

SECTION I. OBJECTIVE

The objective of the Yuma Metropolitan Planning Organization (YMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Executive Board of the YMPO, carry out other related specific tasks including implementation thereof. The underlying concept of the YMPO shall be Local Governments and Citizens Working Together. The YMPO will exercise leadership and initiative in planning and assisting development of the Yuma area.

SECTION II: AREA

The area covered by the YMPO is the entire Yuma County and a portion of Imperial County, California, as depicted in Figure 1. Because the YMPO consists of portions of both states of Arizona and California, it qualifies as a bi-state metropolitan planning organization.

SECTION III: ORGANIZATION

The YMPO is organized as shown in Figure 2. Jurisdictions that make up the YMPO include the Cities of Yuma, Somerton, and San Luis, Yuma County, the Town of Wellton, the Cocopah Indian Tribe, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up an Executive Board (EB); and technical staff make up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and/or citizen tasks forces. Each group is defined below:

A. **Executive Board.** The YMPO Executive Board consists of elected officials from the Cities of Yuma, Somerton, and San Luis, Yuma County, the Town of Wellton, and the Cocopah Indian Tribe; one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of Arizona Department of Transportation; and one ex-officio, non-voting representative from each of the following agencies, to-wit: Imperial County, California representing the Winterhaven urban area, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) on transportation issues. It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board) and related activities within the overall regional comprehensive planning process.

1. Membership.

(a) To be an eligible member of the Executive Board, that person must be a duly elected member of a governing body of a unit of local government located in the YMPO area, excepting the member of the Arizona State Transportation Board (who is appointed by the Governor of the State of Arizona). Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor, that shall serve as

primary member(s) of the YMPO Executive Board. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's YMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties of the primary member(s). Where an agency has multiple representatives, Primary members may also be designated as Alternates.

(b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the Executive Director of the YMPO.

(c) The number of eligible members on the Executive Board shall be as follows:

Jurisdiction	Number of Members
City of Yuma	3
Yuma County	2
City of San Luis	1
City of Somerton	1
Town of Wellton	1
Cocopah Indian Tribe	1
State Transportation Board	1
Total	10

(d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and another member shall be appointed by the appropriate governmental unit.

(e) Representatives of the following units of government are voting members of the YMPO: City of Yuma, City of

Somerton, City of San Luis, Yuma County, Town of Wellton, Cocopah Indian Tribe and the Arizona State Transportation Board. In addition, one ex-officio, non-voting person representing the Winterhaven, California urban area; California Department of Transportation (Caltrans); and each agency of the Federal Highway Administration and the Federal Transit Administration may participate on subjects of concern and interest to their geographic area, or due to noted/recognized expertise. Each ex-officio, non-voting member must be approved by his/her respective agency.

2. Voting

(a) Each represented jurisdiction/ entity of the YMPO shall have the following assigned number of votes:

Jurisdiction	Number of Votes
City of Yuma	5
Yuma County	2
City of San Luis	1
City of Somerton	1
Town of Wellton	1
Cocopah Indian Tribe	1
State Transportation Board	1
Total	12

(b) The number of votes a voting member carries from his/her jurisdiction must be declared at the first meeting of January. Officers are elected the first meeting in February, Any Officer vacancies existing in January shall be filled in February as set forth in Sec. III, A,3, paragraph (e). The number of votes for each member will remain the same throughout the year, unless changed by written notice to YMPO. Upon the absence of a Primary member at any particular meeting, his/her votes may be cast by an alternate member from the same jurisdiction, declared during the Call to Order

- (c) Upon the absence of a Primary member at any particular meeting, his/her votes may be cast by an Alternate from the same jurisdiction [In accordance with paragraph 1 by written proxy. (b)] or by any member of the Executive Board by written proxy.
- (d) If an Executive Board member is called out of a meeting or has to leave a meeting early, he or she can give a verbal proxy to another board member by declaration prior to leaving.
- (e) Any declaration of abstention, or conflict of interest must be stated prior to discussion of that particular agenda item. When a conflict of interest is declared, the proxy voting procedure may be used by the abstaining voting member to enable his/her vote(s) to be cast by another voting member.

3. Officers.

- (a) The members of the YMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year.
- (b) The Chair shall be able to vote on all matters before the YMPO. He/she shall sign on behalf of the YMPO all documents requiring signatures and shall perform all other duties required of the Chair. The YMPO Executive Board may delegate to the Executive Director of the YMPO such signatures it deems appropriate and/or necessary.
- (c) The YMPO Secretary-Treasurer shall have the custody and control of the funds, and shall report the state of the

finances of the YMPO at the close out of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the YMPO. He/she shall perform other such services as required by the YMPO and shall serve without compensation. The YMPO Executive Board may delegate to an employee, or employees, of the YMPO any or all of the duties and powers of the Secretary-Treasurer, with the exception of the Audit Committee chair.

- (d) If required by the YMPO, the Secretary-Treasurer, and/or any employee, or retained consultant so delegated any or all of his/her functions, shall give the YMPO a bond in such, and with such surety or sureties as shall be satisfactory to the YMPO, for the faithful performance of the duties of this office.
- (e) Elected officers of the YMPO shall serve on a rotation basis; when the Chair or Vice Chair's position is vacated, the Vice Chair assumes the position of Chair, and the Secretary-Treasurer assumes the position of Vice Chair. The Executive Board must then elect another Executive Board member to the vacant office of Secretary-Treasurer. Any modification to this requirement must be unanimously approved by the YMPO Executive Board.
- (f) At any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions; and *at least one* office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe. Any modification to this requirement must be unanimously approved by the YMPO Executive Board.

- (g) At any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions; and one office shall be held by either the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe. Any modification to this requirement must be unanimously approved by the YMPO Executive Board.

4. Responsibilities.

- (a) The YMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the Yuma Metropolitan Planning Organization.
- (b) The YMPO is responsible for development of the following essential products:
 - 1. (1) Regional or Countywide Transportation Plan;
 - 2. (2) Transportation Improvement Program with its Annual Element (TIP/AE);
 - 3. (3) Title VI Civil Rights Review;
 - 4. (4) Unified Planning Work Program and Budget; and
 - 5. (5) Audit of YMPO.
 - 6. (6) Air Quality Conformity Analyses.
- (c) Other products deemed essential, may be authorized by the Executive Board, and specified in the Unified Planning Work Program.

5. Meetings.

- (a) The Executive Board of the YMPO shall follow the Open Meeting Laws of Arizona.
- (b) Parliamentary procedures at all meetings shall be governed by Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all

voting members.

- (c) A quorum shall be required for the conduct of any business. A majority (i.e. four) of the governmental units of the YMPO shall constitute a quorum for the transaction of business.
- (d) The YMPO Executive Board shall meet regularly once each month on the last Thursday of each month at a time determined by the Chair of the Executive Board, or by majority vote of the Executive Board. The time, date, and location of regular meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.

B. ***Technical Advisory Committee (TAC).*** The YMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from the Winterhaven, California urban area, California Department of Transportation (Caltrans), each agency of the FHWA and FTA, Environmental Protection Agency and Yuma County Intergovernmental Public Transportation Authority (YCIPTA). Each ex-officio non-voting member must be approved by his/her respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program, and any related issues as specified by the YMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the YMPO staff, providing guidance and direction

for development of the annual Unified Planning Work Program and Budget and work activities defined therein.

1. Membership.

- (a) Voting membership on the YMPO Technical Advisory Committee shall be as follows:

City of Yuma - Three (3) positions:

- Administrator
- Director of Community Development
- City Engineer

Yuma County - Two (2) positions:

- County Engineer
- Director of Public Works

City of San Luis - One (1) position:

- Manager

City of Somerton - One (1) position:

- Manager

Town of Wellton - One (1) position:

- Manager

Cocopah Indian Tribe - One (1) position:

- Administrator

Arizona Department of Transportation- One (1) position:
Assistant Director, ADOT for Transportation Policy, Planning and Programming.

The person in each of the above named positions may, by a written statement to the Chairman of the Executive Board and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e. for a particular meeting) must be declared when the meeting is called to Order.

- (b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from the staffs of the member jurisdictions; the California Department of

Transportation (Caltrans); Winterhaven, Imperial County; the Federal Highway Administration, Federal Transit Administration, the Environmental Protection Agency, and the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) may participate on issues of concern and/or subjects of particular technical expertise.

2. Voting.

- (a) Each represented jurisdiction/ entity of the TAC shall have the following assigned number of votes:

Jurisdiction	Number of Votes
City of Yuma	5
Yuma County	2
City of San Luis	1
City of Somerton	1
Town of Wellton	1
Cocopah Indian Tribe	1
ADOT	1
Total	12

- (a) If all voting members from a jurisdiction are not present, the number of votes a voting member carries from his/her jurisdiction must be stated during the Call to Order.
- (b) Elected officers of the TAC shall serve on a rotation basis, whereby, when the Chair's position is vacated, the Vice Chair assumes the position of Chair. The TAC must then elect another TAC member to serve as Vice Chair.
- (c) The TAC's Chair and Vice Chair, respectively, shall be from jurisdictions other than those same officer's jurisdictions on the YMPO Executive Board.
- (d) At any one time, the TAC Chair and

Vice Chair must be from two different member jurisdictions.

3. Responsibilities.

The YMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the YMPO Executive Board on issues germane to the Yuma Metropolitan Planning Organization.

4. Meetings.

- (a) Parliamentary procedure at all meetings shall be governed by Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. A majority (i.e. four) of the governmental units of the YMPO shall constitute a quorum for the transaction of business.
- (c) The YMPO TAC shall meet regularly once each month on the second Thursday, unless determined otherwise by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.

IV. FINANCES

- A. **Fiscal Year.** The Yuma Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.
- B. **Funding.** The YMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments, voluntary associations, non-profit corporations, firms, partnerships, or person or any combination thereof, bequests,

donations, devices, grants and gifts of all kinds of property.

- C. **Audit.** The Secretary-Treasurer shall call for an annual audit of the financial affairs of the YMPO to be made by a certified public accountant (CPA) selected by the voting members of the YMPO at the end of each fiscal year. The audit report shall be made available to all YMPO members.

V. SPECIAL COMMITTEES

A. **Formation.**

- 1. Special YMPO committees may be created by the YMPO Executive Board as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the YMPO Executive Board.
- 2. At the direction of the Chair of the Executive Board and the Technical Advisory Committee, respectively, subcommittees may be formed to investigate some particular work task/issue germane to the Yuma Metropolitan Planning Organization.

- B. **Powers and Duties.** The YMPO Executive Board shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Executive Board and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

- C. **Membership.** Membership on a special committee shall be determined by the YMPO Executive Board and/or the Technical Advisory Committee. The YMPO Executive Board and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

VI. STANDING COMMITTEE

A. Audit Committee

1. The Audit Committee shall consist of three (3) members of the Executive Board – appointed by the Executive Board, with one member being the Secretary-Treasurer who will chair the committee for the one year of the office. The committee will meet as needed and then report to the Board.

VII. AMENDMENT OF BYLAWS

These Bylaws can be amended by a majority vote of the Yuma Metropolitan Planning Organization's Executive Board at any scheduled meeting.

VIII. YMPO STAFF

The YMPO staff consists of an Executive Director and supporting staff personnel. Selection, termination, and resignation procedures are covered in the YMPO Personnel Procedures.