

**BYLAWS AND PROCEDURES**  
**METROPOLITAN PLANNING ORGANIZATION**  
**TRANSPORTATION POLICY BOARD**  
**EL PASO URBANIZED TRANSPORTATION STUDY AREA**

**ARTICLE I. MISSION STATEMENT**

Counties and cities have the local responsibility for anticipating and meeting the transportation needs for adequately moving people and goods within their jurisdictions. However, the Texas and New Mexico Departments of Transportation are charged, by law, with the responsibility for planning, designing, constructing, and maintaining the State Transportation System and to facilitate the implementation of federal transportation legislation enacted by the U.S. Congress. In addition, duly authorized Transportation Authorities are responsible for planning, developing, and operating public transportation services in their respective service areas. Under federal legislation, the Metropolitan Planning Organization (MPO), through the Transportation Policy Board (TPB) has an expanded role in project selection and transportation project planning and programming.

**ARTICLE II. DEFINITIONS**

**Metropolitan Planning Organization** - The Metropolitan Planning Organization (MPO) is the organization designated by the Governor of Texas on August 30, 1988 as being responsible, together with the State, for carrying out the provisions of 23 USC §134, 49 USC §5303 (Metropolitan Transportation Planning) and 23 CFR 450.300 et seq. (Metropolitan Transportation Planning and Programming). The MPO is the forum for cooperative decision making by principal elected officials of general-purpose local governments in the El Paso Metropolitan Planning Area (MPA), and is established pursuant to 23 USC §134, 49 USC §5303 (Metropolitan Transportation Planning) and 23 CFR 450.300 et seq. (Metropolitan Transportation Planning and Programming). The City of El Paso serves as the Fiscal Agent for the Transportation Policy Board of the MPO. The Fiscal Agent shall provide supportive services as outlined in a mutually approved operational policy agreement between the Transportation Policy Board and the City of El Paso.

**Transportation Policy Board** - The Transportation Policy Board (TPB) establishes regional transportation policy guidance and direction for the metropolitan planning study area. Ultimate responsibility for the metropolitan transportation planning process including, but not limited to, review and approval of the recommended transportation plan rests with the TPB.

**Metropolitan Transportation Plan** - The Metropolitan Transportation Plan (MTP) provides guidance to transportation providers, engineers, planners, community decision makers, and the general citizenry regarding the future growth of the El Paso MPA (including all of El Paso County Texas, and portions of Southern Doña Ana County and Otero County New Mexico), and the impact of this growth on all aspects of the transportation system. The transportation system consists of the infrastructure, facilities, and linkages that are used to move goods and services within and through the area. The MTP is intended as an action plan with a minimum twenty-year horizon for the maintenance, management, and further development of the region's transportation systems, including highways and public transportation.

**Transportation Improvement Program** - The Transportation Improvement Program (TIP) is a multimodal listing of all transportation projects and programs expected to be implemented over a designated four (4) year period. This includes all projects or programs which are expected to utilize federal funds and those projects or programs which will utilize other funds (state or local), including toll road and bridge projects. The TIP will be developed consistent with state and federal guidelines and the TPB's selection criteria.

**Unified Planning Work Program** - The Unified Planning Work Program (UPWP) is a listing of transportation planning, programs and services to be performed by the MPO in support of a continuous, comprehensive, and coordinated transportation planning process. The UPWP is a two-year transportation-planning program and budget that contains a listing of planning projects, programs and services performed by other agencies, which will have regional significance.

**Congestion Management Process** - The Congestion Management Process (CMP) provides information on the location and severity of current and future traffic congestion in the MPA. It also makes recommendations for the best projects and programs to relieve the congestion. The CMP is an ongoing process resulting in periodic update reports. The MPO is required to use a CMP when selecting transportation projects for inclusion in the MTP and TIP.

### ARTICLE III. MEMBERSHIP

The TPB shall be composed of members from the local Texas and New Mexico units of government including the Texas and New Mexico Legislative Delegation and the Texas and New Mexico Departments of Transportation within the El Paso Metropolitan Planning Area. In addition, the Sun Metro Mass Transit Agency, the El Paso International Airport, and the El Paso County Mass Transit Agency or the County-wide Mass Transit Authority will be represented on the TPB.

Membership shall consist of the following but not by way of limitation:

#### Texas:

Town of Anthony	1 Elected Official; Mayor or Appointee
City of El Paso	6 Members; Mayor or Appointee + no less than 3 Elected Officials
Town of Clint	1 Elected Official; Mayor or Appointee
County of El Paso	2 Elected Officials; County Judge or Appointee
Town of Horizon City	1 Elected Official; Mayor or Appointee
City of San Elizario	1 Elected Official; Mayor or Appointee
City of Socorro	1 Elected Official; Mayor or Appointee
Village of Vinton	1 Elected Official; Mayor or Appointee
Texas State Senator(s)	All Elected Officials from the El Paso MPA
Texas State Representative(s)	All Elected Officials from the El Paso MPA
El Paso International Airport	1 Member
El Paso County Transit Agency or County-wide Mass Transit Authority	1 Member
Sun Metro/Mass Transit Department	1 Member
Texas Department of Transportation	1 Member

#### New Mexico:

City of Anthony, N.M.	1 Elected Official; Mayor or Appointee
Doña Ana County	1 Member
City of Sunland Park, NM	1 Elected Official; Mayor or Appointee
New Mexico State Representative(s)	1 Elected Official from the El Paso MPA
New Mexico State Senator	1 Elected Official from the El Paso MPA
New Mexico Dept. of Transportation	1 Member

The City of El Paso's representation on the Transportation Policy Board shall be equal to the number of incorporated Texas municipalities, cities, towns, or villages within the MPA who have representation on the TPB.

Representatives of local units of government shall be appointed by and serve at the pleasure of the appointing local units of government and may be a serving member on the governing body they represent. Said appointee(s) shall provide to the Executive Director of the MPO a copy of the resolution appointing them prior to participating in a meeting.

All TPB members may elect to be a non-voting member of the MPO, by submitting a letter to the Chairperson of the Transportation Policy Board at the annual business meeting requesting that their seat be counted as a non-voting position. Such a letter shall be valid for a period of one (1) year from its date. In such a case, that seat will not be counted in the number necessary for a quorum. An initial business meeting may be called following adoption of these bylaws to facilitate this option and shall be valid until the next business meeting.

All Members of the MPO shall each have one vote. A TPB member shall not be allowed to have or appoint a proxy member or representation.

Effective October 1, 2019, TPB members shall be allowed two (2) unexcused absences and two (2) excused absences per fiscal year. Excused absences are those related to the following: personal illness, family emergency, jury duty, or fulfillment of obligation arising out of elected service. TPB members with three (3) unexcused absences or five (5) cumulative absences in a fiscal year shall lose their voting status for the remainder of the fiscal year. This rule is suspended for those members attending regular or special legislative sessions who demonstrate attendance.

All members of the MPO shall comply with the TPB's Ethics Policy, a copy of which is attached hereto as Exhibit "A," and incorporated herein by reference as a part of these Bylaws.

All newly appointed members of the TPB shall successfully complete a mandatory orientation and training program provided by the MPO staff within ninety (90) days of their appointment in order to maintain their voting status on the Board.

#### **ARTICLE IV. MEETINGS**

The TPB shall hold at least one meeting per year. A regular schedule of meetings may be adopted. At least five (5) days written notice to members is required.

Notices of meetings shall be posted at the Office of the El Paso County Clerk and with the New Mexico Department of Transportation District 1 at least 72 hours prior to the meeting, or in any other manner that complies with the Texas Open Meetings Act, as amended.

The TPB shall conduct no fewer than one meeting each year at the call of the Chairperson to conduct the election of officers.

All Meetings will be conducted in accordance with the Parliamentary Rules of Procedure, a copy of which is attached hereto as Exhibit "B" and incorporated herein by reference as a part of these Bylaws.

**ARTICLE V. QUORUM**

A quorum shall consist of sixteen (16) voting members.

**ARTICLE VI. OFFICERS**

The officers of the TPB of the MPO shall consist of a Chairperson and a Vice-Chairperson, and a Secretary to the TPB. The Chairperson shall be the chief administrative officer of the TPB and will preside over each meeting of the TPB, and have execution authority on all MPO policy documents after TPB action. The Vice-Chairperson shall serve in the same capacity in the absence of, or upon the request of the Chairperson. In the event that neither the Chairperson nor Vice-Chairperson is available to preside over a meeting of the TPB, a quorum will elect a temporary Chairperson for that meeting as first order of business.

The Chairperson and the Vice-Chairperson shall each be separately nominated and elected to a term of one year at the January TPB meeting, or, if there is no January TPB meeting, at the first TPB meeting following the month of January. The Chairperson and the Vice-Chairperson shall not be representatives of the same local units of government or entity.

The Secretary to the TPB shall be the Executive Director or his/her designee. The Secretary will record the business of the TPB and prepare meeting notifications/postings, and distribute minutes of TPB meetings. The Secretary is not eligible to vote.

**ARTICLE VII. STAFF**

The MPO shall provide technical, planning, administrative, and clerical staff support to the TPB and its committees. The staff, regardless of agency affiliation, shall be responsible to and directed by the Executive Director.

The Executive Director shall serve in a full time capacity and be a contract employee of the TPB. The Director shall be hired, supervised, evaluated, or terminated by the TPB. The Director shall take planning and policy directions solely from, and be solely responsible to, the TPB. The Director shall be responsible for providing information to the TPB and for coordinating research activities undertaken pursuant to the Unified Planning Work Program for transportation planning adopted by the Board.

The staff of the MPO will provide the required administrative, fiscal, and contract management support to provide the planning needed to develop the Metropolitan Transportation Plan, Transportation

Improvement Program, Unified Planning Work Program, and other special studies required by the contracts with the Texas Department of Transportation and the New Mexico Department of Transportation, or requested by the TPB.

The staff of the MPO will include the necessary Transportation Planners to accomplish the required work in-house, or oversee consultants hired to accomplish specific work assignments, including the air conformity analysis. The staff shall support and assist the smaller local units of government (who do not have staff or consultant contracts) in response to project and program calls.

The MPO staff will be officed at a location selected by the TPB.

## **ARTICLE VIII. COMMITTEES**

The MPO will have two (2) standing committees:

- The Executive Committee
- The Transportation Project Advisory Committee

Additional ad hoc committees of the membership of the TPB may be established and appointed by the Chairperson to assist the TPB in the performance of its function. Special Committees or Task Forces may be established and appointed by the TPB to undertake special assignments. These committees may consist of TPB members, public officials, citizens, and other individuals the TPB deems appropriate. Standing committees may have separate bylaws, which must be ratified by the TPB.

The Executive Committee (EC) shall be composed of seven (7) voting TPB members, and the TPB Chairperson and the TPB Vice-Chairperson shall each serve on the EC in the same capacity. The other five (5) members of the EC will be recommended by the TPB Chairperson and approved by the TPB. These actions will take place at the meeting during which the election of officers is held. No two members of the Executive Committee shall be representatives of the same local unit of government or entity. The EC's roles and responsibilities will include review of the business aspect of the MPO, review of the Executive Director, review of contracts and other documents, and other assignments for recommendations to the TPB.

Effective October 1, 2019, EC members shall be allowed two (2) unexcused absences and two (2) excused absences per fiscal year. Excused absences are those related to the following: personal illness, family emergency, jury duty, or fulfillment of obligation arising out of elected service. EC members with three (3) unexcused absences or five (5) cumulative absences in a fiscal year shall lose

their voting status for the remainder of the fiscal year. This rule is suspended for those EC members attending regular or special legislative sessions who demonstrate attendance.

The Transportation Project Advisory Committee (TPAC) will have seventeen (17) voting members. The TPAC develops and makes recommendations to the TPB on technical issues, including, but not limited to, programming and amending projects, project selection process criteria, and special transportation planning issues. The TPAC holds meetings monthly or as needed. Each TPAC member entity may appoint one primary TPAC member and one alternate member. In the event that the primary member is unable to attend a TPAC meeting, the alternate member appointed by the same member entity may attend the meeting and exercise voting privileges. An alternate member cannot exercise voting privileges at more than four (4) TPAC meetings per year. An alternate member must meet the same requirements as a primary TPAC member. The Chair and Vice-Chair of the TPAC shall be selected for a two-year term by peer members of the TPAC, and is eligible for re-election. Nine (9) voting members of the TPAC shall constitute a quorum.

Effective January 1, 2015, TPAC members with three (3) cumulative absences in a fiscal year (October-September) shall result in member(s) losing their voting privilege for that fiscal year.

The Transportation Project Advisory Committee's membership shall be as follows:

**Member Entities:**

Texas

- Town of Anthony
- City of El Paso
- Mass Transit Board
- Town of Clint
- Horizon City
- City of Socorro
- Village of Vinton
- City of San Elizario
- El Paso County
- Texas Department of Transportation (TXDOT) El Paso District
- Ysleta Del Sur Pueblo
- University of Texas at El Paso (UTEP)

New Mexico

- City of Anthony
- City of Sunland Park
- Doña Ana County
- New Mexico Department of Transportation (NMDOT) District 1
- South Central Regional Transit District

**ARTICLE IX. AMENDMENT**


Upon adoption of these bylaws, the TPB, by a majority vote of its members, may make, alter, amend, or rescind these bylaws at any regular meeting, after at least ten (10) days written notice to the voting membership. Notification of amendments to the Policy Board shall be made by the Executive Secretary.

**AMENDED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF MAY 2024.**



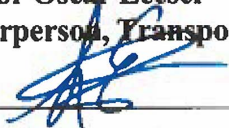
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**Eduardo Calvo**  
**Executive Director**



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**Mayor Oscar Leeser**  
**Chairperson, Transportation Policy Board**



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**Sergio M. Estrada**  
**Legal Counsel**

This document was previously amended by the Transportation Policy Board on the following dates:

- October 8, 2010
- July 6, 2012
- May 3, 2012
- April 4, 2014
- September 12, 2014
- November 7, 2014
- June 19, 2015
- November 20, 2015
- October 21, 2016
- February 22, 2019
- July 26, 2019
- April 17, 2020
- January 22, 2021
- January 20, 2023
- May 17, 2024