

**BYLAWS**  
**METROPOLITAN POLICY COMMITTEE**

**ARTICLE I: NAME**

This Committee, being duly and officially established by joint resolution of the Cities of Springfield and Eugene and Lane County, Oregon, shall be known as the Metropolitan Policy Committee (MPC).

**ARTICLE II: PURPOSES AND FUNCTIONS**

The MPC is an intergovernmental committee created to promote problem solving and to resolve intergovernmental disagreements among the two cities and the county.

A. Purpose: MPC's purposes are as follows:

1. To develop and negotiate solutions to intergovernmental problems.
2. To serve as a forum for developing recommendations for resolving intergovernmental disputes.
3. To identify a long-term agenda for intergovernmental efforts.
4. To promote intergovernmental cooperation and coordination between and among local governments.

B. Functions: MPC's functions are as follows:

1. To fulfill the functions of MPC, as outlined in the Eugene-Springfield Metropolitan Area General Plan, and to resolve intergovernmental land use issues.
2. To fulfill the intergovernmental policy committee functions associated with the metropolitan cable television system, as required of the Metropolitan Cable Television Commission under the franchise ordinances.
3. To fulfill the metropolitan transportation planning responsibilities as delegated by the Lane Council of Governments Board of Directors, the designated Metropolitan Planning Organization for the metropolitan region including, but not limited to:
  - 3.1. Providing policy guidance related to the conduct of the transportation planning process,
  - 3.2. Adoption of the Regional Transportation Plan meeting federal requirements,
  - 3.3. Adoption of the annual Unified Planning Work Program,
  - 3.4. Adoption of the Transportation Improvement Program meeting federal requirements,
  - 3.5. Conducting the Air Quality Conformity determination,
  - 3.6. Adoption of a Congestion Management Plan, and

- 3.7. Other responsibilities of a Metropolitan Planning Organization/Transportation Management Area as set forth by federal or State statute or rule
- 3.8. Providing a report to the LCOG Board of Directors at least annually on performance of its Metropolitan Planning Organization duties, including the results of any federal certification review
- 4. To fulfill the policy committee functions associated with the urban services transition process.
- 5. To fulfill the intergovernmental policy committee functions associated with the oversight of the Regional Parks and Open Space Study.
- 6. To fulfill other intergovernmental functions as recommended by one or more of the three elected bodies and formally accepted by MPC.

### **ARTICLE III: MEMBERSHIP**

#### Section 1: General Membership

The MPC shall consist of six voting members and three non-voting ex-officio members from Eugene, Springfield, and Lane County.

#### Section 2: Special Membership

When MPC is considering transportation matters related to the MPO, the MPC shall consist of ten voting members and six non-voting ex-officio members.

When MPC is considering matters involving the Regional Parks and Open Space Study, the MPC shall consist of eight voting members and four non-voting ex-officio members.

#### Section 3: Appointment

The members of the MPC shall be appointed in the following manner:

- A. For all matters before MPC, Eugene, Springfield, and Lane County shall each select two elected officials from their respective jurisdictions as voting members.
- B. For consideration of metropolitan transportation matters, the Board of the Lane Transit District shall appoint two of its members to serve as voting members.
- C. For consideration of transportation matters which are related to the MPO, the Director of ODOT shall appoint a senior staff representative (and one or more alternates) to serve as a voting member. The City of Coburg shall appoint an elected official from that jurisdiction to serve as a voting member.
- D. For consideration of regional parks and open space study matters, the Board of the Willamalane Park and Recreation District shall appoint two of its members to serve as voting members.

- E. The City Managers of Eugene and Springfield and the Lane County Administrator shall serve as non-voting ex-officio members on all matters before MPC.
- F. When MPC is considering metropolitan transportation matters, the General Manager of Lane Transit District or his/her designee shall serve as a non-voting ex-officio member.
- G. For consideration of transportation matters which are related to the MPO, the Director of ODOT or his/her designee, and the City Administrator of Coburg or his/her designee shall serve as non-voting ex-officio members.
- H. When MPC is considering regional parks and open space study matters, the Superintendent of Willamalane Park and Recreation District shall serve as a non-voting ex-officio member.

#### Section 4: Alternates

The Councils and Board of Commissioners may appoint an elected official alternate. The District Boards may appoint one of their members as an alternate. The ODOT Director may appoint senior staff as alternates. Each non-voting ex-officio member may designate an alternate.

#### Section 5: Tenure

The voting committee members shall serve at the pleasure of their respective Council, Board of Commissioners, District Board, or the ODOT Director.

#### Section 6: Vacancies

If a vacancy occurs, the respective Council, Board of Commissioners, District Board, or the ODOT Director shall select a new member.

## **ARTICLE IV: MEETINGS**

#### Section 1: Regular Meetings

The Committee shall establish the time and place for the holding of regular monthly meetings. Special meetings may be held as necessary.

#### Section 2: Special Meetings

- A. Special meetings of the Committee may be called by the Chairperson, Vice-Chairperson, or a majority of the voting MPC membership from Eugene, Springfield, and Lane County.
- B. The person(s) calling such meetings shall fix the time and place for the holding of such meetings.

Section 3: Notice of Meetings

Notice of all meetings shall be given to all members and ex-officio members at least three days prior to such meetings.

Section 4: Conduct of Meeting

- A. Five voting members, including at least one representative from Eugene, Springfield, Lane County, and the Lane Transit District, shall constitute a quorum when the MPC is considering metropolitan transportation.

**Modified Quorum Meeting: If at a meeting where a legal quorum is present – but for the requirement of Section 4.a that at least one representative from Lane County, Eugene, Springfield and Lane Transit District be present – the Chair may call a modified quorum meeting. A modified quorum meeting must be set with not less than 10 business days notice to all MPO representatives to the MPC. Notice must include the date, time and location of the meeting. Business items shall be limited to only those business items scheduled for the original meeting and published on its agenda. Six voting members of the MPO shall constitute a modified quorum. If a regular quorum (Section 4.B) is present at the modified quorum meeting, the regular voting rule (Section 4.D) shall be in effect. If only a modified quorum is present, six affirmative votes shall be sufficient to pass an action item.**

- B. Five voting members, including at least one representative Eugene, Springfield, Lane County, and the Willamalane Park and Recreation District, shall constitute a quorum when the MPC is considering regional parks and open space study matters.
- C. Otherwise, four voting members from Eugene, Springfield, and Lane County, including at least one elected representative from each of these jurisdictions, shall constitute a quorum of the MPC.
- D. All formal actions shall require the vote of at least a simple majority of the quorum present and the affirmative vote of at least one elected representative from Eugene, Springfield, and Lane County. In the case of a tie vote, the issue shall be considered unresolved and may be voted upon again.
- E. All meetings shall be conducted in accordance with "Roberts's Rules of Order, Newly Revised," and the Oregon Open Meetings Law (ORS 192.610 to 199.710).
- F. Ex-officio members can participate in all discussions and deliberations of the MPC. The ex-officio members shall have no vote and shall not make or second motions.

## **ARTICLE V: OFFICERS AND DUTIES**

### Section 1: Officers

- A. The officers of the Committee shall be a Chairperson and Vice-Chairperson elected by the voting membership for a one-year term. Officers shall be drawn from Eugene, Springfield, or Lane County voting members.
- B. In the event an officer is not able to complete his or her duties, the Committee shall elect a new officer.

### Section 2: Duties

- A. The Chairperson shall preside at all meetings and is entitled to vote on all issues.
- B. The Vice-Chairperson shall perform all duties of the Chairperson when the Chairperson is absent; the Vice-Chairperson is entitled to vote on all issues.
- C. In the absence of the Chairperson and Vice-Chairperson, the Committee shall elect a Chairperson Pro Tem for the particular meeting in question.

## **ARTICLE VI: ADOPTION AND AMENDMENTS TO BYLAWS**

Immediately following adoption of the original MPC bylaws, the bylaws shall be submitted to the two Councils and the Board of Commissioners for review. Any Council or Board objections to the original MPC bylaws shall be forwarded to MPC within 14 days of MPC action.

These bylaws may be amended or repealed, or new bylaws may be adopted, by an affirmative vote of the majority of the members of the Committee present at any meeting called for that purpose at which a quorum is present. Written notice of such proposed amendment and the nature thereof shall have been given to the membership of the Committee and the Councils and Board of Commissioners at least 30 days prior to the date of the meeting at which the amendments are to be considered. Distribution of proposed bylaw changes to the Chief Administrative Officers of members agencies shall be in addition to notice to Councils and Boards. Any Council or Board objections to the proposed amendments shall be forwarded to MPC within 30 days of receipt.

Approved by MPC: 5/7/87  
 Amended by MPC: 11/14/91  
 Amended by MPC: 2/8/01  
 Amended by MPC: 8/15/02  
 Amended by MPC: 2/13/03