

**ORGANIZATIONAL BYLAWS**

**of the**

**ANDROSCOGGIN TRANSPORTATION  
RESOURCE CENTER  
(ATRC)**

Adopted September 29, 1994  
Amended February 27, 2003

Amended December 22, 2005

**ORGANIZATIONAL BYLAWS**  
**of the**  
**ANDROSCOGGIN TRANSPORTATION RESOURCE CENTER**  
**(ATRC)**

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## An AGREEMENT for a Continuing Transportation Planning Process

This AGREEMENT made and entered by the Policy Committee of the Androscoggin Transportation Resource Center (ATRC), hereinafter called the ATRC Policy Committee, through and between its member agencies; the Cities of Lewiston and Auburn; the Towns of Lisbon and Sabattus; the Androscoggin Valley Council of Governments, herein after abbreviated as AVCOG; and the State of Maine through its Department of Transportation hereinafter abbreviated as MDOT.

WITNESSETH, that WHEREAS the above mentioned parties agree to join cooperatively in a continuing transportation planning process in order to carry out the provisions of 23 U.S.C. 134, as provided in 23 U.S.C. 104(f)(3) and to be capable of meeting the requirements of 49 U.S.C. 1602(e)(1), and 1607(a) and (c); and

WHEREAS, the ATRC region embraces a population of approximately 75,000 persons and is designated an urbanized area by the U.S. Census, making a continuing transportation planning process mandatory under federal statute; and

WHEREAS, the ATRC Policy Committee has been designated by agreement between general purpose local governments and the Governor of the State of Maine, and accepted by United States Department of Transportation (USDOT) Region 1, as the Metropolitan Planning Organization (MPO) for the Lewiston-Auburn urbanized area; and

WHEREAS, the urban transportation planning process is required to have agreements that clearly identify the roles, responsibilities, and operating procedures of the Metropolitan Planning Organization (MPO); and

WHEREAS, the *ATRC ORGANIZATIONAL BYLAWS* establish the framework within which the Unified Planning Work Program (UPWP) for transportation planning in the Lewiston-Auburn MPO study area is accomplished;

NOW THEREFORE BE IT RESOLVED THAT:

The undersigned duly qualified Chairperson of the ATRC Policy Committee hereby certifies that the foregoing is a true and correct copy of an *AGREEMENT for a Continuing Transportation Planning Process*, adopted at a legally convened meeting of the ATRC Policy Committee on December 22, 2005.



\_\_\_\_\_  
Robert J. Thompson, Chairman  
ATRC Policy Committee

December 23, 2005  
Date

## **ARTICLE I            MPO DESIGNATION**

ATRC was designated as a result of the 1962 Federal-Aid Highway Act, which required that after July 1, 1965, the then Bureau of Public Roads, only approve highway construction projects in urban areas where "projects are based upon a continuing comprehensive planning process carried on cooperatively by states and local communities." ATRC became immediately eligible for MPO designation with a population of just over 73,000 people in 1962, (MPO required population minimum of 50,000). ATRC formally organized in 1964 to oversight its first Long-Range Transportation Plan prepared by Wilbur Smith Associates. The first plan was completed in April of 1966.

As originally designated, the ATRC MPO encompassed four urbanized area communities (Lewiston, Auburn, Lisbon and a portion of Sabattus). These communities defined the MPO's study area.

As a result of the passage of ISTEA (1991) and the Clean Air Act Amendments (CAAA) of 1990, one significant change in MPO structure occurred. In April 1992, the MPO Study Area was expanded to encompass a larger portion of Sabattus that included all of State Route 9. This action was taken in response to 23 CFR 450.308.

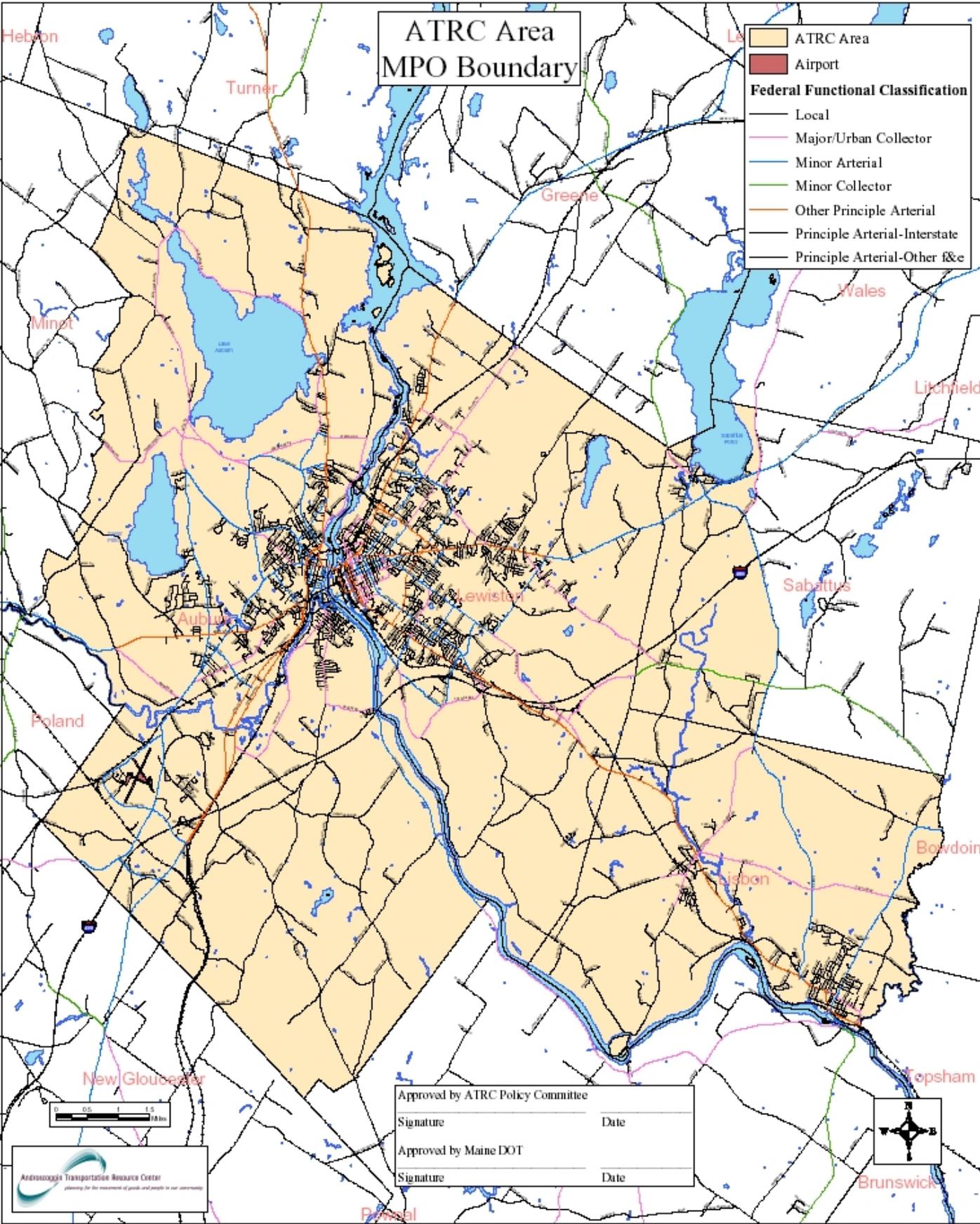
## **ARTICLE II            MPO STUDY AREA**

The ATRC MPO study area includes the entire geographical area of the Cities of Lewiston and Auburn, the Town of Lisbon and a portion of the Town of Sabattus, as depicted in **Figure 1**. As noted above, the area in Sabattus, bounded by Route 126, Route 9, the Lisbon Town Line and the Lewiston City Line, was added to the MPO by the ATRC Policy Committee in April, 1992.

# ATRRC Area MPO Boundary

**Legend**

- ATRRC Area
- Airport
- Federal Functional Classification**
- Local
- Major/Urban Collector
- Minor Arterial
- Minor Collector
- Other Principle Arterial
- Principle Arterial-Interstate
- Principle Arterial-Other f&e



Approved by ATRRC Policy Committee	
Signature _____	Date _____
Approved by Maine DOT	
Signature _____	Date _____



## **ARTICLE III            MPO STRUCTURE**

The ATRC MPO consists of the Policy Committee and the Technical Advisory Committee. Functional responsibilities of these committees within the urban transportation planning process are discussed below.

### **A.     Policy Committee**

The ATRC Policy Committee is a formal, decision-making and policy-setting body, which serves as a forum for local elected officials of general purpose governments with regard to the "3C" transportation planning process. The Policy Committee has the following functions and powers:

1. Adoption of the Unified Planning Work Program (UPWP), Transportation Plan and Transportation Improvement Program (TIP);
2. Establishment of policy direction of the MPO and policy statements with regard to transportation planning;
3. The review and endorsement of technical reports and studies prepared by ATRC staff and consultants;
4. The establishment of the Technical Advisory Committee's structure;
5. The creation and adjournment of additional committees deemed necessary to provide the Policy Committee with the best information on tasks included in the Unified Planning Work Program (UPWP).
6. The facilitation of public involvement in the transportation planning and decision-making process.
7. To perform any other duties required by the federal or state governments, including the certification of the planning process.

### **B.     Technical Advisory Committee**

The Technical Advisory Committee is established by the Policy Committee as a standing committee of the ATRC MPO. The Technical Advisory Committee advises the ATRC Policy Committee on any and all technical matters for which the Policy Committee seeks its advice. The Technical Advisory Committee does not establish transportation policies for the MPO. The primary functions of the Technical Advisory Committee are as follows:

1. To provide the Policy Committee with technical recommendations and guidance in the development of the Unified Planning Work Program (UPWP), a Multimodal Transportation Plan and Transportation Improvement Program (TIP).

2. To oversight the ongoing development and maintenance of traffic data collection and the transportation management systems as defined by the Policy Committee.
3. To direct the MPO staff in the development of scopes of work for planning studies included in the UPWP.
4. To carry out the consultant selection process on special studies.

**C. Sub-Advisory Committees**

Special purpose subcommittees may be appointed by the Chairpersons of the Policy and Technical Committees with such membership and powers as the respective committees deem appropriate. Membership on these subcommittees is not necessarily limited to voting and non-voting members of the ATRC committees. The purpose of developing a sub-advisory committee is to ensure that the ATRC Policy Committee gets the proper input with regard to an issue, task or planning study identified in the UPWP.

**D. MPO Staff**

ATRC contracts with the Androscoggin Valley Council of Governments (AVCOG) for the provision of the MPO staff services, as identified in the Unified Planning Work Program. AVCOG shall employ an MPO Director, who coordinates the ATRC Planning Program under the direction of the ATRC Policy Committee. The MPO/ATRC Director serves as senior technical and administrative staff to the ATRC Policy and Technical Advisory Committees. AVCOG shall consult with the ATRC Policy Committee before taking action on any personnel matter with regard to the MPO/ATRC Director or the position. AVCOG shall also employ additional staff sufficient to carry out the Unified Planning Work Program, which includes secretarial, accounting, financial, auditing and any other specialized services required. The staff person assigned to work on the ATRC's UPWP is prohibited from voting on either ATRC committees.

**E. Member Agency's Responsibility**

Each member agency is provided the opportunity to participate in the ATRC's MPO transportation planning process through direct representation on either the Technical Advisory Committee and the Policy Committee.

ATRC's member agencies may also perform technical or other activities as part of the ATRC planning process. Specific duties, responsibilities, and financing shall be set forth in the ATRC UPWP, as directed by the ATRC Policy Committee. Technical and other activities shall be directed and/or coordinated by the ATRC/MPO Director on a daily basis and overseen in general by the ATRC Technical and Policy Committees. The Technical Committee shall evaluate the quality and acceptability of work performed and advise the Policy Committee regarding payment of work performed by ATRC member agencies.

All member agencies performing work contained in the ATRC UPWP are assumed to be familiar with, and are solely responsible for, complying with all legal and administrative requirements set forth by the Federal Government, MDOT and ATRC Policy Committee regarding the use of funds provided through the ATRC Policy Committee.

**ARTICLE IV MPO REPRESENTATION AND VOTING STATUS**

Participation by an individual as a representative of an eligible organization shall be established by correspondence to the Policy Committee Chairman from the chief elected or administrative officer of that organization. Participation by that individual shall continue until the Policy Committee Chairman is advised in writing of a new individual representative.

**A. ATR Policy Committee Membership**

<u>ORGANIZATION</u>	<u>REPRESENTATIVE</u>	<u>VOTING STATUS</u>
AUBURN	2	FULL
AVCOG	2	FULL
LEWISTON	2	FULL
LISBON	2	FULL
SABATTUS	1	FULL
MDOT	1	FULL
MTA	1	FULL
A.C. Chamber of Commerce	1	NON-VOTING
Lewiston-Auburn Transit Committee	1	NON-VOTING
Western Maine Transportation Services	1	NON-VOTING
Federal Highway Administration	1	NON-VOTING
Federal Transit Administration	1	NON-VOTING
Federal Railroad Administration	1	NON-VOTING
Federal Aviation Administration	1	NON-VOTING

**B. ATR Technical Advisory Committee Membership**

<u>ORGANIZATION</u>	<u>REPRESENTATIVE</u>	<u>VOTING STATUS</u>
AUBURN	2	FULL
AVCOG	2	FULL
LEWISTON	2	FULL
LISBON	2	FULL
SABATTUS	1	FULL
MDOT	1	FULL
MTA	1	FULL

A.C. Chamber of Commerce	1	NON-VOTING
Lewiston-Auburn Transit Committee	1	NON-VOTING
Western Maine Transportation Services	1	NON-VOTING
Federal Highway Administration	1	NON-VOTING
Federal Transit Administration	1	NON-VOTING
Federal Railroad Administration	1	NON-VOTING
Federal Aviation Administration	1	NON-VOTING

**C. Alternates**

No written evidence is required for a substitute representative to vote.

**D. Officers**

A chairperson shall be elected annually in January by the voting members of each committee. Nominations for chairperson shall be made from the floor, with the current chairperson presiding. Voting shall be by voice or secret ballot at the discretion of the chairperson. Once elected, the new chairperson shall be immediately installed and shall preside over the election of a vice-chairperson, who will serve as acting chairperson in the chairperson's absence. Election procedure for the vice-chairperson shall be the same as the chairperson.

**ARTICLE V            RULES OF ORDER**

The Parliamentary authority shall be the current edition of Robert's Rules of Order Newly Revised for all matters, except:

- i)        The Chairman shall be eligible to make, second and vote on any action; and
- ii)      A quorum shall consist of a majority of the voting membership, or voting representation of a majority of member agencies.

**ARTICLE VI           MEETINGS**

**A. Policy Committee**

The Policy Committee shall meet monthly or as needed to conduct ATRC business.

**B. Technical Advisory Committee**

The Technical Advisory Committee shall meet at least four times per year and additionally as directed by the Policy Committee.

**C. Sub-Advisory Committee**

A Sub-Advisory Committee meeting will be held as deemed necessary by the Policy Committee.

**D. Special Meetings**

Special Meetings may be called by the Chairpersons or any three voting members at any time, and notification to members may be written or oral. An agenda, if necessary, may be distributed in advance or at the Special Meeting.

**E. Notice**

Notice to members and the local news media for all ATRC meetings shall be at least seven days in advance of the meetings. With the exception of Special Meetings, full agendas shall be forwarded to all voting and nonvoting members at least seven days in advance of meetings.

**ARTICLE VII FISCAL YEAR AND FINANCIAL RESOURCES**

The ATRC fiscal year shall begin on the first day of July and shall end on the thirtieth day of June. The fiscal year shall constitute the budget and accounting year.

The ATRC activities are financed typically with federal and state funds, but the activities may be financed with any sources of funds felt to be appropriate by the Policy Committee.

**ARTICLE VIII BYLAW AMENDMENTS**

The Bylaws may be amended by a simple majority vote of the representatives present and voting at any scheduled meeting of the ATRC Policy Committee. Members must be notified of proposed amendment(s) prior to the meeting at which a vote is taken.