

# SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION

(Adopted 10/12/93; Amended 5/25/95; 9/4/03; 3/9/06; 6/16/15)

## BYLAWS

June 16, 2015

### ARTICLE 1. Name and Status

The name of the association is the Southeast Regional Transportation Planning Organization (SERTPO). The association has been created by the New Mexico Department of Transportation (NMDOT). NMDOT has contracted with Councils of Governments (COGs) statewide to carry out their requirements for Regional Transportation Planning Organizations (RTPOs).

### ARTICLE 2. Purpose and Function

1. To follow the federal laws, rules and regulations initiated with national transportation legislation (Moving Ahead for Progress in the 21<sup>st</sup> Century – MAP-21). In accordance with MAP-21, SERTPO will assist NMDOT in planning, coordination and implementation of statewide strategic long-range transportation plans and transportation improvement programs, with an emphasis on addressing the needs of nonmetropolitan areas.
2. To strive for a continuous, cooperative and comprehensive planning process for multimodal transportation project programming within its region of southeastern New Mexico.
3. To work with municipal, county and tribal governments within the boundaries of the Southeastern New Mexico Economic Development District (SNMEDD)/Council of Governments (COG) and the Eastern Plains Council of Governments (EPCOG).
4. To perform the duties provided in MAP-21, including:
  - A. Developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans;
  - B. Developing a regional transportation improvement program for consideration by the State;
  - C. Fostering the coordination of local planning, land use and economic development plans with State, regional and local transportation plans and programs;
  - D. Providing technical assistance to local officials;
  - E. Participating in national, multistate and State policy and planning development processes to ensure the regional and local input of nonmetropolitan areas;
  - F. Providing a forum for public participation in the statewide and regional transportation planning processes;

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- G. Considering and sharing plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and, where appropriate, tribal organizations; and
  - H. Conducting other duties, as necessary, to support and enhance the statewide planning process.
- 5. To promote an efficient transportation network within the eight county southeastern region.
  - 6. To provide a regional forum for cooperative decision making on transportation issues among the various county, municipal and tribal governments within its region.
  - 7. To provide policy guidance, needs assessment, project priorities and technical assistance, within its resources, for the development of transportation plans and special programs in the region.
  - 8. To establish criteria and a system for review, rating, ranking and prioritization of proposed transportation projects, as appropriate.

**ARTICLE 3. Composition**

The SERTPO Committees shall be composed of voting members and non-voting associated and advisory members, representing their pertinent organization(s) within the RTPO's boundaries.

- 1. Local Government. All municipal, county and tribal governments within the boundaries of Chaves, Curry, De Baca, Eddy, Lea, Lincoln, Otero and Roosevelt counties are voting participants. The Town of Vaughn, Guadalupe County, shall be considered a voting participant.
  - A. Membership in the Southeast Regional Transportation Planning Organization will be indefinite, as changed by the individual local government entities. Local government entities will be responsible for providing updated names and addresses for their chief elected officials and SERTPO Committee Members to the SERTPO Planning Program Managers (hereafter referred to as SERTPO Managers).
  - B. The Local Government membership is made up of two committees.
    - i. Technical Committee Members.

Technical Committee Members are appointed in writing by their respective governments and should be familiar with the transportation needs and technical aspects of transportation projects. Each municipal, county or tribal entity has one vote. The Technical Committee screens, reviews and rates the technical criteria of projects and makes preliminary ranking recommendations to the Policy Committee.

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ii. Policy Committee Members.

Policy Committee Members are the principal officials, or their designated alternates, representing the municipal, county and tribal governments. The Policy Committee provides policy guidance in the development of SERTPO activities and takes all official actions by a majority vote of the quorum present. The Policy Committee members are appointed in writing by their respective government entity. Each municipal, county and tribal entity has one vote.

- C. With written authorization from the chief elected official of the local government, one member may serve on both committees and vote accordingly.
- D. Proxy Votes. If the designated committee member is unable to attend a meeting, any elected official or full-time employee of the local government entity may act as the voting member without designation in writing. If someone else is to serve as proxy, this indication must be given in writing by the local governing agency.
- E. Attendance. In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government entity or any committee officer misses three (3) consecutive meetings, their names will be removed from the membership roster used for quorum purposes. Committee membership can be reestablished at the next meeting. Officers shall be replaced at the next meeting following the third missed meeting.
2. Advisory Member. Such member would be any person or persons representing Local, State and Federal agencies having direct responsibility for transportation planning and programs within the region. Such persons shall be considered non-voting members and will act in an advisory capacity only.
3. Associate Member. Such member would be any person or persons representing a public, quasi-public, political subdivision of the state, private sector or other organization that provides transportation services (e.g., freight providers (rail and trucking), public transit providers, emergency transportation providers, law enforcement, etc.). Such persons shall be considered non-voting members.
4. Ex-Officio Members. "Because of the nature of the office or position". Includes department heads from State and Federal government.
5. Membership Term. Members are appointed in writing by their respective municipal, county or tribal government and serve for an indefinite term. Annually, the SERTPO staff will give the chief elected official of local governments the opportunity to appoint or confirm their designated Committee member(s).

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6. Participation in the SERTPO Committees shall not be contingent on memberships with the Councils of Governments.

**ARTICLE 4. Officers**

1. Technical Committee. The Chairman and Vice-Chairman are elected by the voting members of the Technical Committee at the first meeting in March on even numbered years, and serve a two year term, unless removed as described in Part 4. There are no term limits.
2. Policy Committee. The Chairman and Vice-Chairman are elected by the voting members of the Policy Committee at the first meeting in March on even numbered years, and serve a two year term, unless removed as described in Part 4. There are no term limits.
3. Vacancy. If a vacancy occurs in the office of the Chair or Vice Chair, the office shall be filled by the voting members of the respective Committee. Until the election of a new Chair, the Vice Chair shall serve as Chair. The unexcused absence of a Chair or Vice Chair for two consecutive meetings may be considered a vacancy.
4. Removal. The Officer(s) may be removed by election, resignation, noncompliance with the attendance policy, or by member governments (i.e., when the Officer no longer represents his or her member government entity).

**ARTICLE 5. Duties of Officers**

The officers of the SERTPO Committees shall be chosen from the voting representatives and shall consist of a Chair and Vice Chair for both the Technical and Policy Committee.

1. Chairman. The Chairman (of the respective Policy or Technical Committee) is the chief executive officer of the Committee and presides at all Committee meetings. The Chairman directs the business of the Committee and establishes standing and ad hoc subcommittees to focus upon specific areas of concern. The Chairman is an ex-officio member of all standing subcommittees.
2. Vice Chairman. The Vice Chairman (of the respective Policy or Technical Committee) presides at all meetings at which the Chairman is absent and performs all duties for which the Chairman is responsible.

In the event the Chair or Vice Chair are not present to open a meeting, the Chair or Vice Chair of the other SERTPO Committee will preside. If no officer is present, a Chairperson Pro Tem shall be selected by a consensus of the members present during the meeting.

**ARTICLE 6. Duties of Standing Committees**

Standing committees include, but are not limited to, the Policy Committee or the Technical Committee.

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1. Policy Committee. The Policy Committee establishes the rating and ranking criteria under advisement by the NMDOT and makes recommendations regarding project funding and priority based on that criteria and recommendations received from the Technical Committee.
2. Technical Committee. The Technical Committee receives initial transportation project applications, reviews and rates the projects, and develops a recommendation for submission to the Policy Committee.

**ARTICLE 7. Staff Support**

1. SERTPO Managers will provide both Committees and any of its subcommittees with the necessary staff and technical assistance to support the regional transportation planning processes.
2. SERTPO Managers will be responsible for assembling information and preparing the documentation of plans, programs, meeting packets, correspondence and other records necessary to conduct the regional transportation planning process.
3. Proposed projects will be submitted to the SERTPO Managers in the designated format. SERTPO Managers will present proposed projects to the Technical Committee for the evaluation and rating process and will forward the Technical Committee findings to the Policy Committee for final rating and action by that body, when the Technical Committee has a stand-alone meeting (i.e., a Policy Committee has not been scheduled immediately before or after a Technical Committee meeting).

**ARTICLE 8. Meetings**

All meetings of the Policy Committee and the Technical Committee shall be conducted according to the Open Meetings Act, (N.M.S.A., 10-15-1 to 10-15-4). Advertisement and arrangement of these meetings shall be paid for and made by the NMDOT.

1. Notice:      Regular Meetings                      10 days' notice to the general public  
                    Special Meetings                              3 days' notice  
                    Emergency Meetings                        As much time as is practical.
2. Schedule:

Technical and Policy Committee. The Technical and Policy Committees will meet as often as needed to conduct business. Since the Committees represent a diverse assembly of member governments from a large geographic area, a quorum consists of 33% of the voting members present. SERTPO Managers perform a roll call of voting members at Committee meetings and record, transcribe and distribute minutes of the meetings to all members the NMDOT District Engineer and NMDOT Liaisons. Approved minutes may be made available online.

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3. Proposed meeting dates will ordinarily be scheduled prior to the completion of a meeting. If no date is set, actual meeting dates can be set by the Chairman of either respective Committee in cooperation with the SERTPO Managers.
4. All meetings shall be conducted in accordance with Roberts' Rules of Order.
5. Any items proposed to be placed on an agenda should be received by SERTPO Managers, a minimum of four weeks prior to the notification of meetings. Packets will be mailed to Committee members and NMDOT Liaisons no later than 7 calendar days prior to the date of meeting.

**ARTICLE 9. Records of the Southeast Regional Transportation Planning Organization**

Records generated by the Technical and Policy Committees, and any subcommittees in conducting SERTPO business are jointly owned by the NMDOT and the membership of the SERTPO. Upon member officer removal, any substantive records accumulated during that tenure must be passed on to the respective Committee Chairman and SERTPO Manager(s).

**ARTICLE 10. Amendment of the Bylaws**

The Bylaws may be amended by an affirmative vote of the Policy Committee quorum present. Any voting member may propose amendments to the Bylaws. Amendments must be submitted in writing to SERTPO Manager(s) and the Chairman of the Policy Committee in sufficient time to be included in regular meeting agendas. These Bylaws shall be in effect upon approval by the SERTPO Policy Committee and concurrence by the New Mexico Department of Transportation.

**ARTICLE 11: Approval and Amendments**

**PASSED, ADOPTED AND APPROVED** this 16<sup>th</sup> day of June, 2015, during a regular meeting of the Southeast Regional Transportation Planning Organization Policy Committee.

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SERTPO Policy Committee Chairman

ATTEST:

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SERTPO Planning Program Manager