

**Amarillo
Metropolitan Planning Organization**

Amarillo, Texas

BYLAWS

Adopted by the
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Article I

STUDY ORGANIZATION AND MANAGEMENT

The Amarillo Metropolitan Planning Organization (MPO) was officially designated as a Transportation Management Area (TMA) on June 5, 2023. As the regional transportation planning entity, the Amarillo MPO is responsible for conducting a coordinated, comprehensive, and continuing (3C) transportation planning process within the Amarillo Urban Transportation Study Area. This process is carried out in cooperation with the City of Amarillo, City of Canyon, Potter and Randall Counties, the Texas Department of Transportation (TxDOT), the Panhandle Regional Planning Commission, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). All planning activities are conducted in accordance with Section 134, Title 23, United States Code (23 USC 134) and all applicable federal and state regulations, as amended. The current Metropolitan Area Boundary (MAB) encompasses the City of Amarillo, City of Canyon, the Village of Lake Tanglewood, the Village of Timbercreek Canyon, the Village of Palisades, and the unincorporated portions of Potter and Randall Counties. The geographic boundary of the MPO is illustrated in Figure 1.

The metropolitan planning process is focused on improvements to and maintenance of the transportation system, which includes: major streets and highways, traffic operations, public transportation, pedestrian and bicycle transportation. Urban transportation planning includes a long-range perspective, a short-range view, and a mechanism for linking the two. The MPO produces a series of plans and programs that help facilitate the transportation planning process. They include, but are not limited to, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Annual Project Listing, and the Public Participation Plan (PPP).

- The long-term transportation plan, known as the Metropolitan Transportation Plan, is the Amarillo MPO's strategy to respond to the transportation needs of the area for the next twenty-five years.
- The short-term plan, called the Transportation Improvement Program, identifies transportation projects to be implemented within four years.
- The Unified Planning Work Program describes the transportation planning activities to be undertaken by the MPO staff for a one-year period.
- The Annual Listing of Obligated Projects, a listing of projects encompassed by the MAB that have received transportation funds within the previous year.
- The Public Participation Plan is a set of procedures designed to provide every opportunity for the involvement of citizens in the transportation planning process.

These plans and programs will lead to the development and operation of an integrated, intermodal transportation system that safely and securely facilitates the efficient and economic movement of goods and people.

Organizational Structure:

The Amarillo Metropolitan Planning Organization shall be comprised of:

1. Policy Committee
2. Technical Advisory Committee
3. The MPO Planning Director and MPO Staff
4. Other Committees and Sub-Committees as approved by the Policy Committee
5. Fiscal Agent

Article II

POLICY COMMITTEE

The Metropolitan Planning Organization is governed by the Policy Committee which provides both review and policy guidance for transportation planning efforts in the Amarillo Urban Transportation Study Area. The Policy Committee is tasked with the responsibility of overseeing the overall operation of the Metropolitan Planning Organization (MPO) and staff. It is responsible for insuring that the requirements, as established by state and federal laws and regulations, are carried out.

Representation:

The voting membership of the Policy Committee will consist of the following:

- Representation from Cities:
 - One representative for each city with a population between 10,000 and 49,999
 - Two representatives for cities with populations between 50,000 and 99,999
 - Three representatives for cities with populations over 100,000 based on population counts from the most recent census;
 - All cities within the Amarillo metropolitan planning area with a population under 10,000 shall be represented by their county representatives.
- Two representatives for Potter County,
- Two representatives for Randall County,
- One representative from the Panhandle Regional Planning Commission,
- Two representatives from the TxDOT Amarillo District.

Composition:

Based upon 2020 Census results, the composition of the Policy Committee voting membership will be as follows:

Voting Members:

1. Mayor of the City of Amarillo, as Chairperson
2. Amarillo City Council Member, as the representative for Amarillo City Transit, appointed by the Mayor
3. City Manager, City of Amarillo or Designee, as Vice Chairperson
4. Potter County Judge
5. Potter County Commissioner, appointed by the County Judge
6. Randall County Judge
7. Randall County Commissioner, appointed by the County Judge
8. TxDOT Amarillo District Engineer
9. TxDOT Amarillo District Staff member, appointed by District Engineer
10. Panhandle Regional Planning Commission Executive Director, or Designee
11. City Manager, City of Canyon or Designee

Non-Voting (Ex-officio) Members:

1. MPO Representative, Federal Highway Administration
2. MPO Representative, TxDOT

3. US Representative, 13th Congressional District of Texas
4. State Senator, 31st District of Texas
5. State Representative, 86th District of Texas
6. State Representative, 87th District of Texas

In the absence of the Chair, the duties of the Chair shall pass to the Amarillo City Manager, then to the TxDOT District Engineer. In the absence of the Chair from a meeting, the duties of the Chair shall pass to the Amarillo City Manager, then to the TxDOT District Engineer. If one of these positions appoint a proxy for such meeting, then the proxy will only attend and vote, but will not assume the responsibility or duty of the position to direct the meeting if that position would normally do such. The succession of duties as previously stated, and in the event these three members are absent, or proxies have been submitted for these positions, then the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting, or the Chair arrives.

Responsibilities\Duties:

The Policy Committee shall have the following responsibilities:

1. Approve goals and objectives of the transportation planning process.
2. Establish fiscal and personnel management agreements between the MPO Policy Committee and the fiscal agent to identify respective relationships, roles and responsibilities.
3. Exercise sole responsibility to hire, supervise, evaluate, and terminate the MPO Transportation Planning Director.
4. Ensure that the Metropolitan Planning Organization is adequately staffed.
5. Provide guidance and policy to the MPO Staff.
6. Review the limits of the MPO study area and make recommendations for revision when necessary.
7. Review and adopt changes in transportation planning concepts, as recommended by the Technical Advisory Committee.
8. Review and approve the Unified Planning Work Program (UPWP) and its revisions.
9. Review and adopt the Transportation Improvement Program (TIP) and its revisions.
10. Review and adopt the Metropolitan Transportation Plan (MTP) and its revisions.
11. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) PL Fund and the Federal Transit Administration (FTA) Section 5303 planning funds.
12. Serve as liaison between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.

Member Proxy:

Each Policy Committee member is expected to participate in regular and special meetings of the committee. If a committee member is unable to attend a meeting, a designee may be appointed. The designee will count toward a quorum and may vote on any matter authorized by the member who made the designation. The designation must be in writing and submitted to the Policy Committee Chairperson or MPO Director. Email communication will be accepted for written designations.

Member Term:

Voting and non-voting members shall serve on the Policy Committee as long as they hold their employment position or elected office. The Policy Committee may offer ex-officio membership to other

Federal, State or Local officials or individuals who represent other transportation related groups. Additional members will require a two-thirds majority vote approval from the Committee.

Quorum and Voting:

Fifty one percent (51%) of the total voting members shall constitute a quorum for transaction of business at all meetings. A majority vote of the quorum will be sufficient to authorize any action, unless larger majorities are specified in these by-laws. Each member shall have one (1) vote. If a quorum cannot be obtained, the members present may only discuss the date of the next meeting and the Chair shall then adjourn the meeting.

Meetings:

This committee shall meet as necessary to perform its functions, not less than quarterly, unless the chair or MPO Director determines that there is no business to conduct.

Methods of Calling Unscheduled Meetings:

Meetings of the Policy Committee may be called by the MPO Director, or the Chairperson of the Policy Committee. The MPO Director will then follow normal procedures as to calling meetings (agendas, posting, etc.).

Meeting Notices:

The MPO Director shall be responsible for notifying committee members and the public of the date, time, place, and agenda items for the meetings. All meetings are to be held as public meetings in accordance with Texas Government Code, Chapter 551, Texas Open Meetings Act, and shall be published in the local newspaper and posted at the appropriate government offices at least seventy-two (72) hours prior to the meeting.

Meeting Minutes:

MPO staff shall be responsible for composing the Policy Committee meeting minutes.

Other Committees and Subcommittees:

The Policy Committee may appoint other committees, as it deems necessary, to assist it in carrying out its responsibilities. The Policy Committee shall define the responsibilities of any other committees or subcommittees appointed for a special purpose.

Rules of Order:

The Policy Committee shall generally conduct business as prescribed in Roberts' Rules of Order in all areas of parliamentary procedures or any voting member may invoke the rules, as necessary.

Article III

TECHNICAL ADVISORY COMMITTEE

Representation:

The Technical Advisory Committee shall be composed of key staff members of participating governmental jurisdictions. This committee shall add and/ or remove both voting and nonvoting members by a majority vote.

Composition:

Voting Members:

1. City of Amarillo, Director of Public Works or Designee
2. City of Amarillo, Director of Planning or Designee
3. City of Amarillo, Transit Representative
4. Amarillo MPO Director or Designee
5. City of Canyon, Director of Public Works or Designee
6. Potter County, Road & Bridge Superintendent
7. Randall County, Road & Bridge Superintendent
8. TxDOT, Amarillo District Director of Transportation Planning & Development or Designee
9. TxDOT, Amarillo District Planner
10. Panhandle Regional Planning Commission Representative

The MPO Director or their designee shall chair the Technical Advisory Committee and shall vote only in case of a tie.

Responsibilities\Duties:

The Technical Advisory Committee shall have the following responsibilities:

1. Provide technical assistance to the MPO in preparation of the UPWP, the MTP, the TIP, and other documents as required by state or federal law for the Amarillo Metropolitan Area.
2. Conduct a review and, if necessary, revise all elements of the MTP at required intervals.
3. The Technical Advisory Committee recommends adoption of the plans to the Policy Committee.
4. Advise the Policy Committee on technical and policy matters with accompanying recommendations and supporting rationale.
5. Review studies related to transportation within the study area and make recommendations to the Policy Committee and other agencies.
6. The Technical Advisory Committee may seek additional input and/or recommendations by subject matter experts as needed to provide technical assistance to the MPO.

Frequency of Meetings

The Technical Advisory Committee shall meet monthly for the committee to perform its functions. Meetings shall be called by the MPO Director.

Meeting Agenda, Notices, and Location

The Metropolitan Planning Organization (MPO) Director shall be responsible for establishing the meeting agenda and notice and setting the date, time and place for said meeting. The MPO Director is responsible for notifying every member of the Technical Advisory Committee of the meeting no later than one (1) week prior to the meeting.

Other Committees and Subcommittees:

The Technical Committee may appoint other committees, as it deems necessary, to assist it in carrying out its responsibilities. The Technical Committee shall define the responsibilities of any other committees or subcommittees appointed for a special purpose.

Article IV

MPO DIRECTOR AND STAFF

MPO staff shall consist of a director and sufficient personnel to perform the day-to-day technical and administrative operations of the Amarillo Metropolitan Planning Organization (MPO).

The MPO Director will:

1. Coordinate the duties of all MPO staff as identified in the Unified Planning Work Program.
2. Maintain necessary staff to continually execute the transportation planning process. In the event the fiscal agent establishes hiring restrictions for its departments, these restrictions on hiring new staff shall not apply to the MPO.
3. Assure compliance with the federal and state transportation planning regulations by providing reports and certifications to the sponsoring organizations.
4. Develop, revise, and submit the Metropolitan Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program and other reports or documents as required by state or federal law for the Amarillo Metropolitan Area.
5. Prepare and submit billing statements to the City of Amarillo and TxDOT for reimbursement of expenditures.
6. Prepare an Annual Performance and Expenditure Report
7. Assist in the preparation of applications for relevant Grants and other transportation related programs/projects within the Metropolitan Area Boundary.
8. The Director shall serve in a full-time capacity and shall take planning policy direction from and be responsible to the designated MPO Policy Committee.
9. Provide staff support for the Policy Committee and the Technical Advisory Committee.

Article V

FISCAL AGENT

The fiscal agent of the Amarillo Metropolitan Planning Organization is the entity responsible for providing fiscal, human resource, and staff support services to the MPO. The responsibilities of the Fiscal Agent include:

1. Maintaining required accounting records for state and federal funds consistent with current state and federal requirements.
2. Provide funding to allow the MPO staff to operate the program.
3. Establishing fiscal and personnel management agreements with the MPO Policy Committee to identify respective relationships, roles and responsibilities.
4. Provide human resource services; provide procedures and policies for procurement; provide salaries and benefits for the MPO staff that shall be the same as the fiscal agent normally provides its own employees.
5. The costs of operating the program are to be reimbursed to the fiscal agent by the State of Texas, acting through the Texas Department of Transportation.

The City of Amarillo serves as the fiscal agent for the Amarillo Metropolitan Planning Organization.

Article VI

CODE OF ETHICS

The Policy Committee of the Amarillo Metropolitan Planning Organization, in accordance with Section 472.034 of the Texas Transportation Code, hereby adopts the following amendment to the bylaws of the Amarillo Metropolitan Planning Organization for the purpose of incorporating the following code of ethics for committee members and employees.

Policy Committee members and employees of the Amarillo Metropolitan Planning Organization shall not:

1. participate in any matter in which the member or employee has a conflict of interest described in Chapter 171, Local Government Code. In the event such a conflict arises, then the member or employee shall execute the required affidavit and abstain from participating;
2. accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should have known is being offered with the intent to influence the member's or employee's official conduct;
3. accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the offices position;
4. accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
5. make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
6. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor or another.

Metropolitan Planning Organization Policy Committee members are considered to be local public officials for the purposes of Chapter 171, Local Government Code. A member must abstain from discussion and voting if he or she has substantial interest in a business entity or real estate that would be affected by a vote or decision of the Policy Committee. If a Policy Committee member must abstain from a matter, then that member must file an affidavit as required under Section 171.004, Local Government Code.

If a member or employee reasonably believes that another is or will violate this Code of Ethics, then such member or employee shall notify the City Attorney of such concern.

Metropolitan Planning Organization Policy Committee members and employees must provide a copy of a Certificate of Course Completion for the Open Meetings Act to MPO Director in accordance with the requirements of Government Code Section 551.005. In addition Policy Committee members and employees are required to execute an Ethics Standard Declaration.

Article VII

AMENDMENT OF BYLAWS:

These Bylaws may be amended by a majority vote of the membership of the Policy Committee at any duly called meeting wherein an official quorum is present. A bylaw change shall be presented for consideration at a regularly scheduled meeting of the Committee. However, voting may be deferred until the regular scheduled meeting following the meeting at which the bylaws change was presented, to allow time for review of the amendment.

ADOPTED AND APPROVED by the Amarillo Metropolitan Planning Organization Policy Committee on the 9th day of **October 2025**.



Grayson Path, Vice Chairman

Amarillo Metropolitan Planning Organization



Travis Muno, MPO Director

Amarillo Metropolitan Planning Organization