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AMPO Policy and Technical Committee Standard Operating Procedures

Purpose

Section 1: Technical Committee

The Technical Committee addresses the technical needs of MPOs through sub-committees and research programs. The Technical Committee works with AMPO Staff and Industry Partners to identify MPO training needs and disseminate information on new technology, planning tools and design concepts.

Section 2: Policy Committee

The Policy Committee considers the impact of existing and proposed federal legislation, regulation, or policy on MPOs. The Committee develops position statements and/or white papers for AMPO's staff and members to use when discussing legislation with MPO members and elected officials. The Committee works with AMPO staff to advocate AMPO positions and propose legislative language to benefit the metropolitan planning process.

Voting Members

Section 1: Defining Members

Voting and non-voting members' agencies must be in good standing as a dues-paying member, at the time of their appointment and through the entirety of their term. Only individuals from the MPO membership tier of the Association will be allowed to serve. No individual shall sit on more than one Committee concurrently, whether in a voting or non-voting capacity. Up to twenty (20) voting positions per Technical and Policy Committee are allowed, with variations due to Emerging Profession and Ex-officio positions. Committee members are individuals appointed by the Board of Directors, therefore in the case of an absence substitutions by other staff from the same agency are not permitted. No more than one representative may be from the same agency in a voting capacity with a Committee; Ex-officio and Emerging Professionals are exempt from this duplication restriction.

Section 2: Terms, Selection, and Appointments

Voting member positions will be for a term of three (3) years with no more than three (3) consecutive terms. Consecutive terms will only be allowed if the member successfully completes all duties as defined in Section 3 of their respective Committee during their previous term. A call for interest will be distributed to AMPO membership where individuals will be given the opportunity to volunteer for a committee position. Candidates will be selected for consideration by AMPO staff based on a variety of factors including but not limited to geographic area, MPO size and individual experience. Each committee may require additional qualification criteria based on the needs of that committee. Candidates for membership will be submitted to the Board for appointment at the Annual Conference. New committee members will begin their term January 1st of the following year, and all new Committee members will begin in first term.

Section 3: Duties

All voting members are expected to fulfill the requirements as outlined for their respective committees below. In the event a member cannot complete a requirement they must notify the Executive Director and their respective Committee Chair and request an exemption in advance. Accommodation will be made for

any member who needs an exemption due to conflicts with work, or medical/personal reasons subject to approval by the Executive Director. Failure to complete duties will constitute grounds for expulsion and disqualification to serve additional terms unless written exemption has been granted by the Executive Director.

Technical Committee

Voting members must at a minimum complete the following within their term to be considered in good-standing and maintain their position on the leadership team:

- Serve on at least one subcommittee annually, based on the annual work program, which could include things such as:
 - Serving as an Interest Group Liaison, report back to Committee as needed
AMPO has several Interest Groups; staff will assign you one per year. You will attend leadership calls (monthly) and quarterly Interest Group meetings as needed. You will provide updates to the Committee as requested by the Chair.
 - Helping Chair organize and moderate one (1) Committee Coffee Chat (annual)
Coffee chats are one (1) hour in length and primarily discussion based. You will help identify a topic, speaker if needed, and polling questions. The day of the coffee chat you will moderate discussion. AMPO staff will take notes and provide a summary.
 - Participating as a Rapid Responder, respond to requests with short deadlines as needed
AMPO regularly responds to notices such as those published in the Federal Register with a short turnaround. The Rapid Responder team will be responsible for assisting AMPO staff in drafting comments for a variety of requests as they emerge.
 - Providing Feedback on the MPO Institute course materials, State of the Practice Reports, and other research/technical reports and resources.
- Participate in the Annual Conference proposal review process (annual)
- Participate in the Planning Tools and Training Symposium proposal review process (biennial)
- Minimum 70% attendance rate of Committee meetings and Coffee Chats (annual)
- Other Duties as assigned

At any given point AMPO staff may reassign duties to meet the needs of the Committee. This may include but is not limited to modifying duties based on term or participation at national events.

Policy Committee

Voting members must at a minimum complete the following within their term to be considered in good-standing and maintain their position on the leadership team:

- Serve on at least one subcommittee annually, based on the annual work program
- If attending the Annual Conference or Planning Tools and Training Symposium, moderate at a minimum one (1) session
- Committee members will be asked to provide feedback on AMPO's policy deliverables as needed.
- Respond to legislation as necessary. Committee members will be asked to review bills that are introduced in Congress and provide input on the potential benefits or concerns that AMPO can relay to Congress.
- Be the “Eyes and Ears” of AMPO regarding the implementation for law and regulations. Provide the Committee and AMPO with on the ground detail regarding how laws are being implemented to ensure consistency with the Congressional intent or to ensure implementation if carried out uniformly across the MPO community.
- Minimum 70% attendance rate of Committee meetings
- Other Duties as assigned

At any given point AMPO staff may reassign duties to meet the needs of the Committee. This may include, but is not limited to modifying duties based on term or participation at national events.

Section 4: Quorum

A simple majority of the voting members of a committee then sitting and appointed constitutes a quorum. The affirmative vote of a majority of the voting members present can approve an action. In the event of a tie, the assigned Board Liaison for the respective Committee will provide the deciding vote.

Non-voting Members

Section 1: Defining Members

Non-voting members will be comprised of one (1) board liaison position, up to ten (10) non-voting members comprised of either ex-officio or emerging professional positions per committee. Members' agencies must be in good standing as a dues-paying member, at the time of their appointment and through the entirety of their term. Only individuals from the MPO membership tier will be allowed. No individual shall sit on more than one Committee concurrently, whether in a voting or non-voting capacity. Committee members are individuals appointed by the Board of Directors, therefore in the case of an absence substitutions by other staff from the same agency are not permitted.

Defining Ex-Officio Positions

To qualify as an ex-officio member, an individual must have served the maximum term limits for the respective committee and fulfilled all duties during their terms. Any exceptions will be made at the discretion of the Executive Director and Board Chair.

Defining Emerging Professional Positions

To qualify as an emerging professional, an individual must have less than eight (8) years of professional experience in the transportation and/or MPO field, not counting experience gained as a student, at the time of their appointment.

Section 2: Terms, Selection, and Appointments

Board Liaisons

The board liaison positions will be for a term as determined by the Board President and each board liaison position will be appointed at the discretion of the Board President at the Annual Conference. New board liaisons will begin their term January 1st of the following year. Board Liaisons are a non-voting position with the exception of when a tie-breaker vote is needed, see Voting Members, Section 4: Quorum.

Ex-officio

Ex-officio positions will be for a term of three (3) years and are exempt from term limits. A call for interest will be distributed to AMPO membership where individuals will be given the opportunity to volunteer for an ex-officio position. Candidates will be selected for consideration by AMPO staff based on a variety of factors including but not limited to geographic area, MPO size and individual experience. Each committee may require additional qualification criteria based on the needs of that committee. Candidates for ex-officio positions will be submitted to the Board for appointment at the Annual Conference. Ex-officio members will begin their term January 1st of the following year.

Emerging Professionals

Emerging professional positions will be for a term of three (3) years per committee, with a one-term limit. Consecutive terms are allowed only by alternating committees, with a max of one (1) term allowed per committee. A call for interest will be distributed to AMPO membership where individuals will be given the

opportunity to volunteer for an emerging professional position. Candidates will be selected for consideration by AMPO staff based on a variety of factors including but not limited to geographic area, MPO size and individual experience. Each committee may require additional qualification criteria based on the needs of that committee. Candidates for emerging professional positions will be submitted to the Board for appointment at the Annual Conference. Emerging professional members will begin their term January 1st of the following year.

Section 3: Duties

Non-voting members must at a minimum complete the following annually to be considered in good-standing and maintain their position on their respective Committee:

Ex-officio and Emerging Professionals must complete the following to be considered in good-standing and maintain their position on the leadership team:

- Serve on at least one subcommittee annually, based on the annual work program
- Minimum 70% attendance rate of Committee meetings (annual)

Leadership Members

Section 1: Leadership Positions

Each committee will have a total of two (2) leadership positions:

- a. Chair
- b. Vice Chair

Section 2: Terms, Selection, and Appointments

Leadership positions will be filled by existing committee members. Each leadership position will be filled for a term of three (3) years and may be progressive, with a member advancing from Vice Chair to Chair within their respective committee. Consecutive terms will not be allowed within the same position. To qualify for a leadership position a member must have served at least one term on their respective committee. A call for interest will be distributed to committee membership where individuals will be given the opportunity to volunteer for a leadership position. Candidates for Chair and Vice Chair will be nominated by committee members based on a variety of factors including but not limited to geographic area, MPO size and individual experience. Each committee may require additional qualification criteria based on the needs of the committee. Candidates for leadership positions will be submitted to the Board for appointment at the Annual Conference. Per the bylaws, the Board retains the right to appoint a Chair and Vice Chair outside of the submitted candidate listing. New leadership members will begin their term January 1st of the following year.

Section 3: Duties

In addition to fulfilling the general duties outlined in Section 3 under Voting Members, the Chair shall preside over each meeting and be responsible for finalizing each meeting agenda. The Vice Chair shall preside at committee meetings in the absence of the Chairperson. Additionally, the Chair and Vice Chair will meet with AMPO staff on an as-needed basis to plan for committee meetings, events, and strategic planning efforts.

Absence, Resignation, Vacancies and Grounds for Expulsion

Section 1: Excused Absences

In the event a committee member is unable to attend a scheduled meeting they must notify the AMPO staff liaison using the published process on the Committee Trello Board, prior to the meeting beginning, for an

excused absence. Excused absences will be approved at the discretion of the Executive Director and if approved will not count against a committee member's attendance requirements. Excused absences are not to be used for a prolonged absence that will affect any member's ability to successfully complete the required duties as outlined in Section 3 of their respective position. A maximum of three (3) excused absences are allowed per year. For longer absences please see Section 2. Unexcused absences will be grounds for probation and/or removal.

Section 2: Leave of Absence

For prolonged absence that will affect any member's ability to successfully complete the required duties as outlined in Section 3 of their respective position, they must notify the AMPO staff liaison for the committee, Executive Director, and Committee Chair in writing and request a leave of absence. Accommodations will be made for any member who needs to take a prolonged leave of absence due to medical or personal reasons subject to approval by the Executive Director in coordination with the Board President.

Section 3: Resignation

In the event a Committee member needs to resign for any reason, they may do so by providing a notice in writing via email to the AMPO Staff liaison, Executive Director, and the Committee Chair.

Section 4: Vacancies

Any vacancies created by a leave of absence or resignation will be filled at the discretion of the Executive Director in coordination with the Chair of the respective committee and Board President.

Section 5: Grounds for Probation

Grounds for probation include the failure to meet at least one of the duties as assigned above over the course of one (1) calendar year. The Board of Directors retains the right to assign a probationary status to any Committee member who does not complete their duties and determines the requirements for release from probationary status. In the case of extreme negligence of duties, the Board of Directors may choose to expel a committee member.

Section 6: Grounds for Expulsion

Grounds for expulsion include an occurrence of any of the following events: (1) Agency's failure to pay dues (2) Sharing/distributing materials or information housed within the My AMPO portal with non-members without written consent from the Executive Director, (3) Violation of the Code of Conduct, or (4) failure to complete the duties as defined in Section 3 of each respective position without written exemption from the Executive Director. In the event a member moves agencies during their term, they will be allowed to complete their term if their new agency is in good standing as a dues-paying member and their new agency does not already have an individual represented on the committee. In the event their new agency has an existing member on the committee, AMPO staff will allow the member agency to determine which individual will remain on the committee.

Compensation

Voting members, non-voting members and leadership positions are volunteer positions. There will be no financial or in-kind compensation made if an individual volunteers to serve. However, leadership positions may receive preferential placement in peer-exchanges and other limited-occupancy events.

Code of Conduct

Voting members and non-voting members are required to sign and submit a Code of Conduct included as Attachment A prior to beginning their term.

SOP Updates

These Standard Operating Procedures (SOP) are mutually developed and agreed upon by both the Technical and Policy Committee membership in coordination with AMPO staff. They shall be reviewed and updated as needed at a minimum of every three years. Updates to this SOP can be recommended from committee members and AMPO staff but will require approval by the Executive Director. All updates to the SOP must conform to the current bylaws of the association, in the event of a conflict the bylaws will supersede anything within the SOP.

Attachment A: Code of Conduct

Code of Conduct

for the

Policy and Technical Committee Members Of the Association of Metropolitan Planning Organizations

As a 501(c) 4 not-for-profit corporation incorporated in the District of Columbia, the Association of Metropolitan Planning Organizations (AMPO) is committed to maintaining the highest standard of conduct. As such, Committee members are expected to adhere to the following Code of Conduct.

Bylaws & Policies

- Members are expected to be aware of, and fully abide by, the bylaws, rules, and regulations of AMPO and the adopted policies of the corporation.
- Committee members are expected to respect and support the process and duly made decisions of the Board.
- Committee members are expected to work diligently to ensure that the Committees perform their role as a policy and technical resource for the Board of Directors and general membership.

Informed Participation

- Committee members are expected to make every effort to attend all meetings of their respective Committees and the Interest Groups of which they are members.
- Committee members are expected to keep well informed of all matters that come before their committee and/or Interest Groups on which they serve.
- Committee members are expected to constructively and appropriately participate in the decisions of the corporation by bringing to the attention of the Board, officers, and/or Executive Director any questions, personal views, opinions and comments of significance on relevant matters of governance, policymaking and AMPO's constituencies and by opposing Board or Committee actions with which they disagree and to challenge, within the structure and bylaws of the corporation, those decisions that violate the legal, fiduciary or contractual obligations of the corporation.

Conflict of Interest, Representation & Confidentiality

- Committee members are expected to represent the best interests of the corporation at all times and to declare any and all duality of interests or conflicts of interests, material or otherwise, that may impede or be perceived as impeding the capacity to deliberate or act in the good faith on behalf of the best interests of the corporation.
- Committee members will not seek nor accept, directly or indirectly, any financial advantage or

gain that may be offered because of or as a result of the Committee member's affiliation with AMPO.

- Committee members will not use or otherwise relate one's affiliation with the Committee or corporation to independently promote or endorse political candidates or parties for the purpose

of election. This does not preclude a committee member from noting his/her committee appointment in a resume, biographical summary, or campaign literature.

- Committee members will maintain full confidentiality of information obtained as a result of committee service in accordance with relevant law, committee policy or direction. The intent of this guidance is to ensure that information of a confidential nature (e.g., personnel and financial matters) is appropriately safeguarded, while at the same time complying with any “Freedom of Information” statutes applicable to Board members. Members of the Association will have full access to all information except that discussed and/or acted upon in formally declared Executive Sessions of the Board.

Committee Relations and Personal Behavior

- Committee members are expected to respect the work and recommendations of committees, AMPO members, staff and other Board members and to promote collaboration and partnership among all members of the Committee.
- Committee members are expected to maintain open communication and an effective partnership with the Committee’s leadership and staff.
- During deliberations, Committee members are expected to speak clearly, state their points succinctly and to be “solution focused”, offering criticism in a constructive manner.
- Prior to deliberation, Committee members are expected to keep an open mind and take the views of others into full account prior to casting their vote.
- Committee members are expected to exhibit the highest standards of personal, legal and ethical behavior during their service on the Committee.

Staff Relations

- Committee members will recognize that the Executive Director is the chief executive officer of the corporation with the sole responsibility for the day-to-day management of the organization, including the assignment of personnel to carry out the work of the corporation.
- Committee members are expected to conduct themselves in a manner that does not interfere with the duties or authority of employees of the Association.
- In their actions toward employees of the Association, Committee members are expected to act in a manner that contributes to a positive and professional work environment. In dealing with employees of the Association, or in public when representing the Association, Committee members must never:
 1. use offensive language.
 2. suggest or engage in inappropriate behavior.
 3. behave in an abusive or discriminatory

manner.

Sexual Harassment

- AMPO does not tolerate any form or degree of harassment, including sexual harassment. It is

the organizations intention to prevent harassment, and to promptly respond to any reports of sexual harassment.

- Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Examples of prohibited conduct include, but are not limited to, advances or propositions, comments about a person’s body, jokes of a sexual nature, sexually suggestive remarks, inappropriate touching, or displays of a sexually suggestive nature.
- Any instance of sexual harassment should be reported to the AMPO Executive Director. The report may but need not be stated in writing. If for any reason the Committee member is not comfortable making the report to the Executive Director, they should instead make the report to another executive of the Organization such as the president of the board or member of the board.

Certification

I certify that I have received the Code of Conduct.

Committee Member Signature

Date