Community - wide interests – six (6) voting members, could include and not limited to;

- Business and Finance;
- Operating Freight and Passenger Railroads;
- Freight interests;
- Environmental health interests;
- Advocate for persons with disabilities.

2. Organization appointments –eleven (11) voting members;

- **Pennsylvania Department of Transportation**- one (1) voting member, appointed by PennDOT District 8-0, District Executive.
- **Lancaster County Planning Commission** – three (3) voting members, appointed by Chair of the Lancaster County Planning Commission. The Chair will consider appointing the three (3) voting members not appointed to the Lancaster MPO.
- **South Central Transit Authority (SCTA)** – one (1) voting member, appointed by Chair of the South Central Transit Authority SCTA Board.
- **Active Transportation Advisory Committee** – one (1) voting member, appointed by Chair of ATAC.
- **Lancaster Airport Authority** – one (1) voting member, appointed by Chair of the Lancaster Airport Authority.
- **City of Lancaster** – one (1) voting member, appointed by the Mayor.
- **Lancaster Inter-municipal Committee (LIMC)** – one (1) voting member, appointed by chair of the LIMC.
- **Boroughs Association of Lancaster County**- one (1) voting member, appointed by Chair of the Association. The selection shall not be a member of LIMC.
- **Township Supervisors Association of Lancaster County**- one (1) voting member, appointed by Chair of Township Association. The selection shall not be a member of LIMC.

(d) Non-voting membership of TTAC shall be as follows:

Total non-voting membership is five (5).

Pennsylvania Department of Transportation –one (1) non-voting members

U.S. Department of Transportation, Federal Highway Administration – one (1) non-voting member

U.S. Department of Transportation, Federal Transit Administration – one (1) non-voting member

U.S. Department of Transportation, Federal Aviation Administration – one (1) non-voting member

Lancaster County Emergency Management Agency (LEMA) – one (1) non-voting member

(e) Appointments to TTAC Membership

1. Members appointed by the affiliated organization shall be sent to the MPO Chair and Executive Director of the Lancaster County Planning Department in writing or email by the organization's designated appointer.
2. Members appointed to TTAC by the Lancaster MPO from County-wide interest will be solicited by the Lancaster County Planning Department from organizations focused on the areas of interest. The solicitation will occur annually to develop a pool of qualified candidates. Nominations will be forwarded to the Chair of the Lancaster MPO for consideration and appointment. All nominations shall be presented by the Chair of the Lancaster MPO at the last public meeting of the calendar year at which point the nominees are voted upon by the Lancaster MPO for appointment to TTAC.

(f) Term of Appointment

Organizations may change their appointments to accommodate new staff or responsibility changes within an organization. The change needs to be made in writing or email to the Chair. The recording secretary shall keep a list of members. Terms will begin on January 1 and end on December 31 of the appropriate year and shall be four-year terms, starting with 2022-2025

(g) Removal

Any member who has unexcused absences from three (3) consecutive meetings in any one calendar year may be removed as a member of the TTAC. Prior to such removal, the Chair of TTAC shall notify the affiliated organization of such potential removal. Removal shall only occur after such notification and a vote of the Lancaster MPO.

(h) Alternates

Appointing affiliated organizations, including the legislative delegation, shall designate an alternate for each of their members. All alternates must be so designated in writing or by email from their respective organization.

(i) Quorum

Nine (9) voting members, or their alternates, shall constitute a quorum for the TTAC.

Article 7. Active Transportation Advisory Committee

- (a) The Active Transportation Advisory Committee (ATAC) is established as an advisory committee to TTAC. The committee shall advise TTAC on all matters pertaining to active transportation, including bicycle and pedestrian transportation.
- (b) Nominations for appointments or re-appointments shall be solicited by the Recording Secretary for consideration by the Lancaster MPO for appointment. All nominations shall be presented by the chair of the Lancaster MPO at the last public meeting of the calendar year at which point the nominees are voted upon for appointment and/or affirmation.
- (c) Terms will begin on January 1 and end on December 31 of the appropriate year and shall be four-year terms, starting with 2022-2025.
- (d) Membership shall consist of nine (9) members and be representative of active transportation interests in Lancaster County. ATAC Chair shall nominate a voting member and alternate for appointment to TTAC.
- (e) Five (5) voting members shall constitute a quorum for ATAC.
- (f) Any member who has unexcused absences from three (3) meetings in any one calendar year may be removed as a member of ATAC. Prior to such removal, the Recording Secretary shall notify the individual of such potential removal. Removal shall only occur after such notification and a vote by the Lancaster MPO.

Article 8. Other Committees

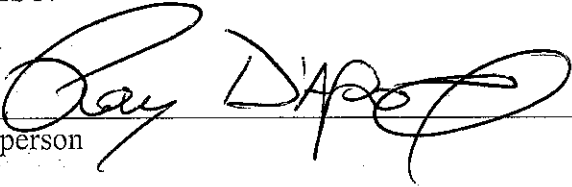
- (a) The Chair of the Lancaster MPO may appoint such other ad-hoc committees, comprised of existing MPO/TTAC/ATAC members and non-voting members as deemed necessary and desirable from time to time and set the charge to the committee. The time limit for a Chair designated committee is one-year, a committee that will be in existence longer than a year needs the Lancaster MPO vote of approval to extend a Chair designated committee or to create a committee that will extend past a year.
- (b) The Chair of TTAC and ATAC may appoint such other committees, comprised of their existing committee as necessary.

Article 9. Staffing

- (a) The Executive Director of the Lancaster County Planning Department, as appointed by the Lancaster County Board of Commissioners, shall serve as Executive Director of the Lancaster County Metropolitan Planning Organization.
- (b) The Lancaster MPO and its standing committees shall be staffed by the Lancaster County Planning Department. Such services are provided pursuant to the appropriate agreements with PennDOT.

On this date, the Lancaster County Metropolitan Planning Organization adopted the foregoing amended Bylaws.

ATTEST:



Chairperson

4/24/23
Date

ATTEST:



Vice Chairperson

4/24/23
Date

This shall become effective immediately after its enactment by the Lancaster County MPO, County of Lancaster, Commonwealth of Pennsylvania.

As amended on February 28th, 2022

As amended on February 27th, 2023