

**FIRM**

**Fayette Raleigh Metropolitan  
Planning Organization**

**Member Handbook**

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# Frequently Used Acronyms

|  |        |
|--|--------|
| Beckley/Raleigh County Transportation Authority    | BRCTA  |
| Burgess and Niple                                  | B&N    |
| Division of Highways                               | DOH    |
| Division of Transit                                | DOT    |
| Division of Public Transit                         | DPOT   |
| Federal Highway Administration                     | FHWA   |
| Federal Transit Administration                     | FTA    |
| Long Range Transportation Plan                     | L RTP  |
| Fayette/Raleigh Metropolitan Planning Organization | FRM    |
| Moving Ahead for Progress in the 21st Century Act  | MAP-21 |
| Metropolitan Planning Organization                 | MPO    |
| New River Gorge Regional Development Authority     | NRGRDA |
| New River Gorge Trail Alliance                     | NRGTA  |
| New River Transit Authority                        | NRT    |
| Parsons Brinckerhoff                               | PB     |
| Planning and Development Council                   | PDC    |
| Raleigh County Community Action Association, Inc.  | RCCAA  |
| Raleigh County Cycle Club                          | RCCC   |
| Technical Advisory Committee                       | TAC    |
| Transit Committee                                  | TC     |
| Transportation Improvement Program                 | TIP    |
| Statewide Transportation Improvement Program       | STIP   |
| West Virginia Department of Transportation         | WVDOT  |
| Unified Planning Work Program                      | UPWP   |

# History of the Fayette/Raleigh Metropolitan Planning Organization

The Fayette/Raleigh Metropolitan Planning Organization (FRM) is the primary agency responsible for transportation planning in the urbanized areas of Fayette and Raleigh counties in West Virginia. In certain instances, FRM provides planning assistance and input to the West Virginia Department of Transportation (WVDOT) in areas outside the urbanized area within the two Counties. All federally funded activities within Fayette and Raleigh Counties are processed through FRM for approval to be placed in the State Transportation Improvement Plan (STIP) and the local Transportation Improvement Plan (TIP). FRM was established in 2012 according to the Federal Register upon the release of 2010 U.S. Census data designating parts of Fayette and Raleigh counties combined as an urbanized area.

## PLANNING AREA

The planning area of the FRM, shown in Map 1, extends to the county boundaries of both Fayette and Raleigh counties. The 2010 U.S. Census designated urbanized area is comprised of the Cities of Oak Hill and Mt. Hope and the Town of Fayetteville in Fayette County and the City of Beckley and the Towns of Mabscott and Sophia in Raleigh County. Along with representatives from the two respective County Commissions, representatives of the municipalities named to be within the Urbanized Area comprise the majority of voting members of the FRM and their municipalities are assessed accordingly. Municipalities within the county lines but outside of the Urbanized Area are still within the planning area of the FRM, but their representatives do not have voting rights and their municipalities are not asked to pay assessments.

The Metropolitan Planning Organization's (MPO) planning area is located within the jurisdiction of Regional Planning and Development Councils 1 and 4 which oversee the overall administration of the FRM.

## ORGANIZATIONAL STRUCTURE

- **Policy Board**

The Policy Board of the MPO consists of representatives from each of the municipalities located within the planning area, representatives from each county commission, the Executive Directors of each Planning and Development Council, and the West Virginia Department of Transportation.

- **Technical Advisory Committee**

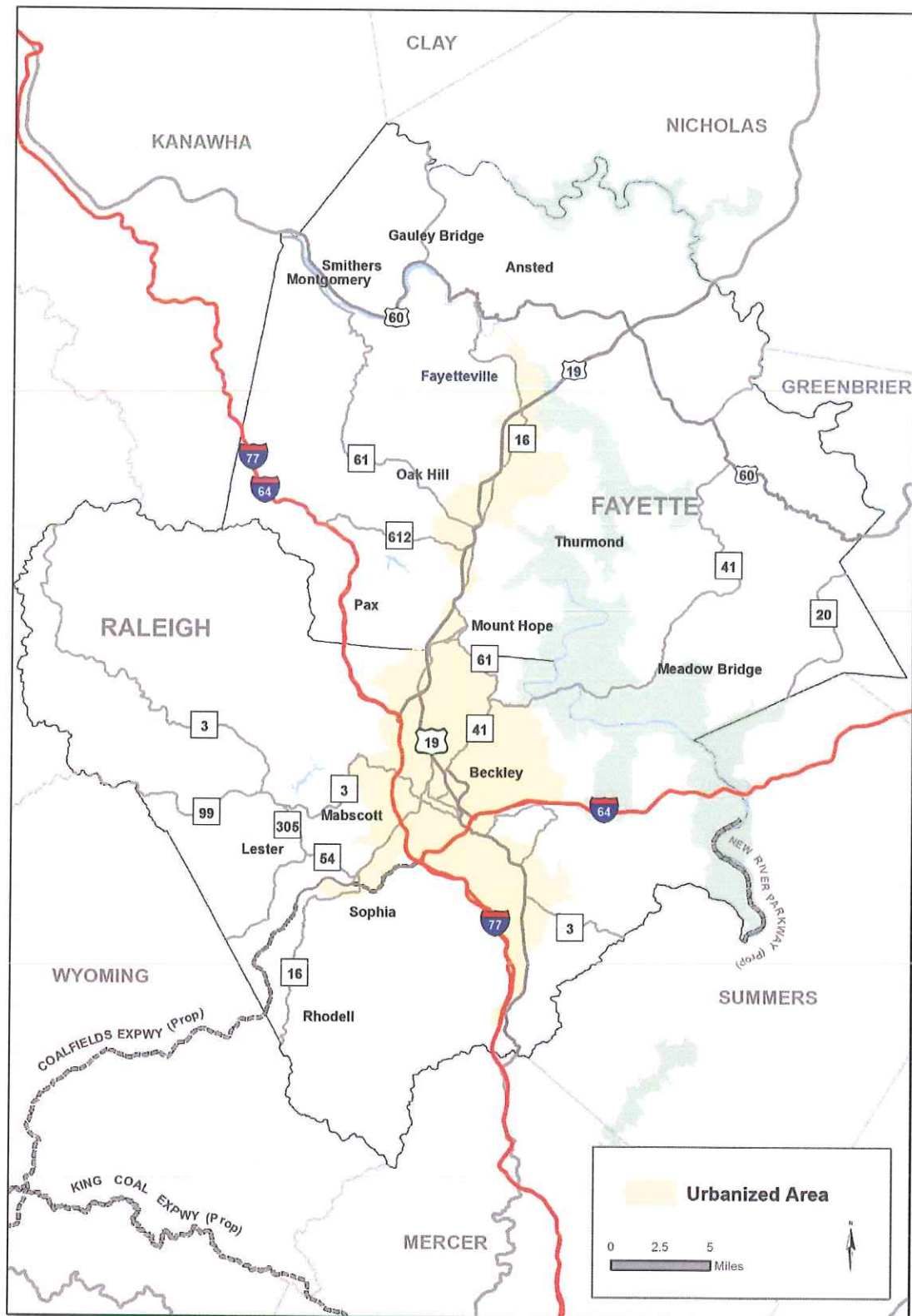
The MPO Technical Advisory Committee (TAC) is comprised of technical representatives (such as county engineers, city engineers/planners, mode of travel professionals, etc.) from each of the counties, municipalities, transit organizations and special interest groups affected by transportation within the MPO region.

- **MPO Staff**

Please see the attached Staff Organizational Chart on in Section 7.



**MAP 1: FAYETTE/RALEIGH MPO REGION**



# Policy Board

**For the most current membership listing,  
please visit the MPO's website at [www.frmpo.org](http://www.frmpo.org)**

The FRM's Policy Board is the top-level decision-making body for the Organization. This Board is responsible for debating and making decisions on key MPO actions and issues including adoption of short and long range transportation plans, transportation improvement programs, annual planning work programs, budgets and other policy documents. The Policy Board also plays an active role in decision making associated with MPO plans and studies, as well as conducts plans and meeting. One of the key functions of the Policy Board is to fully understand the fiscal restraint requirements for federal and state allocations of transportation funding. The fiscal limitations play a major role in the decision making process and ranking of proposed projects within the MPO. An appointed technical advisory committee (TAC) serves to consider more technical issues in greater detail and develop recommendations for the Policy Board's consideration.

The membership of the Policy Board is designated in the Organization's bylaws as representatives of the following agencies:

Town of Fayetteville (Bill Lanham, Superintendent)  
City of Mount Hope (Mike Kessinger, Mayor)  
City of Oak Hill (William Hannabass, City Manager)  
Fayette County Commission (Denise Scalph, President)  
City of Beckley (Robert Rappold, Mayor)  
Town of Mabscott (Wayne Houck, Mayor)  
Town of Sophia (Danny Barr, Sophia)  
Raleigh County Commission (Detlef Ulfers, County Engineer)  
Region 1 Planning and Development Council (Jason Roberts, Executive Director)  
Region 4 Planning and Development Council (John Tuggle, Executive Director)  
New River Transit Authority (Andy Austin, Director)  
West Virginia Department of Transportation (Elwood Penn, WVDOH)

Officers:

Executive Director - John Tuggle, Region 4 Planning and Development Council  
Chairman - Detlef Ulfers, Raleigh County Commission Representative  
Vice-Chairman - Bill Lanham, Fayetteville Superintendent

## Technical Advisory Committee (TAC)

**For the most current membership listing,  
please visit the MPO's website at [www.frmmpo.org](http://www.frmmpo.org)**

The Technical Advisory Committee (TAC) is a standing sub-committee of the FRM. The TAC is comprised of staff-level officials of local, state and federal agencies, as well as other special interest groups.

This Committee considers items more technical in nature such as, but not limited to, short and long range transportation plans, corridor studies, multimodal transportation plans, unified planning work programs, grant applications, transportation improvement programs and other matters of relevance. Through this work the TAC develops recommendations on projects and programs for Policy Board consideration. As with the Policy Board, overall fiscal constraint of available funding is to be a main focus of the development of transportation plans. The TAC, having the technical expertise, is charged with establishing recommendations and advising the Policy Board accordingly. The Policy Board makes the final binding decision.

The TAC's membership is not restrictive, as a wide range of agencies can contribute valuable resources and insight during the planning process. Currently, the TAC is comprised of representatives of the following:

Beckley/Raleigh County Chamber of Commerce (Ellen Taylor, President)  
Beckley/Raleigh County Transportation Authority (Bill Baker, Chairman)  
Fayette County Chamber of Commerce (Sharon Cruikshank, Director)  
Fayette/Raleigh Metropolitan Planning Organization (John Tuggle, Executive Director)  
New River Gorge Regional Development Authority (Stephen Christian, Executive Director)  
New River Gorge Trail Alliance (Bill Wells, President)  
New River Transit Authority (Andy Austin, Director)  
Oak Hill Sanitary Board (Barney Stinnett, Board Member)  
Raleigh County Airport Authority (Tom Cochran, Manager)  
Raleigh County Commission (Dettef Ulfers, County Engineer/MPO Chairman)  
Raleigh County Cycle Club (Gary Moorefield, Member)  
West Virginia DOH District 9 (Steve Cole, District Engineer)  
West Virginia DOH District 10 (Allen Reed, Acting District Manager)  
West Virginia DOH (Elwood Penn, Planning Division)  
West Virginia DOPT (Bill Robinson, Division of Public Transit Director)  
West Virginia Motor Cycle Safety Program (Donnie Hale, Site Manager)  
West Virginia Motor Cycle Safety Program (Dan Williams, Site Manager)  
West Virginia University Institute of Technology (Dr. Nigel Clark, Provost)

### Officers:

John Tuggle, Chairman  
Bill Baker, Vice-Chairman



# Fayette/Raleigh Metropolitan Planning Organization's Policies and Procedures

**All of the FRM's policies and procedures can be accessed in full on the MPO's website at [www.frmpo.org](http://www.frmpo.org)**

## **Policy Board & TAC Meetings**

Both the Policy Board and TAC meet regularly on a quarterly schedule to process and discuss regular business, as well as planning initiatives and other items of interest.

Meeting information is accessible on FRM's website at [www.frmpo.org](http://www.frmpo.org), as well as on the Region 1 Planning and Development Council website at [www.regiononepdc.org](http://www.regiononepdc.org) and the Region 4 Planning and Development Council website at [www.reg4wv.org](http://www.reg4wv.org).

## **Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) is one of the two cornerstone documents of the organization. The LRTP is a 25-year planning document that serves as the blueprint for transportation investments in the region. The plan is multi-modal, meaning it addresses travel by all modes on the transportation system including streets and highways, bikeways and walkways, public transportation, rail and aviation. The LRTP is fiscally constrained. Visit <http://www.frmpo.org/longrangeplan> to view the plan.

## **Public Participation Plan**

As a part of the transportation planning process, FRM is committed to providing a proactive, open and transparent public involvement process that actively seeks engagement from stakeholders and the public at large.

The purpose of FRM's Public Participation Plan is to lay the foundation for the organization's public participation efforts so that outreach mechanisms are adequately accomplished and are achieved in a consistent fashion. The plan is currently being updated and will be uploaded to the FRM's website once it is complete. Please check for updates at [www.frmpo.org](http://www.frmpo.org).

## **Title VI Plan**

The MPO is sensitive to Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. The MPO is currently developing a Title VI Plan that will be accessible on the FRM website once it is complete. Please check for updates at [www.frmpo.org](http://www.frmpo.org).



### **Transportation Improvement Program**

The primary purpose of Transportation Improvement Program (TIP) is to provide a mechanism for enabling local input into the use of federal funds for surface transportation projects, determine regional transportation priorities and demonstrate a short-range transportation vision for the region. The TIP is fiscally constrained. Visit <http://www.frmpo.org/tip> to view the plan.

### **Unified Planning Work Program**

The Unified Planning Work Program (UPWP) of the MPO is designed to set forth the details of transportation work tasks to be performed within the fiscal year running July 1 to June 30. The objective of this work program is to ensure that a continuing, cooperative and comprehensive approach for short and long range transportation planning is established and maintained for the metropolitan area. The UPWP will be developed in such a way as to provide proper coordination with neighboring jurisdictions and the West Virginia Department of Transportation. Visit <http://www.frmpo.org/upwp> to view the plan.

# Fayette/Raleigh Metropolitan Planning Organization Committee Hierarchy

## ERMPO Policy Board

Town of Fayetteville - City of Mount Hope - City of Oak Hill  
City of Beckley - Town of Sophia  
Fayette County Commission - Raleigh County Commission  
Region 1 PDC - Region 4 PDC  
New River Transit Authority  
West Virginia Department of Transportation

## Technical Advisory Committee

County Chambers of Commerce, Raleigh County Memorial Airport, Raleigh County Transportation Authority, Local Highway Districts, County Planners and Engineers, State Highway and Transit Offices, Economic Development representatives, and other appropriate interest groups

### Purpose:

Consider projects and other relevant items of interest in order to make recommendations to the Policy Board.

## Transit Committee

Raleigh County Community Action Association, Mountain Transit Authority, State Division of Transit, other appropriate transit related agencies

### Purpose:

Consider transit related issues in order to make recommendations to the Policy Board.

## Steering Committee

Members of the TAC and other appropriate special interest groups

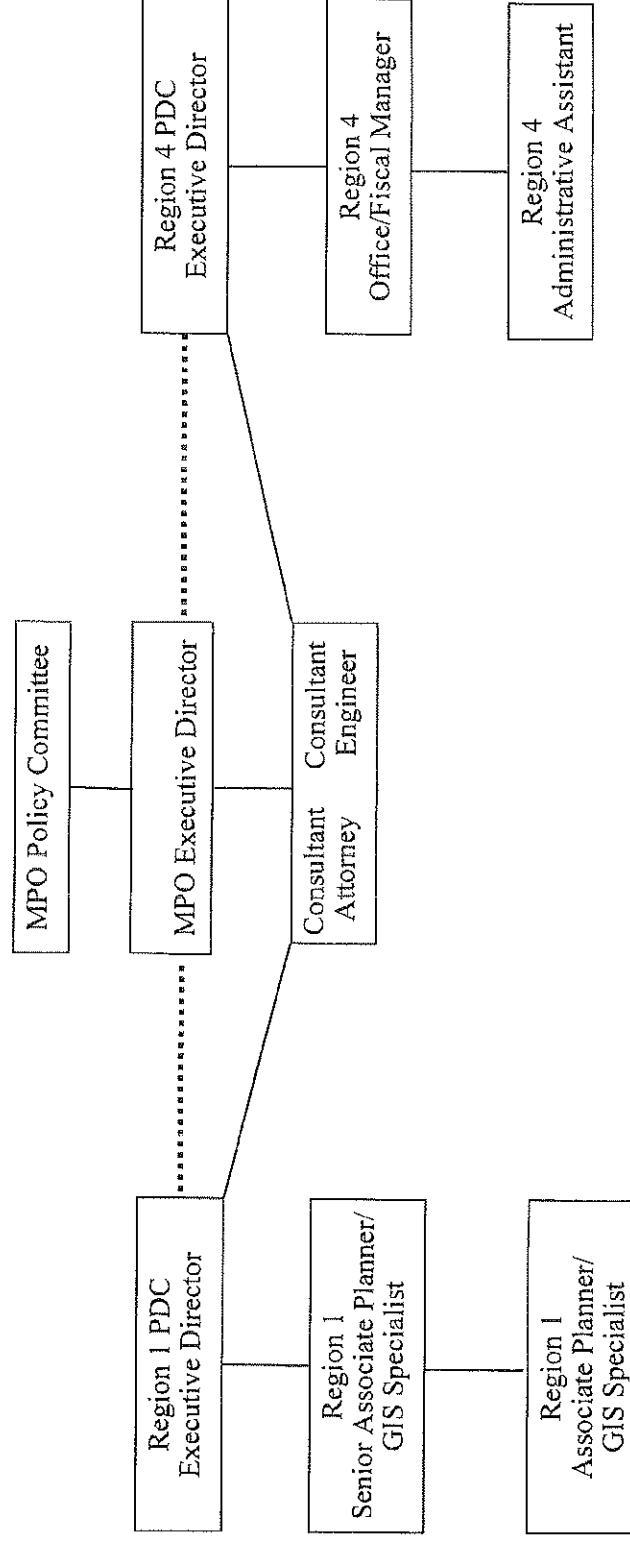
### Purpose:

Consider the Long Range Transportation Plan in order to make recommendations to the Policy Board.

The subcommittees of the MPO act in an advisory capacity to ensure that decisions made by the Policy Board are representative of the interests of two county area.

# Fayette/Raleigh Metropolitan Planning Organization

Organization Chart





# Insight into Metropolitan Planning Organizations

## Metropolitan Planning Organization Definition

A metropolitan planning organization (MPO) is a federally mandated and federally funded transportation policy-making organization in the United States that is made up of representatives from local government and governmental transportation authorities. MPOs were introduced by the Federal-Aid Highway Act of 1962, which required the formation of an MPO for any urbanized area (UZA) with a population greater than 50,000. Federal funding for transportation projects and programs are channeled through this planning process. Congress created MPOs to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process. Statewide and metropolitan transportation planning processes are governed by federal law.

As of 2015, there are approximately 408 MPOs in the United States, 8 of which are in West Virginia.

## Purpose

Why MPOs are essential:

- MPO's provide for a local voice to be heard on federal transportation issues.
- Transportation investment means allocating scarce federal and other transportation funding resources appropriately;
- Planning needs to reflect the region's shared vision for its future;
- Adequate transportation planning requires a comprehensive examination of the region's future and investment alternatives; and
- An MPO is needed to facilitate collaboration of governments, interested parties, and residents in the planning process.

In other words, the federal government wished to see federal transportation funds spent in a manner that has a basis in metropolitan region-wide plans developed through intergovernmental collaboration, rational analysis, and consensus-based decision making.

## Governance

Typically, an MPO governance structure includes a variety of committees as well as a professional staff. The "policy board" is the top-level decision-making body for the planning organization. In most MPOs, the policy board is comprised of:

- elected or appointed officials from local governmental jurisdictions such as municipalities or counties;
- representatives of different transportation modes, such as public transit, freight, bicycle/pedestrian; and

- state agency officials such as, state Department of Transportation, environmental agency, etc.; and
- non-voting members such as FHWA, FTA, FAA, FRA, staff advisers from state departments of transportation, Chambers of Commerce

With only a few unique exceptions nationwide, MPO policy board members are not elected directly by citizens. Rather, a policy board member typically is an elected or appointed official of one of the MPO's constituent local jurisdictions. The policy board member thus has legal authority to speak and act on behalf of that jurisdiction in the MPO setting. Federal law, however, does not require members of an MPO policy board to be representatives of the metropolitan areas' populations.

The policy board's responsibilities include debating and making decisions on key MPO actions and issues, including adoption of the metropolitan long-range transportation plans, transportation improvement programs, annual planning work programs, budgets, and other policy documents. The policy board also may play an active role in key decision points or milestones associated with MPO plans and studies, as well as conducting public hearings and meetings.

Most MPOs also establish a technical advisory committee to act as an advisory body to the policy committee for transportation issues that primarily are technical in nature. The technical advisory committee interacts with the MPO's professional staff on technical matters related to planning, analysis tasks, and projects. Through this work, the technical advisory committee develops recommendations on projects and programs for policy board consideration.

The technical advisory committee typically comprises staff-level officials of local, state, and federal agencies. In addition, a technical advisory committee may include representatives of special interest groups, various transportation modes, and local citizens.

Usually MPOs retain a core professional staff in order to ensure the ability to carry out the required metropolitan planning process in an effective and expeditious manner. The size and qualifications of this staff may vary by MPO, since no two metropolitan areas have identical planning needs.

## **Functions**

### **Core functions**

There are five core functions of an MPO:

1. **Establish a setting:** establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area (also known as urbanized area) or and provide local officials with information to make educated, common sense



decisions on transportation issues that directly and indirectly affect their constituencies.

2. Evaluate alternatives: evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.
3. Maintain a long range transportation plan (LRTP): develop and update a fiscally constrained long-range transportation plan for the UZA covering a planning horizon of at least twenty years that fosters:
  - mobility and access for people and goods,
  - efficient system performance and preservation, and
  - quality of life
4. Develop a transportation improvement program (TIP): develop a fiscally constrained program based on the long-range transportation plan and designed to serve the UZA's goals while using spending, regulating, operating, management, and financial tools. Please visit <http://www.frmpo.org/tip> to review FRM's TIP and associated amendments. For a hard copy of the TIP, please contact the FRM.
5. Involve the public: involve the general public and all the significantly affected sub-groups in the four essential functions listed above.

If the metropolitan area is designated as an air quality non-attainment or maintenance area, then:

6. Protect air quality: transportation plans, programs, and projects must conform with the air quality plan, known as the "state implementation plan" (SIP), for the state within which the UZA lies.

Some examples of MPO planning projects are:

- Study signal light timing and sequencing to reduce congestion
- Monitor traffic flow and patterns to reduce accidents
- Compile and analyze public transit (bussing) ridership and timing to improve service pedestrian and biking existing travel and future needs analysis

For projects planned to be addressed this fiscal year, please see the FRM's Unified Planning Work Program (UPWP) at [www.frmpo.org/upwp](http://www.frmpo.org/upwp). Examples of FRM's studies are found on the following page.



## **Structure of MPO Organization**

MPOs differ greatly in various parts of the country and even within states. Some have large staffs, while others may include only a director and a transportation planner. Sometimes the professional staff of an MPO is provided by a county or a council of governments. In many urban areas, existing organizations such as county governments or councils of government also function as MPOs. The MPO role also may be played by an independent governmental organization or a regional government.

Please see the organizational staff chart in Section 7 for more information on FRM's staff hierarchy.

FRM is fortunate in that it is operated collaboratively and in conjunction with Regions 1 and 4. The two Regions had established close relationships with the MPO Policy Board members long before the MPO was first created. Consequently, having the Regions involved has served to provide a smooth start-up of FRM as well as a stable and efficient operation of the organization. Various federal and state requirements such as employee policies, accounting procedures, safety policies and ADA compliance for MPO personnel were already in place.

## **FRM's Operation Financing**

The FRM is funded through State (10%), Federal (80%) and local funding (10%). Local funding is provided via annual assessments of the counties and municipalities within the urbanized area (Fayetteville, Oak Hill, Mt. Hope, Beckley, Mabscott, Sophia, and Fayette and Raleigh Counties). Assessments are on a per capita basis.

## **Fiscal Constraint**

Within the information provided in this document, the term "fiscal constraint" will appear a number of times. Simply put, fiscal constraint means that the WVDOT is severely limited on available funding and must strictly abide by a firmly established budget. Consequently, any local request for a particular project that is currently not included in the budget will necessitate the removal of other projects or maintenance efforts in other areas within the jurisdiction of FRM.

For example, if an unexpected need would arise for a turning lane for a new box store, then a decision will need to be made by the Policy Board as to which already planned for project will be removed from the budget such as signaling improvements to relieve congestion.

**DRAFT**

**BURGESS & NIPLÉ**  
Engineers ■ Architects ■ Planners

## Maxwell Hill Area Traffic Study

Prepared for Fayette Raleigh Metropolitan Planning  
Organization  
November 2016

## *New River Transit Authority*

### TRANSIT SERVICE ANALYSIS

2016



**FRM**  
Fayette Raleigh Metropolitan  
Planning Organization

Prepared by the Fayette Raleigh Metropolitan Planning Organization (FRM) as Task 2.1 of the  
2015-2016 Unified Planning Work Program (UPWP)

### Review of Transit Needs

### Recommendations for Transition to an Urban Transit System

Prepared for the **FAYETTE-RALEIGH MPO**

Parsons Brinckerhoff

May 2014



### FAYETTE/RALEIGH METROPOLITAN PLANNING ORGANIZATION



### 2040 REGIONAL TRANSPORTATION PLAN



## **OPERATIONAL PROCEDURES AND BYLAWS**

FRM operates under its own set of bylaws. In addition to the bylaws, FRM has executed Memoranda of Understanding with the West Virginia Department of Transportation as well as Intergovernmental Agreements with Region 1 and 4 Planning and Development Councils outlining the roles and responsibilities of the various agencies. Included within these agreements are sections referring to purpose, responsibilities, administration, compensation, finances, accounting, termination and debarment and suspension.

Organizational documents, financial records and other official records of the FRM are located at the FRM headquarters at:

885 Broad Street, Suite 100  
Summersville, WV 26651

All FRM records are available for public inspection by appointment during regular business hours (Monday through Friday 8:30 a.m. to 4:30 a.m., except holidays).

FRM is an equal opportunity employers, is fully open to inquiry and consultation and abides by all Federal and State laws and regulations.

As a part of the transportation planning process, FRM is committed to providing a proactive, open and transparent public involvement process that actively seeks engagement from stakeholders and the public at large.

The purpose of FRM's Public Participation Plan is to lay the foundation for the organization's public participation efforts so that outreach mechanisms are adequately accomplished and are achieved in a consistent fashion. The plan is currently being updated and will be uploaded to the FRM's website once it is complete. Please check for updates at [www.frmpo.com](http://www.frmpo.com).



**BY-LAWS  
OF THE  
FAYETTE/RALEIGH METROPOLITAN PLANNING ORGANIZATION (MPO)**

**FIRST AMENDMENT**

**ARTICLE I  
NAME, AREA TO BE COVERED,  
ESTABLISHMENT AND AUTHORIZATION**

- Section 1. The organization shall be known as the "Fayette/Raleigh Metropolitan Planning Organization", hereinafter referred to as the "Organization."
- Section 2. These By-Laws, herein referred to as the "Articles" shall govern the establishment, powers, duties, purposes, and membership of the Organization,
- Section 3. The area to be included within the jurisdiction of the Organization shall be the entire area designated by the Governor of the State of West Virginia based upon the determination by the U.S. Bureau of Census as an Urbanized Area (23 CFR 134(b)(6)) and any other property within the identified County Planning Areas, and referred to as "region."
- Section 4. This Organization is organized to fulfill the requirements governing urban transportation planning under Federal Highway Administration Regulations title 23 CFR, Part 450, subpart C, and Federal Transit Administration program regulations title 49 CFR, Part 613, subpart A to implement 23 U.S.C. §134-135 and 49 U.S.C. §303.

**ARTICLE II  
PURPOSE, POWERS AND DUTIES**

- Section 1. The Organization, as a condition of the receipt of Federal capital or operating assistance, is required to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the planned development of the region.
- Section 2. The Organization shall develop long-range transportation plans and transportation improvement programs for the region. In so doing, the Organization may make studies, maps, plans, and other

reports relative to the region and shall recommend procedures and policies to the appropriate authorities, based on physical, social, economic, and governmental conditions and trends, to promote the coordinated development of the region and the general health, welfare, convenience, and prosperity of the people of the region. Such planning and coordination may reflect the following planning criteria:

- A. Goals, objectives, standards, and principles for the development of the region;
- B. The distribution and intensity of general land use and open space;
- C. The general circulating pattern for the region, including land, water and air transportation, communication facilities and continuing comprehensive transportation planning;
- D. The general location, character, and extent of public and private works and facilities which are area-wide or regional, as distinguished from purely local, concern;
- E. Long-range transportation planning, programming and financing of capital projects and facilities;
- F. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- G. Increase the safety and security of the transportation system for motorized and non-motorized users;
- H. Increase the accessibility and mobility of people and freight;
- I. Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- J. Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
- K. Promote efficient system management and operation; and
- L. Emphasize the preservation of the existing transportation system.

Section 3. The Organization shall:

- A. Review plans and proposals for projects and programs of interstate or regional significance which may be proposed by others;

- B. Review and make recommendations concerning administrative and regulatory measures to implement area-wide or regional transportation plans;
- C. Review and make recommendations concerning effective utilization of such federal and state assistance as may be available on a regional basis or as may have a regional impact;
- D. Collect, analyze, and report on statistics and other information concerning traffic, housing, population, and social, economic, and physical conditions of the region;
- E. Conduct necessary investigations and research, and cooperate with other public and private agencies or persons to conduct such investigations or research on planning problems affecting the region;
- F. Make recommendations to governmental bodies within the region for such actions as are necessary and proper to further the coordinated development of the region; and
- G. Exercise such other powers as are necessary and proper to further the coordinated development of the region.

#### Section 4

The following principles may inform the Organization's decision making process pertaining to transportation planning in the region:

- A. Emphasis on a holistic approach give priority to community livability when making tradeoffs among transportation choices, economic forces, and community concerns;
- B. Use of open and inclusive processes, providing an opportunity for all parties and stakeholders to engage in the issues and influence outcomes;
- C. Flexibility and adaptability to respond to changing conditions and unforeseen events;
- D. Informed and transparent decision making in which decision are made openly and based on the best information and analysis available;
- E. Public education to support innovation, consensus-building, and continuing investment; and
- F. The goal of a coordinated transportation system which is safe, responsive, and sustainable for all citizens.



ARTICLE III  
MEMBERSHIP,  
REPRESENTATION AND VOTING

Members of the Organization's Policy Committee shall be the only voting members of the Organization and shall be designated by the government agencies located within Urban Area as defined by the 2010 census and representatives of multi-modal transportation agencies.

Section 1. Organization Policy Committee member representation shall be as follows:

- A. One representative of the City of Beckley;
- B. One representative of the Town of Sophia;
- C. One representative of the Town of Mabscott;
- D. One representative of the County of Raleigh;
- E. One representative of the County of Fayette;
- F. One representative of the City of Oak Hill;
- G. One representative of the Town of Mt. Hope;
- H. One representative of the Town of Fayetteville;
- I. One representative of the Region 1 Planning & Development Council;
- J. One representative of the Region 4 Planning & Development Council;
- K. One representative of the New River Transit Authority; and
- L. One representative of the West Virginia Department of Transportation.

Section 2. Representative appointments shall be made within thirty (30) days after official notice has been sent of a vacancy on the board. Written notice of all said appointments shall be given to the Chairman, who shall in turn notify each representative of the date, time, and place of the organizational meeting at least five (5) days prior thereto.

Section 3. Members serving by virtue of their being elected to public office shall serve the Organization for the term of their elected office. When the elected official's term of office expires, the vacancy shall be filled by the next duly elected official or his/her appointee appointed by that governing body.

ARTICLE IV  
ORGANIZATION – OFFICERS AND DIRECTORS

- Section 1. The Organization shall elect from among its members a Chairperson, and a Vice-Chairperson. The Vice-Chairperson shall have the authority to act as Chairperson of the Organization during the absence or disability of the Chairperson. If the Chairperson resigns, the Vice-Chairperson shall perform the duties of the Chairperson until a new Chairperson is elected.
- Section 2. The Chairperson shall preside at all meetings and public hearings of the Organization and, in general, act as spokesperson for, and provide general leadership for the Organization.
- Section 3. At the first regular meeting each fiscal year, the Organization shall elect new officers. The officers may succeed themselves. Nominations for officers shall be made by a nominating committee consisting of three members appointed by the Chairperson. A list of the nominees shall be presented to the Organization thirty (30) days prior to the first regular meeting each calendar year.
- Section 4. The Nominee for each office receiving a majority vote of the voting membership present shall be declared elected and serve for one year term of office. There is no limit on the number of terms an officer can serve but all officers must be members of the Organization. Vacancies in office shall be filled as soon as possible after such a vacancy occurs by majority vote of the Organization members present at the succeeding regular or special meeting.
- Section 5. The position of Director shall be jointly held by the Directors of Region 1 and Region 4 Planning and Development Council or either as designated by the Organization. . The Organization shall contract for the staff services of the Region 4 and Region 1 Planning and Development Councils, who may act as support staff for the Organization. The duties of the Director include responsibility for the maintenance of Organization Records including financial records, minutes of meetings, and other records as required by local, state or federal agencies. The Director shall execute contracts approved by the Organization in the absence of an Officer, and develop a budget in cooperation with the Finance Committee. The Director may approve expenditures for activities approved by the Organization. The Director shall be appointed by a minimum of two-thirds vote and shall serve until such time as he/she shall be removed by a minimum two-thirds vote or he/she shall submit a letter of resignation to the Chairperson.

- Section 6. The Organization may employ or contract with engineers, planners, consultants, and other professionals to complete the Organization goals, subject to any limitations set forth in Section 8-26-5 of the West Virginia Code.

## ARTICLE V ADMINISTRATION AND VOTING

- Section 1. Regular meetings of the Organization shall be held at least quarterly at a time and place to be designated by the Chairperson. A quorum shall consist over fifty percent (50%) of those voting members or properly designated proxies present and voting where proper notice has been given. Designated proxies must be identified in writing and signed by the official member and submitted to the Chairperson prior to the meeting. Proxies must be elected or appointed from the same agency as the voting member principal. Special meetings shall be at the call of the Chairperson. Proper notification shall constitute written notice mailed seven (7) days before regular meetings and twenty-four (24) hours verbal notice before special meetings. Meetings may be held by Conference call on a speakerphone in a location open to and accessible to the public. Members may attend and vote via teleconference and such participation of a member shall be considered when determining a quorum. When the Chairperson deems appropriate, the members may vote on a given issue via electronic mail vote.
- Section 2. Meetings shall be conducted in accordance with Roberts' Rules of Order.
- Section 3. Voting on all matters shall require a majority vote of members present.
- Section 4. As a publicly funded entity, all meetings of the Organization and its committees shall be subject to compliance with the Open Government Proceeding Act as cited in W.Va Code §6-9A-1, *et seq.* Subject to rules promulgated by the organization, public comment shall be permitted at all meetings of the Organization.

## ARTICLE VI FINANCIAL OBLIGATIONS

- Section 1. The cost of maintaining the Organization shall be assumed by the Fayette-Raleigh Metropolitan Planning Organization.
- Section 2. The fiscal year of the Organization begins on July 1 of each year and ends on June 30 of each year.
- Section 3. The Organization is authorized to receive and expend any funds, or other assistance made available by Federal or State governments, or any of their agencies or from individuals or foundations; and may enter into agreements or contracts for the purposes of receiving and using Federal or State grants.
- Section 4. At the close of each fiscal year, the Organization shall arrange for an audit of its financial affairs, and within sixty (60) days after the end of such fiscal year shall furnish an itemized account of its receipts and disbursements to the governing bodies of all member government units.
- Section 5. Quarterly financial reports shall be provided by the Organization to the representative(s) of the governing bodies of all member government units.

## ARTICLE VII COMMITTEES

- Section 1. The Organization may designate certain Advisory Committees which shall be classified as Advisory Committees for the purpose of assisting the Organization in select phases of its operation. The chairpersons of these committees shall be selected by the Organization. The Organization shall appoint members and a chairperson of a committee may appoint additional members. Committee Members may include persons with special expertise from the general public. The chairperson of each committee shall attend meetings of the Organization. Chairperson positions shall be reviewed annually.
- Section 2. The Executive Committee shall be a Standing Committee consisting of the representatives of: Fayette County, Raleigh County, City of Beckley, City of Oak Hill, and the Executive Directors of Region I and Region IV Planning and Development Councils. This committee shall be responsible for preparing a suggested annual budget to the Organization. All matters of financing will be subject to review and comment by this Standing Committee.



- Section 3. The Technical Advisory Committee (TTAC) shall be a Standing Committee consisting of the representatives of: MPO Policy Committee, the County EDA representatives, Raleigh County Chamber of Commerce, Fayette County Chamber of Commerce, Mountain Transit Authority, Raleigh Airport Authority, Local WV Department of Highway Districts, Local Planners, the University of Charleston and other such persons and/or organizations as appointed by the Policy Committee of the Organization. The Director will act as Chairperson of the Committee. This Committee will make technical recommendations to the Organization's governing Board. Items to be reviewed by the Committee may include but not be limited to: long range transportation plans, short range transportation plans, corridor studies, multi-modal transportation plans, Unified Planning Work Program, grant applications to be submitted to the West Virginia Department of Transportation (WVDOT), Transportation Improvement Programs, and other documents to be submitted to the WVDOT or Federal agencies. The Committee shall also work to coordinate the activities of member governments and the WVDOT as possible.

#### ARTICLE VIII AMENDMENTS

- Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of the Organization members present at any legally constituted meeting provided that such proposed amendments be stated in writing and mailed to the membership ten (10) days prior to such meeting.

#### ARTICLE IX TERMINATION, DISPOSAL OF PROPERTY, AND WITHDRAWAL

- Section 1. Termination of the Organization shall be by a vote of two-thirds (2/3) of the voting members, or if the Organization should cease to exist for any other reason, then all of the assets of the Organization shall be converted into cash, all liabilities of the Organization satisfied, and any remaining assets disbursed to the participating member governments in the same proportion that the annual contributions were made to the Organization; provided the recipients of such assets qualify pursuant to the requirements of Section 2, below.
- Section 2. Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the

federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such corporations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

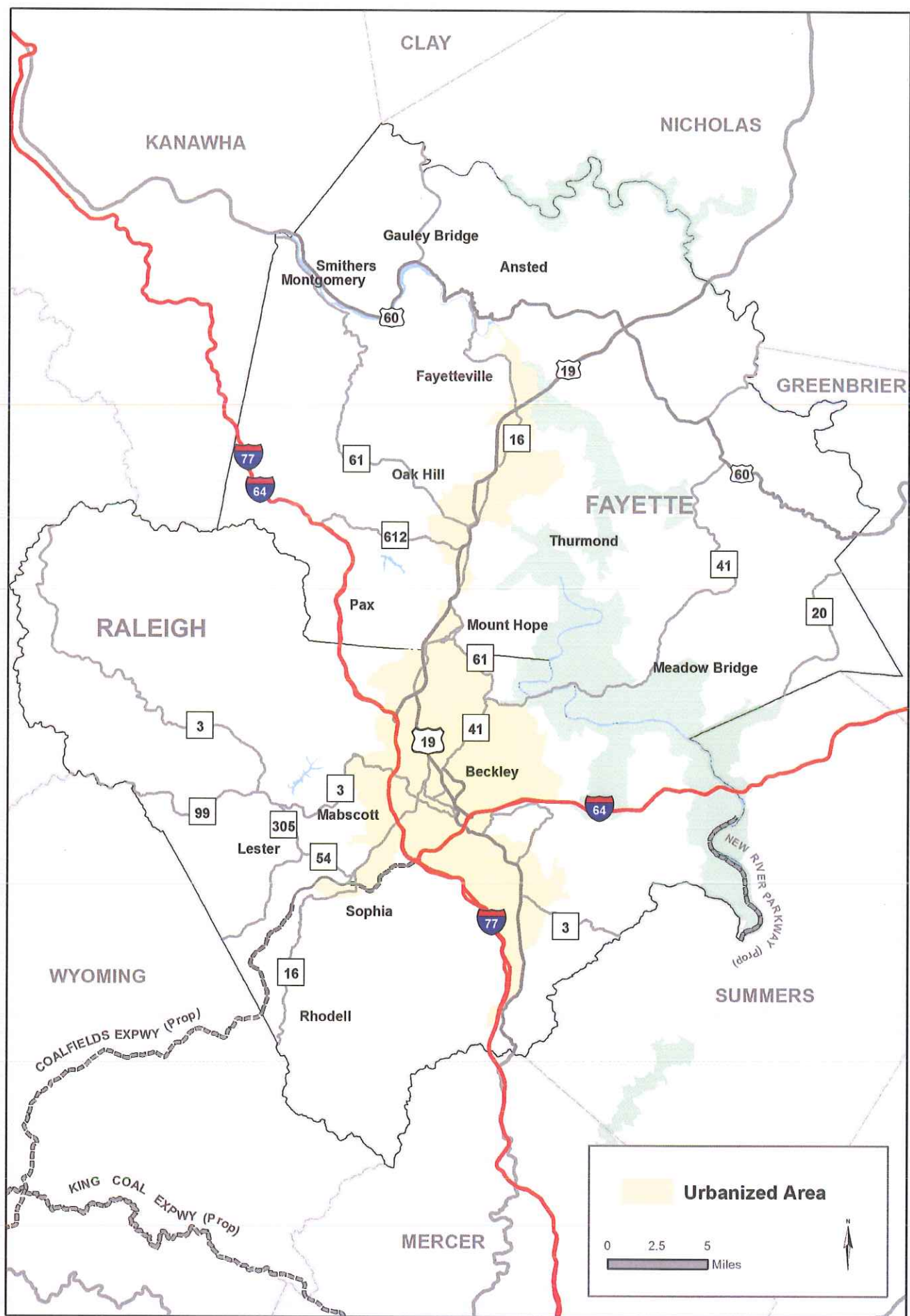
#### ARTICLE X EFFECTIVE DATE

These by-laws shall become effective and in full force upon the adoption as a binding agreement among and between all of the parties hereto, when it has been executed by said parties.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chairperson

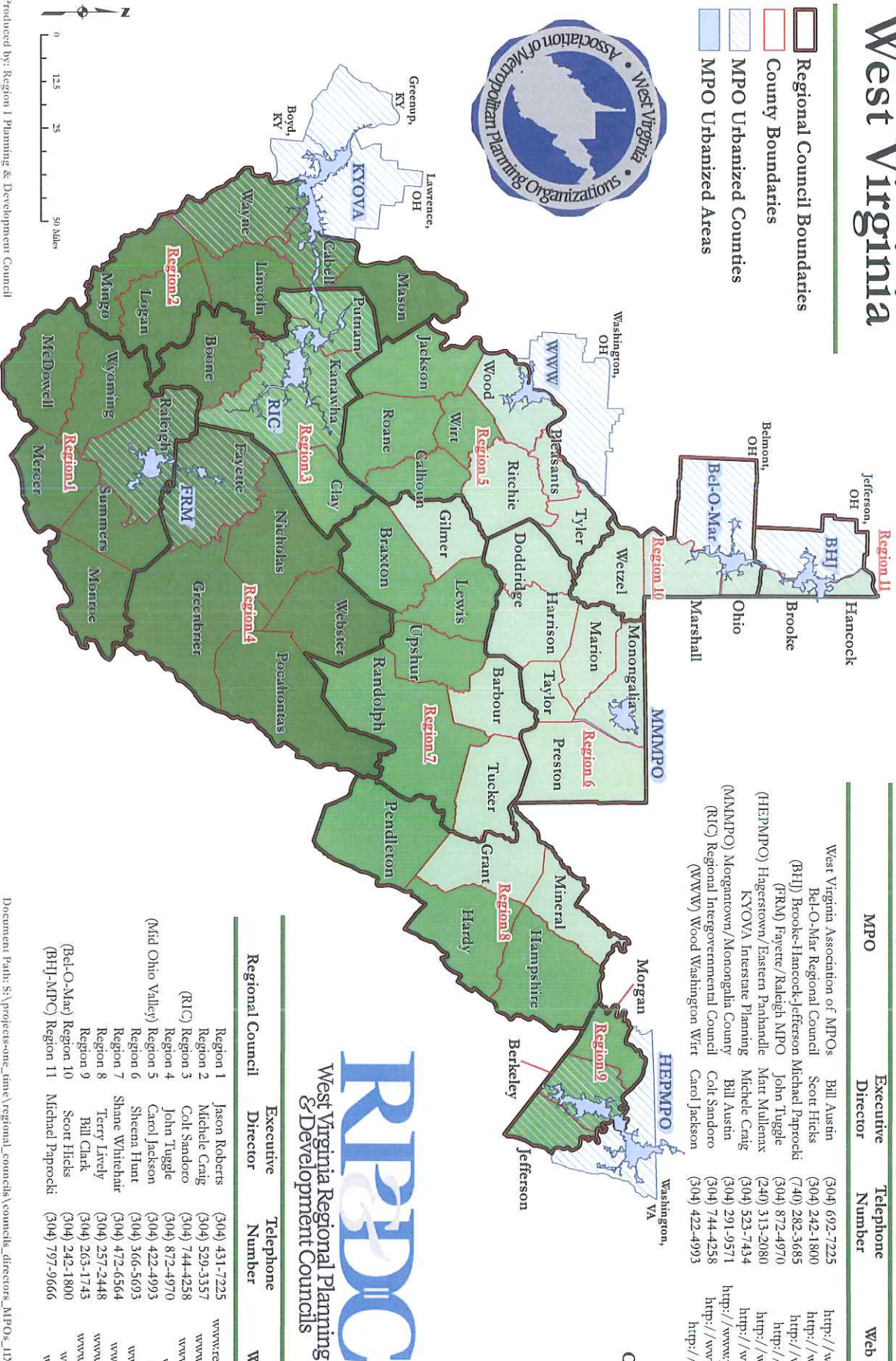
\_\_\_\_\_  
Vice-Chairperson





# West Virginia

- Regional Council Boundaries
- County Boundaries
- MPO Urbanized Counties
- MPO Urbanized Areas



## Metropolitan Planning Organizations

| MPO   | Executive Director | Telephone Number | Web Address   |
|---|--------------------|------------------|---|
| West Virginia Association of MPOs                     | Bill Austin        | (304) 692-7225   | <a href="http://www.wvampo.org/">http://www.wvampo.org/</a>             |
| Bel-O-Mar Regional Council                            | Scott Hicks        | (304) 242-1800   | <a href="http://www.belomarc.org/">http://www.belomarc.org/</a>         |
| (BHJ) Brooke-Hancock-Jefferson Michael Paprocki       |                    | (740) 282-3685   | <a href="http://www.bhjmpc.org/">http://www.bhjmpc.org/</a>             |
| (FRM) Fayette/Raleigh MPO John Tuggle                 |                    | (304) 872-4970   | <a href="http://www.frmpo.org/">http://www.frmpo.org/</a>               |
| (HEPNPO) Hagerstown/Eastern Panhandle Matt Muller     |                    | (240) 313-2080   | <a href="http://www.hepnpo.net/">http://www.hepnpo.net/</a>             |
| KYOVA Interstate Planning Michele Craig               |                    | (304) 523-7434   | <a href="http://www.kyovapc.org/">http://www.kyovapc.org/</a>           |
| (MMMPPO) Morgantown/Monongalia County Bill Austin     |                    | (304) 291-9571   | <a href="http://www.plantogethet.org/">http://www.plantogethet.org/</a> |
| (RIC) Regional Intergovernmental Council Colt Sandoro |                    | (304) 744-4258   | <a href="http://www.wvregion3.org/">http://www.wvregion3.org/</a>       |
| (WWW) Wood Washington Wirt Carol Jackson              |                    | (304) 422-4993   | <a href="http://www.movrc.org/">http://www.movrc.org/</a>               |

## West Virginia Regional Planning & Development Councils

| Regional Council           | Executive Director | Telephone Number | Web Address  |
|----------------------------|--------------------|------------------|--|
| Region 1                   | Jason Roberts      | (304) 431-7225   | <a href="http://www.regiononepc.org">www.regiononepc.org</a> |
| Region 2                   | Michelle Craig     | (304) 529-3357   | <a href="http://www.region2pdc.org">www.region2pdc.org</a>   |
| (RIC) Region 3             | Colt Sandoro       | (304) 744-4258   | <a href="http://www.wvregion3.org">www.wvregion3.org</a>     |
| Region 4                   | John Tuggle        | (304) 872-4970   | <a href="http://www.wvreg4wv.org">www.wvreg4wv.org</a>       |
| (Mid Ohio Valley) Region 5 | Carol Jackson      | (304) 422-4993   | <a href="http://www.movrc.org">www.movrc.org</a>             |
| Region 6                   | Sheena Hunt        | (304) 366-5693   | <a href="http://www.regionvi.com">www.regionvi.com</a>       |
| Region 7                   | Shane Whitehair    | (304) 472-6564   | <a href="http://www.regionvii.com">www.regionvii.com</a>     |
| Region 8                   | Terry Lively       | (304) 257-2448   | <a href="http://www.regionviii.com">www.regionviii.com</a>   |
| Region 9                   | Bill Clark         | (304) 263-1743   | <a href="http://www.regionvii.com">www.regionvii.com</a>     |
| (Bel-O-Mar) Region 10      | Scott Hicks        | (304) 242-1800   | <a href="http://www.belomarc.org">www.belomarc.org</a>       |
| (BHJ-MPC) Region 11        | Michael Paprocki   | (304) 797-9666   | <a href="http://www.bhjmpc.org">www.bhjmpc.org</a>           |