BYLAWS
OF THE
ALAMO AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY BOARD

ARTICLE I
TRANSPORTATION POLICY BOARD INFORMATION

Background
On November 8, 1974, the City of San Antonio, Bexar County, and the State of Texas agreed to participate in a continuing, comprehensive, cooperative transportation planning process for the San Antonio-Bexar County Urban Transportation Study area as provided in the Federal-Aid Highway Act of 1962. On January 12, 1978, the Metropolitan Transit Authority, also known as VIA Metropolitan Transit, became a signatory party to that agreement. The San Antonio – Bexar County Urban Transportation Study Steering Committee, now known as the Transportation Policy Board, has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the San Antonio urbanized area with a Metropolitan Area Boundary that encompasses all of Bexar, Comal and Guadalupe Counties and a portion of Kendall County. The Transportation Policy Board is a one-committee structure composed of elected officials of general-purpose local government, transportation agency staff and other stakeholders which have responsibility for project implementation within the study area.

ARTICLE II
ORGANIZATION OF THE TRANSPORTATION POLICY BOARD

A. General Purpose

The Transportation Policy Board will furnish policy guidance and direction for the MPO and manage the affairs of the MPO.

B. Number of Representatives

The Transportation Policy Board will furnish policy guidance and direction for the MPO. This Board will consist of six (6) representatives from the City of San Antonio, four (4) of which shall be members of the San Antonio City Council and two (2) shall be appointed by the City of San Antonio; four (4) representatives from Bexar County, three (3) of which shall be members of Bexar County Commissioners Court and one (1) shall be appointed by Bexar County; one (1) elected official from Comal County, one (1) elected official from the City of New Braunfels, one
(1) elected official from Guadalupe County, one (1) elected official from the City of Seguin, one (1) elected official from the Kendall County Geographic Area*, one (1) appointed official from the Texas Department of Transportation; one (1) representative from the Metropolitan Transit Authority, one (1) representative from the Advanced Transportation District, one (1) representative from the Alamo Regional Mobility Authority, one (1) Mayor representing the Greater Bexar County Council of Cities, and one (1) elected official from the Northeast Partnership of Cities.

C. Voting

The voting membership will be as follows:

<table>
<thead>
<tr>
<th>VOTING MEMBERSHIP</th>
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</thead>
<tbody>
<tr>
<td>City of San Antonio</td>
<td>4 elected officials; 2 appointed</td>
</tr>
<tr>
<td>County of Bexar</td>
<td>3 elected officials; 1 appointed</td>
</tr>
<tr>
<td>Comal County</td>
<td>1 elected official</td>
</tr>
<tr>
<td>City of New Braunfels</td>
<td>1 elected official</td>
</tr>
<tr>
<td>Guadalupe County</td>
<td>1 elected official</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>1 elected official</td>
</tr>
<tr>
<td>Kendall County Geographic Area*</td>
<td>1 elected official</td>
</tr>
<tr>
<td>Metropolitan Transit Authority</td>
<td>1 appointed</td>
</tr>
<tr>
<td>Advanced Transportation District</td>
<td>1 appointed</td>
</tr>
<tr>
<td>Alamo Regional Mobility Authority</td>
<td>1 appointed</td>
</tr>
<tr>
<td>Texas Department of Transportation</td>
<td>1 appointed</td>
</tr>
<tr>
<td>Greater Bexar County Council of Cities</td>
<td>1 Mayor</td>
</tr>
<tr>
<td>Northeast Partnership of Cities</td>
<td>1 elected official</td>
</tr>
</tbody>
</table>

* Representative should be an elected official residing in Kendall County appointed by the Mayor of the City of Boerne.

D. Designation of Representatives

Each agency or coalition shall designate its representative(s) to the Transportation Policy Board through written communication to the MPO Chair. Voting members of the Transportation Policy Board may have an alternate member to exercise a member’s authority. The representing entities of voting members on the Transportation Policy Board shall also designate alternate members in writing to the MPO Chair prior to the first meeting for which the alternate is designated. The alternate designated by a member organization will count toward a quorum and may vote on any matter. Alternates representing elected officials shall be elected or formerly elected officials from the appointing entity. The authority of an alternate member designated under this policy shall continue until it is rescinded or changed by written notice from the designating entity to the MPO Chair.
E. Resignation

Any member of the Board may resign at any time. Such resignations shall be made in writing to the appointing entity and shall take effect at the time specified therein or, if no time is specified, at the time of its receipt. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation. The appointing entity shall take action to fill any vacancy as outlined in Article II, Section D.

F. Meetings and Attendance

The Transportation Policy Board shall attempt to meet monthly and any such meetings must be conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code. Regular attendance of all Board members is needed to make sound policy decisions that reflect the needs of the entire planning area. After three consecutive absences during one twelve month period, the MPO Chairperson will consult with the absent member’s nominating entity and decide on a course of action for that individual’s future participation.

G. Ex-Officio Non-voting Membership to the Transportation Policy Board

The non-voting membership of the Transportation Policy Board shall be as follows:

<table>
<thead>
<tr>
<th>NON-VOTING MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>Federal Transit Administration</td>
</tr>
<tr>
<td>Texas Department of Transportation (Austin Office)</td>
</tr>
<tr>
<td>President/CEO (or staff designee) of the Metropolitan Transit Authority</td>
</tr>
<tr>
<td>San Antonio Mobility Coalition</td>
</tr>
<tr>
<td>Alamo Area Council of Governments (AACOG)</td>
</tr>
</tbody>
</table>

Non-voting members can neither make nor second motions, but can participate in discussions in all sessions, including executive sessions.
ARTICLE III

FUNCTIONS OF THE TRANSPORTATION POLICY BOARD

General Functions

1. Provide policy guidance for the transportation planning process.

2. Adopt and revise policies necessary to meet the needs of the Transportation Policy Board, including but not limited to Funding Procedures for Planning Studies, Public Participation Plan, Guidelines for Programming Projects in the Transportation Improvement Plan and an Ethics Policy.

3. The Public Participation Plan Policy shall provide citizens, affected public agencies, representatives of public transportation employees, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the MPO’s transportation plans and programs.

4. Carry out in cooperation with the State and local governments and annually certify a transportation planning process that is in full compliance with Federal requirements outlined in 23 USC 134, 49 USC 1607, 42 LSC 7504, 7506, (c) and (d), The Clean Air Act, as amended, Section 174 and 176 (c), as well as other applicable requirements as specified in 23 CFR Part 450.114.

5. Set goals and cooperatively determine the responsibilities of the participating agencies for planning tasks and a budget in the Unified Planning Work Program.

6. Review and adopt the regional transportation plans (revised as necessary) which provides for both the near-term and long-term needs of the Study area.

7. Develop in cooperation with the State and local governments and annually endorse a staged multi-year Transportation Improvement Program which includes projects in or serving the metropolitan area, initiated by the implementing agencies, and consistent with the Metropolitan Transportation Plan.

8. Review and revise the limits of the Study area as necessary.

9. Designate a Technical Advisory Committee (TAC) and any other such offices, technical committees, or task forces as found necessary to carry out the transportation planning process.

10. Meet at intervals necessary to perform its function.

11. Appoint an MPO Director.
ARTICLE IV

ELECTION OF CHAIR AND VICE-CHAIR, DUTIES OF CHAIR AND VICE-CHAIR AND TERMS OF OFFICE OF THE TRANSPORTATION POLICY BOARD

A. Election of Chair and Vice-Chair

Every two years, the Transportation Policy Board will elect a Chair and Vice-Chair from the elected officials on the Board. The Chair and Vice-Chair shall be elected by a majority of the Board members present at the meeting. Elections of Chair and Vice-Chair will occur in June 2015 and then in June of every odd year.

B. Term of Office

An elected official may serve as Chair or Vice-Chair of the Transportation Policy Board for a maximum of four (4) years. Service as Vice-Chair for four (4) years does not prohibit four (4) years of service as Chair or vice versa.

C. Chairman of the Board

The Chairman (Chair) shall act as the Chairman of the Board and have such powers and duties as may be prescribed and delegated by the Board. The Chair shall preside over the meetings of the Board and act as the lead representative of the Board externally and with the MPO Director.

D. Vice-Chairman of the Board

If, for any reason, the Chair of the Transportation Policy Board is unable or unavailable to perform those duties for which he/she has been given authorization, the Vice-Chair of the Transportation Policy Board is hereby authorized to act in his/her behalf to perform those duties. In the absence of both the Chair and Vice-Chair, the Transportation Policy Board will appoint a member to conduct the business meeting.

E. Vacancies

Vacancies in Chair or Vice-Chair whether created by resignation or otherwise, shall be filled by election of the Board of Directors for the remainder of the unexpired term. The election shall be held at the next regular meeting of the Board in accordance with Article IV, Section A.
ARTICLE V
TRANSPORTATION POLICY BOARD MEETINGS

A. Quorum

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the Transportation Policy Board. Vacancies are defined as positions on the Transportation Policy Board that are not filled. Vacancies on the Transportation Policy Board will not count against the quorum.

B. Meeting Agenda

The Chair of the Board, with the advice of MPO Staff, shall establish the agenda of business to be transacted or considered at all Transportation Policy Board meetings. Any Transportation Policy Board member may submit an agenda item. If for any reason that item is not agendized by the Chair of the Board, the member may request consideration of the agenda item by three additional Transportation Policy Board members. Upon the request of three Board members MPO staff shall place the item on the next meeting agenda and the item may not be removed unless withdrawn by the requestors.

C. Conduct of Meetings

At the meetings of the Board, matters pertaining to the business of the MPO shall be considered in accordance with rules of procedure as from time to time prescribed by the Board. Robert's Rules of Order, Revised will apply to all meetings unless otherwise determined by the Board.

ARTICLE VI
COMMITTEES OF THE BOARD

A. Executive Committee

The Executive Committee will be comprised of nine (9) Transportation Policy Board members. The Chair and Vice-Chair of the Transportation Policy Board will also serve as the Chair and Vice-Chair of the Executive Committee. Seven (7) other members will be recommended by the Chair and appointed by the Transportation Policy Board. The Executive Committee shall be comprised as follows City of San Antonio (2), Bexar County (2), Texas Department of Transportation (1), Elected Bexar County area suburban city representative (1), VIA Metropolitan Transit (1), Comal County geographic area representative (1), and Guadalupe County geographic area representative (1). If the Chair or Vice-Chair is a representative from the Executive Committee makeup, their position shall be included in the membership of nine. If the
Chair or Vice-Chair is an elected official from an entity not part of the Executive Committee makeup, the Executive Committee membership shall be increased to ten (10). All tie votes of the Executive Committee will be forwarded to the full Transportation Policy Board for their consideration. If a member of the Executive Committee is unable to attend an Executive Committee meeting, they may designate an alternate to attend such meeting. The designated representative must represent the same entity of the Executive committee member and such designation must be communicated to the MPO Director at least twenty-four (24) hours before the meeting.

The Executive Committee reports and makes recommendations to the Transportation Policy Board. In discharging its responsibilities from the Board, the Executive Committee shall:

1. Annually review and recommend to the Board any necessary modifications to the Board’s governance guidelines and Bylaws to ensure consistency with applicable rules regulations and reflect the evolving nature of the MPO.

2. Annually review the Board’s committee structure and recommend to the Board any changes that may be required to accommodate a changing environment.

3. Establish the MPO Director’s performance objectives for approval by the Board.

4. Ensure that the annual performance appraisal of the MPO Director is completed in a timely manner and that the criteria of the appraisal are consistent and aligned with the objectives that have been approved by the Board.

5. Assist and advise the MPO Director with certain critical issues, external communications and matters of a strategic and/or tactical nature while always being mindful that some of these matters may require full Board authorization.

6. Assist and advise the MPO staff with the development of the annual budget and any other pertinent financial issues.

B. Nominating Committee

The Board Chairman shall appoint the three (3) member Nominating Committee. The Nominating Committee will consist of three elected officials who are Board members and have no interest in becoming Chair or Vice-Chair for the term being considered. The Committee is to provide a recommended slate of officers for the positions of Chairman and Vice-Chairman, biennial election of officers. The Nominating Committee shall ask all members of the Board for recommendations for the slate of Officers. The Chairman of the Nominating Committee shall be the presiding officer over the election process during the Board Meeting. During the election
process, in addition to the recommended slate of officers, the Board may make nominations from the floor to ensure every elected official is given the opportunity to be considered for office. Elections of Chair and Vice-Chair will occur in June of every odd year.

C. Other Committees

The Board Chair or Executive Committee may appoint Committees on an as needed basis to advise the Board on the activities of the MPO. Such Committees may include voting, non-voting Board members as well as members from the communities. Upon the satisfactory completion of the tasking, the Committee may be disbanded by the Board Chair or Executive Committee.

ARTICLE VII

ADVISORY COMMITTEES

A. General

The Transportation Policy Board may appoint, as needed, Advisory Committees to advise the Board on the activities of the MPO. Such Committees may include Transportation Policy Board members and non-Board members. All Advisory Committees of the Board and subcommittees of Advisory Committees will be required to comply with the Texas Open Meetings Act. The Transportation Policy Board also has the discretion to eliminate, consolidate or create any Advisory Committee that it deems appropriate. Advisory Committees may also be established from time-to-time by the Chairman of the Board as necessary to conduct special, one-time investigations and/or special activity and reports. Upon the satisfactory completion of the tasking, the Chairman of the Board will disband the Advisory Committee.

B. Technical Advisory Committee

The role of the Technical Advisory Committee (TAC) is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. At a minimum, the TAC provides technical review and recommendation and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP
In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board. The TAC will have the authority subject to the policies and by-laws of the Transportation Policy Board to create and oversee sub-committees. The TAC will adopt a policy that outlines its goals, membership, procedures and the creation of sub-committees. The TAC policy will be approved by the Transportation Policy Board. A member of the Transportation Policy Board may not serve simultaneously on the TAC. Alternate Board members may serve on the TAC.

ARTICLE VIII

GENERAL ORGANIZATION OF THE METROPOLITAN PLANNING ORGANIZATION

A. Metropolitan Planning Organization (MPO) Director

A Director acceptable to the Policy Board will be appointed by the Board to work in close cooperation with representatives of various governments and agencies within the Study area. The Director’s principal responsibilities will be as follows:

1. Arrange for meetings of the Policy Board and any other subcommittee or task force created by the Policy Board.

2. Maintain the records, meeting minutes, library, and other documents or correspondence associated with the functions of the Policy Board.

3. Maintain liaison and act in an advisory capacity to the Policy Board.

4. Coordinate and maintain liaison between the cities, counties, state, transit operators and other governmental agencies in the continuing transportation planning process.

5. Coordinate and develop the Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program in cooperation with participating agencies.

6. Report to the Policy Board on the status of the transportation planning process and recommend special studies, revisions to the Metropolitan Transportation Plan, the Transportation Improvement Program, or the Unified Planning Work Program.

7. Assemble and maintain an adequate, competent staff to perform all appropriate MPO activities as required by law.
B. Authorizations

Based on action taken by the Transportation Policy Board on consultant contract issues, the MPO Director is authorized to execute, sign, and enter into any and all agreements on behalf of the MPO which are necessary to carry out the transportation planning process as delineated in the latest approved Unified Planning Work Program.

ARTICLE IX
AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of the Transportation Policy Board or their designated alternates in attendance at any duly called meeting wherein an official quorum is present provided, however, that any such proposed amendments are fully set out in writing and furnished to each voting member ten (10) days in advance of the meeting where action is to be taken.

ARTICLE IX
EFFECTIVE DATE

These Bylaws shall become effective upon the adoption of the Board (December 4, 2017).
Policy 1:
Guidelines for Funding Planning Studies in the Unified Planning Work Program

A. Development of the Budget Document (Unified Planning Work Program)

As required by federal and state regulations, the Alamo Area Metropolitan Planning Organization (MPO) adopts a document detailing the transportation planning tasks and their budgets for the study area for a given time period. This document is referred to as the Unified Planning Work Program or UPWP. The Alamo Area MPO currently adopts a two-year UPWP.

In February of the UPWP development year, the MPO’s Technical Advisory Committee (TAC), in coordination with MPO staff, will identify priorities for the upcoming two-year time period. Priorities may include refinements to the MPO’s processes; development of databases; or other aspects of multi-modal transportation planning to include demographic development and travel demand modeling; public involvement; analysis of geographic subareas or corridors, transit, bicycle and/or pedestrian, freight, environmental, congestion management or other priorities. These priorities must be sufficiently defined because they will then become planning studies to be considered for funding.

In March, TAC and MPO staff will develop scopes of work (specifically noting data requirements, including data that already exists and data that will need to be collected) and budgets for the priorities identified in February. A recommendation will be made for the work to be performed by MPO staff, partner agency staff or consultants. For each identified planning study, MPO staff will identify previous related work and a reasonable timeframe for completing the scope of work.

Throughout April of the UPWP development year, MPO staff, in consultation with TAC as necessary, will prepare a draft UPWP and present it to TAC for review in May. A draft UPWP is also submitted to TxDOT (Austin) by the required deadline.

Prior to the final deadline established by TxDOT for UPWP submittal, TAC will review the final draft UPWP, make a recommendation on its approval and submit it to the Transportation Policy Board for final adoption.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For studies and projects undertaken by either agency staff or consultant, a written monthly progress report (Form “C”) will be prepared and submitted to the MPO with each monthly billing package. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the
budget as approved. This report will be submitted along with monthly billings and signed in accordance with the agency or consultant’s internal procedures.

Annual Performance and Expenditure Report

The annual performance and expenditure report will be prepared by the MPO staff and forwarded to the Texas Department of Transportation and the Federal funding agencies by the required deadline. The annual report work documents work completed for each subtask, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on the MPO’s website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand-alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on the MPO’s website and from which to make hardcopies as necessary.

C. Budget Amendment Approval

The MPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.

b. Any request for additional funding.
D. Participation in Planning Studies

Transportation Policy Board members, Technical Advisory Committee members and MPO staff shall not be eligible to participate in contracted work for a period of one year following their departure from one of the aforementioned entities. Any violations of this policy will result in the disqualification of the consulting team from the procurement process for that project.

Member agencies of the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

Adopted: December 4, 2017
Policy 2: Public Participation Plan

This text is the Alamo Area Metropolitan Planning Organization’s (AAMPO) plan to involve the public. It is called a Public Participation Plan (PPP) and is required by law. People were able to comment on the plan for 45 days. This comment period took place prior to adoption of the plan.

Purpose of the Public Participation Plan
This plan provides a guide for how MPO staff can involve the public. It includes goals, procedures, and tools the MPO will use. It also includes metrics used to measure and evaluate plan performance.

AAMPO’s Commitment to Public Participation
People should have a say in transportation decisions that affect their lives. To help make this possible, the AAMPO commits to:

1. Welcome all people into the planning process.
2. Identify people affected and involve them in the process.
3. Get people involved early and keep them involved throughout the process.
4. Provide people with a variety of ways to participate.
5. Hold meetings at convenient dates, times, and locations.
6. Hold meetings at accessible places (see attachment 1).
7. Make meetings accessible for people with disabilities.
8. Provide interpreters (spoken or sign) if requested at least five (5) working days in advance of a meeting.
9. Use information and graphics that are easy to understand.
10. Talk to people and record their comments.
11. Consider comments in the planning process.
## Public Participation Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>The MPO will engage people in the transportation planning process. The MPO will do this according to the goals in this plan and applicable laws.</td>
</tr>
<tr>
<td>2</td>
<td>The MPO will keep people informed of transportation news.</td>
</tr>
<tr>
<td>3</td>
<td>The MPO will encourage everyone in the study area to get involved. This includes those traditionally underserved.</td>
</tr>
<tr>
<td>4</td>
<td>The MPO will strive to improve public participation.</td>
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<tr>
<td>5</td>
<td>The MPO will work closely with other transportation agencies.</td>
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</table>
Federal and State Requirements

This plan reflects the AAMPO commitment to the public. It also outlines their role in the regional planning process. It follows the federal and local laws listed below.

**Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)**
Federal rules for metropolitan transportation planning (23 CFR 450.316) and FHWA guidelines say that Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan. The plan defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. AAMPO complies with the ten MPO requirements listed in 23 CFR 450.316.

**Fixing America’s Surface Transportation Act (FAST Act)**
The current transportation bill is the Fixing America’s Surface Transportation (FAST) Act. It was passed by Congress and signed by President Obama on December 4, 2015. The FAST Act authorizes $305 billion nationwide over fiscal years 2016 through 2020 for transportation spending. It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation.

**Americans with Disabilities Act of 1990**
The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities in the development and improvement of services.

**The Age Discrimination Act of 1975**
The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities receiving Federal financial assistance. The Act prohibits recipients of Federal financial assistance from taking actions that result in denying or limiting services or otherwise discriminating based on age.

**Title VI of the Civil Rights Act of 1964.**
Title VI states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title VI serves as the legal foundation for what is today referred to as environmental justice. AAMPO adheres to Title VI and environmental justice principles.

**Executive Order 13166 – Limited English Proficiency**
Executive Order 13166 was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency ..." Federal agencies were directed to provide guidance and technical
assistance to recipients of federal funds as to how they can provide meaningful access to limited English proficient users of federal programs. Consistent with Executive Order 13166 and U.S. Department of Transportation (DOT) guidance, AAMPO has developed a Limited English Proficiency Plan in order to ensure meaningful input opportunities for persons with limited English proficiency. The AAMPO LEP plan is available on the AAMPO website (www.alamoareampo.org) and calls for translations of vital documents, such as public notices, into Spanish. AAMPO may, at its discretion, translate documents into additional languages if the nature of the document and the character of the document’s target audience justify additional translation. The LEP plan provides further guidance for serving limited English-speaking populations.

Executive Order 12898 on Environmental Justice
This order was signed by President Clinton in 1994. It reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

> Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

Executive Order 13175 – Consultation and Coordination with Tribal Governments
Executive Order 13175 states that “in formulating or implementing policies that have tribal implications, agencies shall establish regular and meaningful consultation and collaboration with tribal officials to reduce the imposition of unfunded mandates upon Indian tribes.”

At least one American Indian tribe has expressed an interest in being notified of activities throughout the state of Texas. Though there are no tribal governments located in the Alamo Area MPO study area, the MPO will actively seek to keep tribal governments informed of major decisions affecting the region. The MPO will continue to communicate with Native American Indian tribal leaders on an ongoing basis to identify issues of common concern.

Disclaimers
In order to share appropriate requirements with the public related to various laws and regulations, the MPO regularly uses the following disclaimers. Their purpose and use is described below.

American’s with Disabilities Act Statement
The following disclaimer will be included on public meeting notices as appropriate:

> All MPO meetings will be conducted in accordance with the Americans with Disabilities Act (ADA) and are accessible to persons with disabilities. Arrangements for special assistance or an interpreter can be made by calling the Metropolitan Planning Organization office at (210)-227-8651, or Relay Texas at 1-800-735-2989 at least five (5) business days in advance. The meeting facilities will also be within a reasonable distance of a transit route in counties where transit service is readily available.
Title VI and Environmental Justice Statement
The following MPO Title VI and Environmental Justice Nondiscrimination Statement will be included in informational items and collateral materials as appropriate:

The Alamo Area Metropolitan Planning Organization (MPO), as a recipient of Federal funding and under Title VI of the Civil Rights Act and related statutes, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age or disability be excluded from participation in, denied benefits of, or otherwise discriminated against by any MPO program or activity.

Report Language
The following language shall be included in all reports published by the MPO:

Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

This language shall be displayed on the interior front cover page in a place of prominence in accordance with the contract between TxDOT and the Alamo Area MPO.

Federal Transit Administration Section 5307 Language
For newspaper ads in support of the development of the Transportation Improvement Program, by agreement with the transit provider, the language shown below must be included in the ad text itself:

The TIP development process is being used to satisfy the public hearing requirements of FTA’s Section 5307 program and this public notice of public involvement activities and time established for public review and comments on the TIP will satisfy the FTA Program of Projects requirements.
The MPO takes great pride in working with people and other agencies. The AAMPO strongly believes that people should have a say in decisions that impact their lives. The AAMPO staff keeps a contact list on a continuous basis. People and groups that AAMPO targets are listed below. This list is not exclusive. The AAMPO also reaches out to the public at large.

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<th>Target Audiences</th>
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<tbody>
<tr>
<td>Airport operators</td>
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<td>Board and committee members</td>
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<td>Business and trade organizations</td>
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<td>Citizens expressing an interest in transportation planning</td>
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<td>City and academic libraries</td>
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<td>Civic and public interest groups</td>
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<td>Community-based associations</td>
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<td>Commuters</td>
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<td>Disabled populations</td>
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<td>Elected local, state and federal officials</td>
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<td>Emergency response agencies</td>
</tr>
<tr>
<td>Environmental groups</td>
</tr>
<tr>
<td>Faith-based organizations</td>
</tr>
<tr>
<td>Freight shippers</td>
</tr>
<tr>
<td>Higher education faculty, staff, and students</td>
</tr>
<tr>
<td>Homeowner, neighborhood and resident associations</td>
</tr>
<tr>
<td>Local media outlets</td>
</tr>
<tr>
<td>Military Bases</td>
</tr>
<tr>
<td>Natural disaster risk reduction agencies</td>
</tr>
<tr>
<td>Private transportation organizations and employees</td>
</tr>
<tr>
<td>Providers of freight transportation services</td>
</tr>
<tr>
<td>Public agencies and staff</td>
</tr>
<tr>
<td>Public health organizations</td>
</tr>
<tr>
<td>Public ports</td>
</tr>
<tr>
<td>Public transportation</td>
</tr>
<tr>
<td>School districts</td>
</tr>
<tr>
<td>Social service organizations</td>
</tr>
<tr>
<td>Tourism industry</td>
</tr>
<tr>
<td>Traditionally underserved populations (described in greater detail in the following section)</td>
</tr>
<tr>
<td>Transportation advocates</td>
</tr>
<tr>
<td>Tribal governments</td>
</tr>
<tr>
<td>Users of pedestrian walkways and bicycle transportation facilities</td>
</tr>
<tr>
<td>Users of ridesharing services such as Uber and Lyft</td>
</tr>
<tr>
<td>Any other interested parties</td>
</tr>
</tbody>
</table>
Diversity and Inclusiveness

AAMPO commits to engage traditionally underserved groups. These groups include low-income and minority populations. Federal laws protect more groups. The AAMPO also protects two more groups. All protected groups are listed here.

Protected Categories

Both Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 12898 (EO 12898) on Environmental Justice (EO 12898) are specific in the description of the populations they protect. Title VI prohibits discrimination based on race, color and national origin. EO 12898 protects minority and low-income populations. Discrimination against persons based on gender, age, and disability are addressed by other nondiscrimination statutes. Collectively, these populations are often referred to as “traditionally underserved” in the transportation planning process.

Minority

Persons considered minorities are identified by the U.S. Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa.
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Asian** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent.
- **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition.

Low Income

A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines. The national poverty guidelines are issued annually by the Department of Health and Human Services and are available at http://aspe.hhs.gov/poverty/poverty.shtml.

Elderly

Any persons over the age of 65.

People with Disabilities

Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.
Limited English Proficiency
People who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English may be considered limited English proficient.

Additional Categories
Additionally, AAMPO includes low-literacy populations and those without personal transportation as traditionally underserved populations, although they are not protected by either a federal act or an executive order.

Low Literacy
People who have difficulty using certain reading, writing, and computational skills considered necessary for functioning in everyday life may be considered to have low literacy. Persons with low literacy are generally defined as having less than fifth-grade reading and comprehension skills.

Zero Car Households
Households without cars or access to one.
Board and Committees

The AAMPO board and committees provide one of the most regular and consistent ways for public involvement. Following is a list of committees supported by MPO staff. The table below identifies the day of the month, time, and location of their meetings.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Advisory Committee (TAC) *</td>
<td>First Friday of the month at 1:30 p.m.</td>
<td>TxDOT District Office Building 2 Hearing Room 4615 NW Loop 410 San Antonio, TX 78229</td>
</tr>
<tr>
<td>Bicycle Mobility Advisory Committee (BMAC) *</td>
<td>Second Wednesday of the month at 9:00 a.m.</td>
<td>MPO Conference Room B 825 South Saint Mary’s Street San Antonio, TX 78205</td>
</tr>
<tr>
<td>Pedestrian Mobility Advisory Committee (PMAC) *</td>
<td>Third Wednesday of the month at 3:30 p.m.</td>
<td>MPO Conference Room B at 825 South Saint Mary’s Street, San Antonio, TX 78205</td>
</tr>
<tr>
<td>Transportation Policy Board (TPB) *</td>
<td>Fourth Monday of the month at 1:30 p.m.</td>
<td>VIA Metro Center Community Room 1021 San Pedro San Antonio, TX 78212</td>
</tr>
</tbody>
</table>

* Meeting dates and locations are subject to change. The BMAC and PMAC committees hold joint evening meetings several times a year. Some committees choose to cancel meetings in July and December. For the most current information, please visit www.alamoareampo.org/calendar.

MPO meetings are open to all. For special needs or translator, call 210-227-8651. You can also call TDD 1-800-735-2989 (Relay Texas). Please call at least five working days before the meeting. Meeting dates, times, and locations may change. You can call 210-227-8651 to confirm the meeting. The table below lists the timing of information on the website.

<table>
<thead>
<tr>
<th>Materials</th>
<th>What is available on the web?</th>
<th>When is it posted on the web?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting agendas and packets</td>
<td>Transportation Policy Board <a href="#">www.alamoareampo.org/Committees/TPB/</a></td>
<td>One week prior to the meeting</td>
</tr>
<tr>
<td></td>
<td>Technical Advisory Committee <a href="#">www.alamoareampo.org/Committees/TAC/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bicycle Mobility Advisory Committee <a href="#">www.alamoareampo.org/Committees/BMAC/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pedestrian Mobility Advisory Committee <a href="#">www.alamoareampo.org/Committees/PMAC/</a></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>What is available on the web?</td>
<td>When is it posted on the web?</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meeting Information</td>
<td>Board and committee meeting dates and times <a href="http://www.alamoareampo.org/Calendar/">www.alamoareampo.org/Calendar/</a></td>
<td>Online calendar is posted and updated throughout the year, along with board/committee web pages. Meeting information pages updated monthly.</td>
</tr>
<tr>
<td>Livestreaming</td>
<td>Transportation Policy Board meetings only <a href="http://www.alamoareampo.org/mpolive">www.alamoareampo.org/mpolive</a></td>
<td>Listen or watch the Transportation Policy Board meetings live or in a searchable archive available 24 hours after the event.</td>
</tr>
</tbody>
</table>

**Meeting Notices**
The Texas Open Meetings Act requires notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts MPO Transportation Policy Board (TPB), Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register, at the Bexar County Courthouse Bulletin Board, and with Comal and Guadalupe counties.

**Public Comments**
The MPO accepts public comments at every regular meeting of the board and committees. Comments can be spoken or in writing.
Public Participation Toolbox

The MPO communicates with the public in a variety of ways. Information shared covers the MPO’s programs, projects and studies. MPO information materials display the MPO logo and include contacts. This section describes some of the communication tools the MPO uses.

Philosophy of External Communications

Guiding principles for external communications include:

- **Informative**: The MPO will provide information. The MPO does not advocate on issues.
- **Concise**: The MPO will provide clear and concise information.
- **Clear**: The MPO will use easy to understand text and graphics.
- **Engaging**: The MPO will hold meetings that are fun, interactive, and meaningful.

The MPO uses the “Spectrum of Public Participation.” It was developed by the International Association of Public Participation. The spectrum helps identify when to use tools in the process.

**IAP2’S PUBLIC PARTICIPATION SPECTRUM**

The IAP2 Federation has developed the Spectrum to help groups define the public’s role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

<table>
<thead>
<tr>
<th>PUBLIC PARTICIPATION GOAL</th>
<th>INFORM</th>
<th>CONSULT</th>
<th>INVOLVE</th>
<th>COLLABORATE</th>
<th>EMPOWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROMISE TO THE PUBLIC</td>
<td>We will keep you informed.</td>
<td>We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.</td>
<td>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</td>
<td>We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.</td>
<td>We will implement what you decide.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCREASING IMPACT ON THE DECISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORM</td>
</tr>
<tr>
<td>CONSULT</td>
</tr>
<tr>
<td>INVOLVE</td>
</tr>
<tr>
<td>COLLABORATE</td>
</tr>
<tr>
<td>EMPOWER</td>
</tr>
</tbody>
</table>
The table shows different communication tools. The last column shows the level of participation. It corresponds to the Spectrum of Participation. Some strategies, such as outreach tools, are solely informational. Others can include multiple points on the spectrum.

<table>
<thead>
<tr>
<th>Meetings/Events/Speaking Engagements</th>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
</table>
| **Project Workshops/Open-Houses**   |      | This type of public meeting is open and more informal. Team members interact with the public on a one-on-one basis. Short presentations may be given at these meetings. They will be followed by small group exercises or exhibits that people can visit on their own. | Inform  
Consult  
Involve  
Collaborate |
| **MPO Exhibit Tables**              |      | MPO staff attend other agency events and man tables or booths. These include activities, maps, charts and informational brochures. Exhibit tables may also be used at malls or other public venues. | Inform  
Consult |
| **Small Group Meetings**            |      | During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties. | Inform  
Consult  
Involve |
| **Advisory committee meetings**     |      | The AAMPO staff supports four committees and several subcommittees. These groups provide input, advice and recommendations to the planning process. Committees work to build consensus on their recommendations before sending them to the board. | Inform  
Consult  
Involve  
Collaborate |
| **Transportation Policy Board**     |      | The board is made up of elected officials and representatives from the various cities, counties, and public agencies within the MPO study area. It is the sole decision-making body within the MPO process. | Inform  
Consult  
Involve  
Collaborate  
Empower |
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAMPO Website</td>
<td>The website was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.</td>
<td>Inform</td>
</tr>
<tr>
<td>FastTrack E-Newsletter</td>
<td>The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by the MPO, during public events attended by the MPO, on the MPO website, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.</td>
<td>Inform, Consult</td>
</tr>
<tr>
<td>Social Media</td>
<td>The MPO will utilize appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the MPO’s on-going planning process.</td>
<td>Inform, Consult, Involve</td>
</tr>
<tr>
<td>Project-specific Web Sites</td>
<td>For individual projects, project-specific websites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided from the MPO site.</td>
<td>Inform, Consult, Involve</td>
</tr>
</tbody>
</table>
### Online/Electronic Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowdsourcing</td>
<td>The MPO will utilize different online tools to solicit input, ideas, and suggestions from the public. This could be in the form of comments on a map or submitted via an online form.</td>
<td>Inform, Consult</td>
</tr>
<tr>
<td>Online meetings</td>
<td>The MPO will provide online participation opportunities as appropriate. These opportunities will include webinar options for participation during the day or virtual public meetings. These will be advertised at the same time as the public meetings.</td>
<td>Inform, Consult, Involve</td>
</tr>
</tbody>
</table>

### Public Notice Delivery Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Postal Service</td>
<td>Traditional mail service is used for formal public hearing notices, as well as to publicize public meetings/workshops.</td>
<td>Inform</td>
</tr>
<tr>
<td>Email</td>
<td>Email blasts are used in addition to traditional mailing to stakeholders and community members. Recipients have previously opted in to communications by providing their email addresses.</td>
<td>Inform, Consult</td>
</tr>
<tr>
<td>Location Placement</td>
<td>Meeting notices are posted in high-traffic gathering places, including but not limited to: schools, parks, libraries, community centers, and other such gathering places.</td>
<td>Inform</td>
</tr>
<tr>
<td>Transit</td>
<td>Meeting flyers and related collateral material may also be available on buses, notifying riders of upcoming meetings.</td>
<td>Inform</td>
</tr>
</tbody>
</table>

### Print and Broadcast Media Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Ads</td>
<td>These ads are used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses or</td>
<td>Inform</td>
</tr>
</tbody>
</table>
### Print and Broadcast Media Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>hearings. They are published in local/regional newspapers that provide the best coverage at an economical price.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Press Releases</td>
<td>Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by MPO committees.</td>
<td>Inform</td>
</tr>
<tr>
<td>TV and Radio Public Affairs Shows</td>
<td>MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.</td>
<td>Inform</td>
</tr>
<tr>
<td>Video and Audio Public Service Announcements</td>
<td>MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.</td>
<td>Inform</td>
</tr>
</tbody>
</table>

### Multimedia Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Newsletter</td>
<td>The MPO publishes a quarterly hardcopy newsletter that is mailed to the contact mailing list and e-mailed to the electronic contact list. Included are feature stories about the transportation planning process as well as ongoing studies, projects and issues. A Spanish version is also available upon request.</td>
<td>Inform</td>
</tr>
<tr>
<td>Project Newsletters</td>
<td>For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.</td>
<td>Inform</td>
</tr>
<tr>
<td>Other Newsletters</td>
<td>When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations,</td>
<td>Inform</td>
</tr>
</tbody>
</table>
### Multimedia Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of publishers.</td>
<td></td>
<td>Inform</td>
</tr>
<tr>
<td>Video Blogs</td>
<td>On a monthly basis, the MPO produces, in English and Spanish, a brief video blog called V-News. V-News highlights upcoming meetings of MPO standing committees, special project meetings or public events being undertaken by the MPO, and may include useful information related to various planning issues, such as air quality, safety, and transportation options.</td>
<td>Inform</td>
</tr>
<tr>
<td>Flyers, Posters and Fact Sheets</td>
<td>To provide summary information regarding MPO policy, programs and projects, flyers, posters and fact sheets may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request fact sheets directly from the MPO staff office.</td>
<td>Inform</td>
</tr>
<tr>
<td>Bus Placards</td>
<td>The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.</td>
<td>Inform</td>
</tr>
<tr>
<td>Banners</td>
<td>The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.</td>
<td>Inform</td>
</tr>
</tbody>
</table>

### Partner Agency Collaboration

MPO staff will attend and participate in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.
Public Participation Procedures

The MPO generates major planning documents that require public input and community consensus. As a result, they are made available for public comment using various outreach strategies. Members of the public can view all of the required documents, and any amendments, on the MPO website at [www.alamoareampo.org](http://www.alamoareampo.org) or call 210-230-6929 to receive a copy. Following is a list of the major planning documents produced by the MPO.

- Metropolitan Transportation Plan, or long-range plan
- Transportation Improvement Program, or short-range plan
- Unified Planning Work Program
- Public Participation Plan
- Performance Measures Report
- Transportation Conformity Document (if/when needed)

The Transportation Policy Board has set different approval processes depending on the item agendized for action. The two-step approval process is for new TIP, MTP and Transportation Conformity documents, as well as amendments to the TIP and MTP. The two-step process means that items will be presented to the Transportation Policy Board one month with action scheduled for the following month, allowing for an approximate public comment period of 30 days.

The MPO also has a process for an expedited, or one-step process for TIP and MTP amendments, that allows the board to hear the item presented and take action within one meeting.

Other items such as amendments to the Unified Planning Work Program, consultant contract awards and resolutions of support, as examples, are acted upon by the Transportation Policy Board in a one-step approval process.

Below, please find a description of the two-step and expedited one-step processes. The following page identifies the planning steps required for each planning document produced by the MPO along with the minimum outreach strategies recommended for each. Whenever possible, the MPO will strive to go beyond the minimum outreach strategies.

**Two-Step Approval Process**

1. Present, for informational purposes, the Proposed Action to the Technical Advisory Committee/Transportation Policy Board in month one
2. Present, for Action, to the Technical Advisory Committee/Transportation Policy Board in month two

**Expedited One-Step Approval Process (for TIP and MTP Amendments only)**

- Transportation Policy Board hears a presentation and takes action at one meeting as opposed to two board meetings
- Reserved for items requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community’s best interest)
- Requires a 75% vote by the Transportation Policy Board to enter into a time certain public hearing and the Board will solicit input into the amendment(s) prior to taking action

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>Minimum Outreach Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Step Approval Process</td>
<td></td>
</tr>
<tr>
<td>One-Step Approval Process</td>
<td></td>
</tr>
<tr>
<td>Process w/ 75% Board Vote for Public Hearing</td>
<td></td>
</tr>
<tr>
<td>30 Day Comment Period</td>
<td></td>
</tr>
<tr>
<td>45 Day Comment Period</td>
<td></td>
</tr>
<tr>
<td>60 Day Comment Period</td>
<td></td>
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<tr>
<td>Partner Agency Coordination</td>
<td></td>
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<tr>
<td>News release</td>
<td></td>
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<tr>
<td>Newspaper Ads</td>
<td></td>
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<tr>
<td>Social media</td>
<td></td>
</tr>
<tr>
<td>E-newsletter</td>
<td></td>
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<tr>
<td>Video</td>
<td></td>
</tr>
<tr>
<td>Neighborhood presentations</td>
<td></td>
</tr>
</tbody>
</table>

| TIP/MTP Development Process & Adoption of the TIP/MTP | ★ | ★ | ★ | ★ | ★ | ★ | ★ |
| Routine amendments to the TIP/MTP occurring between annual updates | ★ | ★ | ★ |
| Expedited process, urgent amendments to the TIP/MTP | ★ | | ★ |
| Adoption of the Unified Planning Work Program | ★ | ★ | ★ |
| Amendments to the Unified Planning Work Program | ★ | | ★ |
| Public Participation Plan | ★ | ★ | ★ | ★ | ★ |
| Consultant Contract Award | ★ | | ★ |
| Performance Measures and Targets | ★ | ★ | ★ |
| Transportation Conformity | ★ | ★ | ★ | ★ | ★ | ★ | ★ |

Note: this list is illustrative and may not reflect all the items the Transportation Policy Board may consider for action.
Monitoring and Evaluation

This PPP will be reviewed and adopted, with revisions if necessary, at least every three (3) years. The following performance measures will be recorded by staff on a continuous basis to monitor and evaluate the effectiveness of participation strategies. Where appropriate, the Deputy Director and the Planning/Public Involvement Program Manager will set yearly targets. Adjustments to strategies will be made as needed to meet the public involvement plan goals.

<table>
<thead>
<tr>
<th>Goals Addressed</th>
<th>Public Involvement Tool</th>
<th>Evaluation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals 1, 2, 3, 4, and 5</td>
<td>Public Participation Plan</td>
<td>To be reviewed every three years</td>
</tr>
</tbody>
</table>
| Goal 2                               | AAMPO Website                                | Number of New Users  
Number of Returning users  
Page Views  
Sessions                                                                 |
| Goal 2                               | FastTrack E-Newsletter                       | Number of Subscribers  
Number of Emails Accepted  
Unique/Total Views                                                                 |
| Goals 1, 2, and 3                    | Open Houses, Meetings, Workshops, and Public Hearings | Number of Attendees               |
| Goals 1, 2, and 3                    | Newspaper Advertisements                     | Sign-in sheets – “How did you hear about this meeting?” |
| Goals 1, 2, and 3                    | Direct Mailings                              | Distribution                                                                      |
| Goals 1, 2, and 3                    | Press Releases                               | Press Mentions                                                                   |
| Goals 1, 2, and 3                    | Surveys                                      | Number of Responses                                                              |
| Goals 1, 2, and 3                    | Facebook                                     | Likes  
Total Daily Reach  
Total Daily Impressions                                                             |
| Goals 1, 2, and 3                    | Twitter                                      | Followers  
Impressions  
Retweets  
Likes                                                                 |
| Goal 2                               | Instagram                                    | Followers                                                                        |
| Goal 2                               | YouTube                                      | No measure required                                                               |
| Goals 1, 2, and 3                    | Webstreaming                                 | Number of people watching                                                        |
| Goal 5                               | Attend Partner Agency Events                 | Number of Events                                                                 |

In addition to the measures listed above, the MPO will provide meeting evaluation forms at public meetings, workshops, and hearings to collect qualitative feedback from participants that can be used to improve meeting processes for future events.
Revisions and Amendments

This Public Participation Plan reflects the current policies of the Alamo Area MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

Administrative amendments to the PPP include changes to the public involvement tools and strategies, revision of references to applicable regulations, misspellings, omissions or typographical errors. Staff performs these updates, with no notification required.

Amendments to the Participation Plan include any other changes that do not fit the administrative definition above. A two-step process and 45 days of public comment are required before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

Development of a new Public Participation Plan follows a two-step process and requires a 45-day comment period.

Enclosure 1: Sample Checklist for Planning an Accessible Meeting
Enclosure 2: Limited English Proficiency Plan
Enclosure 3: Social Media Plan
Enclosure 4: Brand Standards

Adopted: December 4, 2017
Policy 3: Guidelines for Programming Projects in the Metropolitan Transportation Plan and the Transportation Improvement Program

This document constitutes the Alamo Area Metropolitan Planning Organization's process for programming projects in the Metropolitan Transportation Plan and the Transportation Improvement Program. When considered for amendment, this document shall be subject to a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

A. Purpose

The Alamo Area Metropolitan Planning Organization (MPO) develops a Transportation Improvement Program (TIP) that programs projects for a minimum of the following four (4) fiscal years. The TIP is forwarded to the Texas Department of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program. The TIP project selection process begins with the long-range Metropolitan Transportation Plan process. The public is invited to fully participate in the Metropolitan Transportation Plan development process thus assisting in the selection and prioritization of transportation improvement projects. Implementing agencies which include the Alamo Area Council of Governments, Alamo Regional Mobility Authority, cities and counties within the MPO study area, the Texas Department of Transportation (TxDOT), and VIA Metropolitan Transit, participate in the Metropolitan Transportation Plan development process with one of the final products of the process being a prioritized list of transportation projects to be eventually considered for inclusion in the TIP.

Projects in the TIP are either selected by the Transportation Policy Board in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the Transportation Policy Board are those that are to be funded with Surface Transportation Program - Metro Mobility (STP-MM), Transportation Alternatives (TA), Congestion Mitigation & Air Quality (CMAQ), and any other future U.S. Department of Transportation (USDOT) or TxDOT funds suballocated to the local level.

B. Project Funding Categories

Project funding categories in the TIP and MTP include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation
- Category 2 Metropolitan and Urban Corridor Projects
- Category 3 Non-Traditional Funding
- Category 4 Statewide Connectivity Corridor
- Category 5 Congestion Mitigation and Air Quality (CMAQ) ¹
- Category 6 Structure Rehabilitation

¹ The Alamo Area MPO does not currently receive this type of funding.
• Category 7 Surface Transportation Program – Metro Mobility or STP-MM
• Category 8 Safety
• Category 9 Transportation Alternatives
• Category 10 Miscellaneous
• Category 11 District Discretionary
• Category 12 Strategic Priority
• Federal Transit Administration Section 5307 (Urbanized Area Formula Grant Program)
• Federal Transit Administration Section 5309 (Capital Grant Program)
• Federal Transit Administration Section 5310 (Elderly and Disabled Transportation Assistance Grant Program)
• Federal Transit Administration Section 5339 (Bus and Bus Facilities Infrastructure Investment Program)

C. Use of ‘Grouped’ Control Section Job (CSJ) Numbers

A CSJ (Control Section Job number) is an identifying project number used by the Texas Department of Transportation. The MPO will use ‘Grouped’ CSJs for the following types of projects:

- Preliminary Engineering
- Right-of-Way Acquisition
- Preventive Maintenance and Rehabilitation
- Bridge Replacement and Rehabilitation
- Railroad Grade Separations
- Safety
- Landscaping
- Intelligent Transportation Systems Deployment
- Bicycle and Pedestrian
- Safety Rest Areas and Truck Weigh Stations
- Transit Improvements

Projects that fall within these categories will be listed in an appendix of the Transportation Improvement Program. Generally these Grouped CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous). These projects are initially included in an Appendix of a new TIP and are revised or amended administratively as allowed in Section G Administrative Revisions.

Grouped CSJs will not be used for wholly or partially funded Category 2 (Metropolitan and Urban Corridor), Category 5 (CMAQ, when allocated), Category 7 (STP-MM), or Category 9 (Transportation Alternatives) projects.
D. Use of Appendix D - Projects Undergoing Environmental Assessment

The purpose of Appendix D is to identify projects that are undergoing preliminary engineering and environmental analysis (PE/EA) consistent with early project development. The Federal Highway Administration allows these projects to be referenced in the current Transportation Improvement Program in order to facilitate the feasibility and PE/EA phases. This Appendix contains projects that are scheduled for implementation beyond the four years of the TIP time frame, and it in no way implies that these projects are programmed in the TIP. Cost estimates are preliminary and do not represent any commitment of construction funding. Consistency with the Metropolitan Transportation Plan will be verified as alternatives are examined in studies or environmental clearance efforts.

Projects listed in Appendix D will include, at a minimum, MPO ID number, county, sponsoring entity, street name, project limits, project description, estimated let date and preliminary project cost.

E. Quarterly Review of Projects

Category 2 (Metropolitan and Urban Corridor) Projects

The implementing agency will submit amendments to the Category 2 (Metropolitan and Urban Corridor) projects to the MPO in writing. For cost increases greater than 10%, the implementing agency will also submit to the MPO justification for the cost increase and the funding source of the additional amount. For new projects being amended into the TIP that are not part of the current Unified Transportation Program, the implementing agency will also submit to the MPO which other Category 2 projects are being amended to allow for the inclusion of the new project unless the new projects are funded using additional allocation.

Category 7 (STP-MM) and Category 9 (TA) Projects

Every three (3) months, a detailed review of Category 7 (STP-MM) and Category 9 (TA) funded projects in the TIP will be conducted. These projects will be reviewed for progress towards their letting (contract) dates, cost estimates, description and limits. If warranted by the detailed review, projects may be re-prioritized at the discretion of the Transportation Policy Board.

If the quarterly review warrants amendment(s) to the TIP, such amendment(s) will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program.
F. Amendment Process

The following changes will require an amendment to the TIP and MTP:

- Adding or deleting project(s)
- Revising the project scope of work
- Revising the project cost
- Revising funding categories
- Revising the phase of work (ex: from P.E. to construction)
- Revising project limits

Amendments to the TIP and MTP require a two-step process. To permit adequate public review and comment, amendments to the TIP and MTP will be presented at a Transportation Policy Board meeting with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). TIP and MTP amendments are provided in the meeting package which is posted on the MPOs website a week prior to TAC and TPB meetings. Amendments to both the TIP and the MTP may be initiated concurrently.

Amendments to the TIP or the MTP requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the TPB quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or MTP amendment. These actions will be emphasized on the meeting agenda that is both mailed and e-mailed out ten (10) days prior to the Transportation Policy Board meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the Transportation Policy Board.

Governing bodies of the sponsoring agencies will promptly notify the MPO in writing of any currently programmed projects that are proposed to be deleted from the TIP. The governing body of the sponsoring agency shall state its preference for project replacement in the written notification. The Transportation Policy Board will provide direction and/or may consider action at the next appropriate meeting with respect to amending the TIP.

To the extent possible, any project amended outside the timeframe of the current TIP due to funding limitations will have priority consideration in being amended back into the TIP when additional funding becomes available.

G. Administrative Revisions

The MPO Director is authorized to approve certain “administrative changes” to the TIP with the notification of such to the appropriate transportation planning partners. The intent of this section is not to circumvent the public process for amending the TIP, but to allow for minor corrections to the TIP that do not materially change a project's function including minor revisions to project limits, scope or cost.
H. Category 7 (STP-MM) Projects

Basic Requirements for STP-MM Projects

All projects submitted for consideration for funding through normal Category 7 (STP-MM) program allocations will compete through a standard project call when a new TIP is being developed. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the MPO Study Area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO. An ‘in-kind’ match is not allowed for construction projects.

2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.

3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.

4. Agencies should consider the transit service area when submitting projects.

5. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately justified by management of the implementing entity. Bicycle and pedestrian components included in a funded project may not be deleted from the project at a future date.

6. Funded STP-MM projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. Amendments to the MTP and TIP, can be made simultaneously.

7. A roadway project submitted for consideration in the TIP must be on a functionally classified facility as defined by the MPO and approved by Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or minor collector do NOT qualify for Federal funding.

8. All deadlines set by the MPO are firm.
STP-MM Call for Projects Process

Prior to each STP-MM project call, MPO staff will develop the schedule, submittal form and call for projects process, to include workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

MPO staff will be responsible for assembling data for the technical scoring process. A subcommittee of BMAC and PMAC will score standalone bicycle and pedestrian projects. A subcommittee of TAC will score added capacity and operational projects.

STP-MM Project Selection

The TAC will review the technical scoring, public input, project readiness and agency priorities and make a recommendation to the MPO’s Executive Committee on a slate of projects to be funded. The Executive Committee will make a recommendation to the Transportation Policy Board. The TAC may request presentations by implementing agencies.

STP-MM Project Implementation

1. Unless allocated a fixed amount, each STP-MM project will have a cost figure in the approved TIP that is an estimate. This TIP “Estimated Construction Bid” shall include all construction costs at 100% and shall designate what percent match is required by the local agency.

   “Estimated Construction Bid” is defined as all anticipated bid item costs of the improvement project, other than for right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, change orders and construction engineering. The amount programmed as the “Construction Cost” in the TIP shall equal the “Estimated Construction Bid”.

2. Unless allocated a fixed amount, each selected STP-MM project may be adjusted when bids are approved.

   a. If bids are higher than the TIP Construction Cost, the TIP estimate shall become a fixed construction funding cap.

   b. If the Approved Construction Bid is lower than the TIP Construction Cost, the TIP shall be administratively revised by MPO staff to reflect the approved Construction bid (excludes any right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, and construction engineering)
c. Following the establishment of the project construction amount in items 2a and 2b above, the sponsoring entity is then eligible for up to 10% contingency of STP-MM project funding towards eligible change orders and up to 11% of STP-MM project funding towards eligible construction engineering and construction management costs. An under run in contingency cannot cover an over run in construction engineering/construction management and vice versa.

As these eligible change orders and eligible construction engineering costs are potential costs, they are not specifically programmed in the TIP towards the STP-MM. These costs, if incurred, would impact future fiscal allocations and it must be acknowledged that this could require the delay and/or re-scoping of existing TIP projects to remain fiscally constrained by fiscal year.

3. Once a project is included in the TIP, TxDOT and the local governmental entity (implementing agency) shall execute a Funding Agreement.

a. Prior to letting, the executed Funding Agreement will be based on the Estimated Construction Bid (identified as Construction Cost in the TIP) and reflect:

   Estimated Construction Bid + maximum 10% contingency of STP-MM project funding for eligible change orders + maximum 11% of STP-MM funding for eligible construction engineering and construction management costs.

b. Post Letting, if the Approved Construction Bid (excluding any right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, and construction engineering) is lower than the TIP Construction Cost, the Funding Agreement will be amended and re-executed to reflect:

   Approved Construction Bid + maximum 10% contingency of STP-MM project funding for eligible change orders + maximum 11% of STP-MM funding for eligible construction engineering and construction management costs.

4. Owner requested change orders will be covered 100% by the local agency. Owner requested change orders are the result of changes requested by the local agency, not included in the original TPB approved scope of work.

I. Category 9 (TA) Projects

Basic Requirements for TA Projects

The MPO will hold a competitive call for projects for TA funding. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:
1. Projects will be submitted to the MPO through an implementing agency and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the agency submitting the project for consideration will be obtained and submitted to the MPO. An ‘in-kind’ match is not allowed for construction projects.

2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.

3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.

4. Agencies should consider the transit service area when submitting projects.

5. Funded TA projects will also be included in the MTP. Note: Amendments to the MTP and TIP are made through the amendment process at the discretion of the Transportation Policy Board. Amendments to the MTP and TIP, can be made simultaneously.

6. All deadlines set by the MPO are firm.

**TA Call for Projects Process**

Prior to each TA project call, MPO staff will develop the schedule, submittal form and call for projects process. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

MPO staff will be responsible for assembling data for the technical scoring process. A subcommittee of BMAC and PMAC will score TA projects.

**TA Project Selection**

BMAC and PMAC will review the technical scoring, public input, project readiness and agency priorities and make a recommendation to the Technical Advisory Committee on a slate of projects to be funded. The TAC may request project presentations by implementing agencies and will make a recommendation to the MPO’s Executive or Transportation Policy Board, as directed by the approved call for projects process.
J. Public Involvement

The MPO commits to a public involvement process that includes the provision of timely information, provides reasonable public access to technical and policy information, provides adequate public notice, seeks out and considers traditionally underserved populations, and documents significant comments. Please see the MPO Policy 2: Public Participation Plan for additional information on public involvement.

Adopted: December 4, 2017
Policy 4: 
Ethics Policy

A. Purpose

The Alamo Area Metropolitan Planning Organization (MPO) is committed to conducting its business in an ethical and open manner. To ensure ethical conduct by members of the Transportation Policy Board and its employees, and to ensure compliance with the Transportation Code and other provisions under state law.

B. Rules

The following rules have been adopted:

I. Chapter 472. Transportation Code Requirements:

   a) No policy board member or employee of the MPO may accept or solicit any gift, favor or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct.

   b) No policy board member or employee of the MPO may accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position.

   c) No policy board member or employee of the MPO may accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of official duties.

   d) No policy board member or employee of the MPO may make personal investments that could reasonably be expected to create a conflict between the member's or employee's private interest and the public interest.

   e) No policy board member or employee of the MPO may intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed the official duties in favor of another.

II. Chapter 171. Local Government Code Requirements:

   a) If a policy board member has a substantial interest in a business entity or in real property, the policy board member shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:
(1) in the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

(2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

b) If a policy board member is required to file and does file an affidavit, the policy board member is not required to abstain from further participation in the matter requiring the affidavit if a majority of the policy board members are likewise required to file and do file affidavits of similar interests on the same official action.

c) A person has a substantial interest in a business entity if:

(1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns 10 percent or more or $15,000 or more of the fair market value of the business entity; or

(2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.

d) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

e) A policy board member is considered to have a substantial interest in a person related to the policy board member in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest.

C Incorporation of Statutes

All provisions of Section 472.034 of the Transportation Code and Chapter 171, Local Government Code, are intended to be incorporated into this ethics policy. In the case of any uncertainty as to the applicability of any of these statutes, the policy board member or employee should refer to the actual statutes.

D. Penalties

Any employee who violates the Ethics Policy is subject to termination or other employment related sanctions per personnel policy. Any board member or employee of the MPO who violates the Ethics Policy is subject to applicable civil or criminal penalty if the violation also constitutes a violation of a state statute.

E. Distribution

Upon adoption of the Ethics Policy by the Transportation Policy Board, a copy shall be distributed to each policy board member and MPO employee. Each policy board member and employee will acknowledge receipt of the Ethics Policy. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new employee no later than three (3) business days after the date on
which the person begins employment. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new board member no later than three (3) business days after the person qualifies for office.

F. Policy Amendment

When considered for amendment, this policy shall be subject to the MPO’s two-step approval process which allows for a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

Adopted: April 28, 2014
Policy 5:  
Technical Advisory Committee

Roles and responsibilities

The Technical Advisory Committee (TAC) is a standing committee. The role of the TAC is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. Any changes to this policy are subject to majority approval by the Transportation Policy Board.

At a minimum, the TAC provides technical, planning and policy review and recommendations and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board.

Membership

The voting membership of TAC shall be structured as follows:

- Advanced Transportation District: 1 representative
- Alamo Area Council of Governments: 1 representative
- Alamo Regional Mobility Authority: 1 representative
- Bexar County: 1 representative
- City of New Braunfels: 1 representative
- City of San Antonio: 3 representatives
- City of Seguin: 1 representative
- Comal County: 1 representative
- Greater Bexar County Council of Cities: 1 representative
- Guadalupe County: 1 representative
- Kendall County Geographic Area: 1 representative
- MPO Bicycle Mobility Advisory Committee: 1 representative
- MPO Pedestrian Mobility Advisory Committee: 1 representative
- Northeast Partnership: 1 representative
- Private Transportation Providers: 1 representative
- Texas Department of Transportation: 1 representative
- VIA Metropolitan Transit: 1 representative

The representative(s) and alternate(s) of each governmental agency on the TAC will be designated in writing through each agency's/entity's internal procedures. A member of the Transportation Policy Board may not simultaneously serve on the Technical Advisory Committee. The Private Transportation Providers representative will be selected for recommendation by the TAC. The representative from
the Northeast Partnership and the Suburban Cities will be nominated through letters to the MPO from the Transportation Policy Board representative from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

Each agency/entity on the TAC will be allowed to designate one alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed. Members (both primary and alternate) may not represent more than one entity at a time.

A primary member of the Transportation Policy Board may not serve simultaneously on the TAC, however, alternate Transportation Policy Board members may serve on the TAC.

In addition to the voting and ex-officio members, the TAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input in a non-voting capacity as appropriate.

**Ex-Officio Membership**

Ex-officio members shall hold non-voting status on the TAC:

- Texas Dept. of Transportation - Transportation Planning and Programming Division
- Texas Commission on Environmental Quality
- Utility Coordination Council

**Election of Chair and Vice-Chair**

Every two years, the TAC will elect a Chair and Vice-Chair from its current membership. The Chair and Vice-Chair shall be elected by a majority of the members present at the meeting. Elections of Chair and Vice-Chair will occur in June 2014 and then in June of every even year.

**Chair and/or Vice Chair Vacancies**

Vacancies in Chair and/or Vice-Chair whether created by resignation or otherwise, shall be filled by election of the TAC for the remainder of the unexpired term and election to be held at the next regular TAC meeting.

**Quorum**

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the TAC. Vacancies are defined as positions on the TAC that are not filled. Vacancies on the TAC will not count against the quorum.
Committees

The TAC will have the following committees:

A. Bicycle Mobility Advisory Committee

The role of the Bicycle Mobility Advisory Committee (BMAC) is to improve bicycle mobility within the Alamo Area MPO Study Area. BMAC will provide bold and visionary leadership in all matters affecting bicycle mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. BMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. BMAC by-laws will be approved by the TAC and the Transportation Policy Board.

B. Pedestrian Mobility Advisory Committee

The role of the Pedestrian Mobility Advisory Committee (PMAC) is to improve pedestrian mobility within the Alamo Area MPO Study Area. PMAC will provide bold and visionary leadership in all matters affecting pedestrian mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. PMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. PMAC by-laws will be approved by the TAC and the Transportation Policy Board.

Both BMAC and PMAC are advisory committees, and subject to this Policy, will directly advise the TAC on technical matters and the Transportation Policy Board on relevant bicycle and pedestrian-related policy issues.

C. Land Use and Regional Thoroughfare Planning Committee

The role of the Land Use and Regional Thoroughfare Planning Committee is to oversee the development and monitoring of the selected land use (growth) scenario for use in the development of the Metropolitan Transportation Plan and will provide input into the development of a Regional Thoroughfare Plan. The committee will operate on an informal basis and will meet as needed.

D. Freight, Rail and Transit Committee

The role of the Freight, Rail and Transit Committee is to review and provide input on regional freight, passenger rail, and transit initiatives as requested. The committee will operate on an informal basis and will meet as needed.

E. Traffic Incident Management Committee

The role of the Traffic Incident Management (TIM) Subcommittee is to consider input from the regional TIM group, provide direction as necessary, incorporate TIM into regional transportation planning practices, and to foster partnerships and agreements where possible. The committee will operate on an informal basis and will meet as needed.