

# **BYLAWS OF THE CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION**

## **ARTICLE I. Introduction**

The Chisholm Trail Metropolitan Planning Organization (MPO) is responsible for cooperative, comprehensive and ongoing transportation planning for the Chisholm Trail Metropolitan Planning Area as designated and approved in the Designation Agreement executed by the City of Enid and the Oklahoma Department of Transportation pursuant to 23 U.S.C. §134 and applicable federal and state regulations.

The Chisholm Trail MPO is responsible for the development and approval of plans and programs that facilitate the transportation planning process to include a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), an Annual Listing of Obligated Projects (ALOP), and a Public Participation Plan (PPP). The purpose of these plans and programs is to facilitate through planning an integrated intermodal transportation process that will meet the current and future needs of the communities within the MPO boundary with a horizon of at least twenty years. 23 C.F.R. §450.312(a)(1).

## **ARTICLE II. Policy Board**

### **Section A. Purpose.**

The Transportation Policy Board (TPB) is the governing board for the Chisholm Trail MPO which provides both policy development and adoption in the local urban transportation planning process as it relates to present and future intermodal transportation systems within the Chisholm Trail Metropolitan Planning Area (MPA).

1. The TPB Board shall review:
  - a. the Long-Range Transportation Plan;
  - b. the Transportation Improvement Program;
  - c. the Unified Planning Work Program; and
  - d. any special transportation studies.
2. The TPB shall receive recommendations from the Transportation Technical Board (TTB) related to the items listed in Article II, §A (1). If, after its review, the TPB finds any transportation plan, program, study or document unsatisfactory, the TPB will return it to the TTB for additional review, analysis, and any additional recommendations.
3. The TBP shall encourage the development of a regional, integrated, intermodal transportation system with the Chisholm Trail MPA.
4. The TBP shall coordinate with federal, state, and local agencies, as necessary, to ensure a continuous, cooperative, and comprehensive transportation planning process.

5. The TPB may appoint additional qualified individuals to the TPB and the TTB through adoption of an amendment to these bylaws.
6. The TPB may create committees as needed.
  - a. The chairman of the TPB shall appoint the chairman of the committees, who shall be TPB members.
  - b. The chairman of the TPB shall appoint the members of each committee.

Section B. Membership.

1. The TPB is made up of the following voting members:
  - a. the Mayor of the City of Enid;
  - b. two Enid City Commissioners appointed by the Enid City Council;
  - c. the Mayor of the Town of North Enid or his designee;
  - d. the Chairman of the Garfield County Commissioners or his designee;
  - e. the Executive Director of Northern Oklahoma Development Authority (NODA) or his designee;
  - f. the District IV Transportation Commissioner or his designee;
  - g. ODOT District IV Engineer or his designee;
  - h. Enid's Aviation Advisory Board Chairman or his designee; and,
  - i. the General Manager of the Enid Public Transportation Authority.
2. The Policy Board also includes non-officio members that do not count towards a quorum. These members may fully participate in the meetings but do not vote on motions. The non-officio members include:
  - a. ODOT Government Affairs, Planning Manager or his designee;
  - b. a representative of Northern Oklahoma Regional Transportation Planning Organization (NORTPO) or his designee;
  - c. the Federal Highway Administration (FHWA) Division Administrator or his designee;
  - d. the Federal Transit Administration (FTA) Administrator or his designee;
  - e. a member of the Oklahoma House of Representative as determined by those members that represent the Chisholm Trail Metropolitan Area;
  - f. the Oklahoma State Senator that represents the Chisholm Trail MPA or his designee; and,
  - g. the 71<sup>st</sup> FTW Commander for Vance Air Force Base or his designee.

3. All members shall serve as long as they hold their position within their respective organization.
4. Members that designate a designee must provide the MPO Secretary of the contact information of the designee.
5. Designees of voting members will count towards a quorum and may vote on any matter before the Board.
6. Designees of voting or ex officio members cannot be a member of the TPB in their own right. Designees cannot to serve on behalf of more than one member of the TPB at one time.

#### Section C. Officers.

1. The Chairman of the TPB is the Mayor of the City of Enid.
2. The Vice Chairman shall be elected by the TPB for a term of one year at the second meeting of the Board each year. The Vice Chairman shall chair the meetings of the TPB in the absence of the Chairman.
3. The Enid City Clerk shall serve as Secretary and take the minutes or provide a clerk to take the minutes when absent.
4. The Enid City Treasurer shall be responsible for the expenditure and tracking of MPO funds.

#### Section D. Meetings.

1. Meetings of the TPB will be called and noticed in compliance with the Oklahoma Open Meeting Act.
2. Meetings may be called by the Chairman, the MPO Planner, or the City Clerk of Enid.
3. A quorum consists of a majority of the voting members.
4. The Chairman or Vice Chairman shall have authority to execute documents in the name of the Chisholm Trail MPO, after approval of the TPB.

### **ARTICLE III.** **Transportation Technical Board**

The Transportation Technical Board (TTB) provides technical analysis and recommendations to the TPB for its consideration and approval.

#### Section A. Purpose.

1. The TTB provides technical advice and guidance for transportation planning. The membership consists of technical and professional personnel from the various agencies who review the technical aspects of transportation planning documents and makes recommendations to the

TPB.

2. The TTB assists the TPB in providing planning and coordination with local governments, ODOT, the FHWA, the Federal Aviation Administration (FAA), and the FTA.
3. The TTB reviews all issues related to comprehensive transportation planning processes such as: the UPWP, the TIP, and transportation plans and policies prior to making a recommendation to the TPB.

Section B. Membership.

1. The TTB is made up of the following voting members:
  - a. the Enid City Manager or his designee;
  - b. the Enid Director of Engineering or his designee;
  - c. the Treasurer of the Enid Public Transportation Authority or his designee;
  - d. the Aviation Director of Woodring Airport;
  - e. the Enid Community Development Director or his designee;
  - f. a representative of the town of North Enid or his designee;
  - g. a representative of Garfield County, appointed by the Garfield County Commissioners;
  - h. the Executive Director of the Greater Enid Chamber of Commerce or his designee;
  - i. a representative of NORTPO or his designee;
  - j. ODOT District IV Rural Construction Engineer or his designee;
  - k. ODOT Government Affairs, Planning Branch Manager or his designee; and,
  - m. ODOT Multimodal Division Office of Mobility and Public Transit Manager or his designee.
2. The TTB also includes non-officio members that do not count towards a quorum. These members may fully participate in the meetings but do not vote on motions. The non-officio members include:
  - a. FHWA Division Community Planner or designee;
  - b. FTA Regional VI Community Planner or designee; and
  - c. a representative of Vance Air Force Base Engineering.
3. All members shall serve as long as they hold their position within their respective organization.
4. Members that designate a designee must provide the MPO Secretary the contact information of the designee.
5. Designees of voting members will count towards a quorum and may vote on any matter before the Board.

6. Designees of voting or ex officio members cannot be a member of the TTB in their own right. Designees cannot serve on behalf of more than one member of the TTB at one time.

Section C. Officers.

1. The Chairman of the TTB is the Enid City Manager.
2. The Vice Chairman of TTB shall be elected by the TTB for a term of two years. The Vice Chairman shall chair the meetings of the TTB in the absence of the Chairman
3. The Enid City Clerk's office will provide a city employee to take the minutes and transcribe them.

Section D. Meetings.

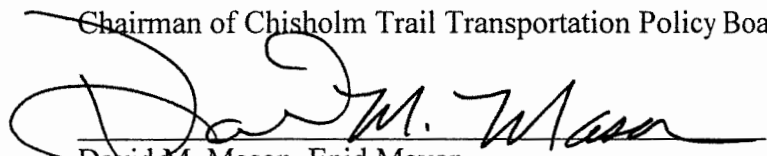
1. Meetings of the TTB will be called and noticed in compliance with the Oklahoma Open Meeting Act.
2. Meetings may be called by the Chairman, the MPO Planner, or the City Clerk of Enid.
3. A quorum consists of a majority of the voting members.

**ARTICLE IV.**  
**Amendments to the Bylaws**

Amendments to the Bylaws of the Chisholm Trail MPO may be approved by a majority vote of the voting members of the Chisholm Trail TPB.

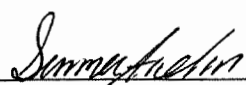
Adopted and Approved at the February 21, 2024 meeting of the TPB of the Chisholm Trail MPO.



Chairman of Chisholm Trail Transportation Policy Board  
  
David M. Mason, Enid Mayor

ATTEST:

Secretary of Chisholm Trail MPO

  
Summer Anderson, Enid City Clerk