



Intergovernmental Affairs Group Standard Operating Procedure (SOP)

Effective Date: January 2026

Last Updated: November 2025

1. Purpose and Mission

The **Intergovernmental Affairs (IGA) Group** strengthens AMPO's collective policy voice and supports Metropolitan Planning Organizations (MPOs) in developing, tailoring, and communicating regional policy messages aligned with AMPO's national reauthorization platform. The group serves three core functions:

- **Peer Exchange:** Providing a forum for MPOs to share effective engagement tools, materials, and education strategies.
- **Strategy Alignment:** Supporting consistent messaging and outreach across federal, state, and local partners.
- **Feedback Loop:** Advising AMPO staff and the Policy Committee on engagement tools, communications, and deliverables.

2. Intent and Function

2.1 What the IGA Group Is

A **strategy and coordination group** focused on strengthening intergovernmental engagement and shaping AMPO's policy education resources. Members collaborate to:

- Share regional examples and replicable materials.
- Strengthen MPO communications with federal, state, and local partners.
- Provide feedback on AMPO deliverables before Policy Committee review.
- Pilot new ideas, templates, and communication tools.

2.2 What the IGA Group Is Not

The IGA is **not a voting body** or an appointed AMPO committee. It does not set formal policy positions. Its purpose is to **advise, exchange ideas, and coordinate strategies** that inform AMPO's broader reauthorization and policy strategy.

3. Relationship to AMPO's Policy Committee

The IGA Group functions as a **subgroup to the Policy Committee**, ensuring direct alignment with AMPO's federal policy objectives. The IGA:



- Provides on-the-ground feedback from MPOs on what resonates with congressional offices and partners.
- Refines and tests AMPO's messaging templates and materials.
- Supports reauthorization engagement by amplifying AMPO priorities regionally.

AMPO Staff and the Policy Committee Liaison will:

- Provide relevant updates on federal affairs and committee activity.
- Circulate materials for review, including draft one-pagers, templates, and legislative summaries.
- Incorporate IGA feedback into AMPO's Policy Committee discussions.

4. Membership and Structure

4.1 Leadership Team

- Comprised of **four MPO governmental affairs or policy staff** representing diverse regions and MPO sizes.
- Responsible for setting the group's direction, shaping meeting agendas, and coordinating with the Policy Committee Liaison.

4.2 General Members

- Open to MPO staff supporting government affairs and policy communications work, and consultants engaged in such work employed by an MPO.
- Participate in meetings, share examples, and provide feedback on AMPO tools and engagement resources.

4.3 AMPO Staff

- Provide administrative, facilitation, and technical support.
- Maintain meeting records, circulate agendas, and manage the IGA's shared drive resources.

5. Meetings and Operations

5.1 Cadence

- **General IGA Meetings:** Held **quarterly** (1 hour, virtual via Zoom).
- **Leadership Meetings:** Held **monthly** (1 hour, Teams).
- **Additional Meetings:** May be scheduled as needed in response to time-sensitive federal or legislative developments.

5.2 Attendance

- Members are encouraged to attend at least **70%** of scheduled quarterly meetings.
- Leadership members are expected to attend all leadership meetings unless excused in advance.

5.3 Agenda & Documentation

- Agendas are distributed **one week in advance** of each meeting.
- Meeting summaries are posted to the IGA Trello board within one week following the session.

5.4 Meeting Structure

Each general meeting typically includes:

1. **Opening and Framing:** Identify meeting goals and discussion topics.
2. **Federal Policy Updates:** Short reauthorization or legislative briefing by AMPO staff, followed by discussion questions.
3. **Member Spotlight & Peer Exchange:** Featured MPOs share materials or strategies (e.g., one-pagers, outreach campaigns, strategy examples).
4. **Trainings:** MPO- or AMPO-led mini-training sessions (e.g., “Introducing Your MPO to your Congressional Delegation”).
5. **Feedback on AMPO Deliverables:** Review and comment on new AMPO policy-focused tools or resources.
6. **Regional Updates and Open Forum:** Peer sharing on engagement activities, challenges, and successes.
7. **Wrap-Up:** Key takeaways and next steps.

6. Deliverables and Outputs

By the end of each program year, the IGA will aim to produce:

- A **shared resource library** of replicable MPO engagement materials (templates, one-pagers, infographics, etc.).
- A **connected national network** of MPO intergovernmental affairs and communications professionals.
- **Refined feedback** on AMPO’s engagement deliverables, integrated into the Policy Committee’s work.
- A **consistent national narrative** supporting AMPO’s reauthorization and federal legislative priorities.

8. Communication

- The IGA Group maintains ongoing communication through **email, virtual meetings, and Trello**.



- Members are encouraged to share regional updates, examples, or feedback directly with AMPO staff or via the Trello board.
- AMPO staff will circulate summary notes, shared examples, and meeting follow-ups after each session.

9. Review and Amendments

- This SOP will be reviewed **annually** by AMPO staff and IGA leadership to ensure accuracy and alignment with evolving policy priorities.
- Amendments may be proposed by IGA leadership or AMPO staff and adopted following group review and Policy Committee acknowledgment.

10. Code of Conduct

Purpose: This Code of Conduct outlines the expectations for all members of the Intergovernmental Affairs Group (IGA Group) of the Association of Metropolitan Planning Organizations (AMPO). Our objective is to foster a collaborative, respectful, and productive environment for all members. Adherence to this Code is essential to ensuring the effective functioning of the group. Breaches of this Code of Conduct will be taken seriously and may result in actions such as a formal warning, mediation, or, in severe cases, removal from the group. The IGA Group is dedicated to upholding these standards to ensure a positive and productive collaborative environment. 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:
 - use offensive language.
 - suggest or engage in inappropriate behavior.
 - 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 organization's 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.