

**BYLAWS of the
Cambria County Metropolitan Planning Organization (CCMPO)
Adopted on September 20, 2016**

I. Name

In accordance with Section 134 of the Federal Aid Highway Act of 1962, Title 23, United States Code, Title 49 United States Code, the entity responsible for maintaining a cooperative, continuous, and comprehensive transportation planning program in Cambria County, Pennsylvania shall be known as the “Cambria County Metropolitan Planning Organization (CCMPO)”. This organization was established in 1965 as, and formerly known as the “Johnstown Area Transportation Study (JATS)”. The Cambria County MPO moniker reflects the progression and growth of the MPO from a planning organization singularly focused on the Johnstown area, to a regional planning organization serving the needs of all of Cambria County.

II. Authority

The CCMPO was established by the original formation Agreement No. 34447 dated June 10, 1965 between the Pennsylvania Department of Transportation (PennDOT) and participating members of the Johnstown Area Transportation Study, and amended by agreement of March 26, 1974. This set of bylaws is adopted to replace the aforementioned original bylaws in order to reflect modern practices, terminology and processes.

III. Responsibilities

- To complete the activities necessary to maintain a comprehensive, cooperative and continuing transportation planning process for making transportation investment decisions in the metropolitan area, including the development of the Long Range Transportation Plan, Transportation Improvement Program and Unified Planning Work Program.
- To promote public participation in the transportation decision-making process through public outreach held pursuant to state and federal guidelines.
- To exercise leadership and initiative in planning the development of an efficient, cost-effective, integrated and multimodal transportation system serving the needs of Cambria County.
- To assure eligibility of the Cambria County Urbanized Area for receipt of Federal, State, and local capital and operating assistance.

- The preparation and analysis of data to support the transportation planning decisions made by county transportation stakeholders, elected officials, local municipalities, and the public.

IV. Cambria County Metropolitan Planning Organization Coordinating Committee

The parties hereby establish a Coordinating Committee which shall consist of the following eleven (11) members:

CAMBRIA COUNTY MPO COORDINATING COMMITTEE		
Jurisdiction	Agency	Position
Boroughs	Rotating Borough	As Selected
Townships	Rotating Township	As Selected
City	City of Johnstown Community and Economic Development Department	Director
City	City of Johnstown	City Manager
County	Cambria County Commissioners	Commissioner
County	Cambria County Planning Commission	Board Member
County	Johnstown/Cambria County Airport Authority	Board Member or Airport Manager
County	Cambria County Transit Authority	Executive Director or CamTran Manager
County	Chamber of Commerce	Executive Director or Transportation Committee Chair
State	PennDot	District Engineer
State	PennDot	Deputy Secretary for Planning

A. Appointments

Representatives of Cambria County Townships and Boroughs shall be appointed by their respective governing bodies. In the case a decision cannot be made by the respective governing bodies, the members of the Coordinating Committee shall elect a representative by majority vote, after nominations have been solicited from the municipalities. Each of the rotating Borough and Township seats may serve two consecutive, two year terms. To ensure equal geographic representation, the Borough and Township seats shall be appointed alternatively from the northern and southern parts of the County; so that when the Borough representative is from the northern part of the county, the Township representative is from the southern part of the county, and vice versa. A list of municipalities classified for this purpose is included in Appendix 1.

It is recommended that representatives be elected members of the governing body of the municipality (supervisors or council members). However, a representative that is not an elected member of the governing body may be designated by majority vote of the appointing body or Coordinating Committee.

1. Officers

The Committee shall elect, annually at its first meeting of the new year, a Chairperson and Vice-Chair from among its own membership. The Chair shall preside at all meetings and ensure that the transaction of business shall be in accordance with the bylaws and other procedures adopted by the CCMPO. The Vice Chair shall execute the powers and duties of the Chair during the absence of the Chair. The Chair and Vice Chair may make motions, participate in discussion, and vote on any motion. There is no limit to the number of successive terms for the Chair and Vice Chair.

B. Representative’s Length of Appointment

Appointments shall be for a two-year term. Members may be reappointed for successive terms, and there is no limit on the number of successive terms, with the exception of the Township and Borough representatives as specified in Section IV (A) of these bylaws. Township and Borough members may serve a maximum of two consecutive, two year terms.

C. Vacancies

Vacancies by representatives who are unable to continue representing the designated entity because of resignation or termination from the governing body, or staff of the designated agency, are to be filled for the remainder of the original representative’s term. Vacancies shall be filled as soon as possible at the next regularly scheduled meeting.

D. Staff

The staff of the Cambria County Planning Commission shall serve as the staff and Secretary to the MPO and perform transportation planning activities as defined through the annual work program developed in cooperation with federal, state, and local priorities, and as directed by the members of the Cambria County Metropolitan Planning Organization.

V. Cambria County Metropolitan Planning Organization Technical Committee

The parties hereby establish a Technical Committee which shall consist of the following eleven (11) members:

CAMBRIA COUNTY MPO TECHNICAL COMMITTEE		
Jurisdiction	Agency	Position
Boroughs	Rotating Borough	As Selected
Townships	Rotating Township	As Selected
City	City of Johnstown Community and Economic Development Department	Director

County	Cambria County Planning Commission	Transportation Planner
County	Cambria County Planning Commission	Director
County	Bicycle/Pedestrian	As Appointed by Coordinating Committee
County	Johnstown Airport Authority	Authority Manager
County	Cambria County Transit Authority	CamTran Staff
County	Chamber of Commerce	Executive Director or Transportation Committee Chair
State	PennDot	Assistant District Engineer
State	PennDot	Transportation Planning Manager

A. Appointments

Representatives of Cambria County Townships and Boroughs shall be appointed by their respective governing bodies. In the case a decision cannot be made by the respective governing bodies, the members of the Technical Committee shall elect a representative by majority vote, after nominations have been solicited from the municipalities. Each of the rotating Borough and Township seats may serve two consecutive, two year terms. To ensure equal geographic representation, the Borough and Township seats shall be appointed alternatively from the northern and southern parts of the County; so that when the Borough representative is from the northern part of the county, the township representative is from the southern part of the county, and vice versa. A list of municipalities classified for this purpose is included in Appendix 1.

It is recommended that representatives be elected members of the governing body of the municipality (supervisors or council members). However, a representative that is not an elected member of the governing body may be designated by majority vote of the appointing body or Technical Committee.

1. Officers

The Technical Committee shall elect, annually at its first meeting of the new year, a Chairperson and Vice-Chair from among its own membership. The Chair shall preside at all meetings and ensure that the transaction of business shall be in accordance with the bylaws and other procedures adopted by the CCMPO. The Vice Chair shall execute the powers and duties of the Chair during the absence of the Chair. The Chair and Vice Chair may make motions, participate in discussion, and vote on any motion. There is no limit to the number of successive terms for the Chair and Vice Chair.

B. Representative's Length of Appointment

Appointments shall be for a two-year term. Members may be reappointed for successive terms, and there is no limit on the number of successive terms, with the exception of the

Township and Borough representatives as specified in Section V(A) of these bylaws. Township and Borough members may serve a maximum of two consecutive, two year terms.

C. Vacancies

Vacancies by representatives who are unable to continue representing the designated entity because of resignation or termination from the governing body, or staff of the designated agency, are to be filled for the remainder of the original representative's term. Vacancies shall be filled as soon as possible at the next regularly scheduled meeting.

D. Staff

The staff of the Cambria County Planning Commission shall serve as the staff and Secretary to the Technical Committee and perform transportation planning activities as defined through the annual work program developed in cooperation with federal, state, and local priorities, and as directed by the members of the Cambria County Metropolitan Planning Organization.

VI. Meetings

All meetings of the Cambria County Metropolitan Planning Organization and its Committees shall be open to the public. Copies of any materials considered by the committee shall be made available to the public at the time of the meeting or subsequent to a committee meeting. Meeting minutes shall be maintained and shall be made available for review in the offices of the Cambria County Planning Commission and on the Planning Commission website.

A quorum of the Coordinating and Technical Committees is defined as a majority of the voting representatives. Although presentations may be received, no action shall be taken by the Coordinating and Technical Committee without a quorum in attendance at the meeting and present at the time of the action.

On occasions when an action may be sought without convening a meeting, a vote by email may be conducted. The Chairperson will review the issue at hand and determine the appropriateness of an email poll of CCMPO voting members. Briefing material relevant to the issue at hand will be sent to all voting members of the CCMPO at least one week prior to the poll. The Cambria County Planning Commission staff will be responsible for disseminating the briefing material and polling all voting members. The result of the poll shall not be considered valid unless a majority vote has been obtained. Upon completion of the poll, the Cambria County Planning Commission staff shall notify the CCMPO voting members of the result. The action shall be confirmed at the next meeting of the CCMPO. Email votes shall not be utilized for final approval of the Long Range Transportation Plan, Transportation Improvement Program, or Unified Planning Work Program.

VII. Bylaws Documents

The bylaws may be updated by the Coordinating Committee with a two-thirds majority vote of the entire voting membership. The authority to amend these bylaws rests exclusively with the Coordinating Committee. Proposed changes to the bylaws cannot be voted upon at the first meeting at which the changes are presented. Proposed changes shall be discussed at least at two consecutive meetings before action can be taken, and all Coordinating Committee representatives shall be notified prior to a vote being taken.

Appendix 1

Municipalities in the northern part of the county:

Boroughs - Ashville Borough, Carrolltown Borough, Chest Springs Borough, Cresson Borough, Ebensburg Borough, Gallitzin Borough, Hastings Borough, Loretto Borough, Nanty Glo Borough, Northern Cambria Borough, Patton Borough, Sankertown Borough, Tunnelhill Borough.

Townships - Allegheny Township, Barr Township, Blacklick Township, Cambria Township, Chest Township, Clearfield Township, Cresson Township, Dean Township, East Carroll Township, Elder Township, Gallitzin Township, Munster Township, Reade Township, Susquehanna Township, West Carroll Township, White Township

Municipalities in the southern part of the county:

Boroughs - Brownstown Borough, Daisytown Borough, Dale Borough, East Conemaugh Borough, Ehrenfeld Borough, Ferndale Borough, Geistown Borough, Lilly Borough, Lorain Borough, Portage Borough, Scalp Level Borough, South Fork Borough, Southmont Borough, Summerhill Borough, Westmont Borough, Wilmore Borough

Townships - Adams Township, Conemaugh Township, Croyle Township, East Taylor Township, Jackson Township, Lower Yoder Township, Middle Taylor Township, Portage Township, Richland Township, Stonycreek Township, Summerhill Township, Upper Yoder Township, Washington Township, West Taylor Township