

**BYLAWS**  
**of the Policy Board of the**  
**ECIA Regional Planning Affiliation**

**SECTION I – PREMISES**

- A. **ARTICLES OF AGREEMENT.** The authority and basic rules for the ECIA Regional Planning Affiliation (hereinafter called ECIA RPA) are established through Articles of Agreement of the ECIA RPA and such agreement shall not hereby or herein be violated. The Bylaws shall clarify and expand upon the Articles of Agreement and any time there is a conflict, the Articles of Agreement shall prevail.
- B. **RULES OF ORDER.** These Bylaws shall constitute the standing rules of the ECIA RPA. The rules contained in the latest version of Robert’s Rules of Order shall govern the Policy Board and committees in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or Articles of Agreement. Further rules of order shall be made as amendments to these Bylaws.

**SECTION II – COMMITTEES**

- A. **STANDING BOARD & COMMITTEE.** The Policy Board and the Technical Advisory Committee are established as a standing board and committee. Membership on the Policy Board is established in the Article of Agreement. The representative of the cities under 5,000 population shall be chosen at a caucus of all such cities in each of the four counties and shall serve for a two year term. The membership of the Technical Advisory Committee shall be determined by the Policy Board.
- B. **OTHER COMMITTEES.** The Policy Board may form sub-committees or other special study committees.
1. **SUB-COMMITTEES.** The Policy Board shall appoint members of any number less than a simple majority, assign duties, and prescribe a duration.
2. **STUDY COMMITTEES.** The Policy Board may form a study committee by amending the Bylaws with a duly carried motion. Such motion shall state the members and their duties, and prescribe the duration of such committee. Representatives of the Policy Board and/or Technical Committee shall be appointed and serve during the period in which they are representatives in good standing. Such committees shall be listed below with date of motion.
- a. \_\_\_\_\_ADVISORY COMMITTEE (date)

### C. POWERS AND DUTIES.

1. **POLICY BOARD.** The powers and duties of the Policy Board are identified in the ECIA RPA Articles of Agreement.
2. **TECHNICAL ADVISORY COMMITTEE.** The Technical Advisory Committee shall guide the technical preparation, updates, and implementation of the Long Range Transportation Plan and the annual Transportation Improvement Program for the region. The committee shall review work completed in support of the plan or program, and evaluate all projects proposed to be included in the Transportation Improvement Program. The committee shall advise and recommend specific actions to the Policy Board relating to federal transportation programs and federal and state planning requirements. The committee shall have other duties as directed by the Policy Board.

### **SECTION III – MEETINGS**

- A. **TYPES OF MEETINGS.** Each board or committee may hold Regular or Special meetings. All such meetings are open public meetings as defined in Chapter 21 of the Code of Iowa, 1993.

1. **REGULAR.** Each board or committee shall hold at least four (4) regularly scheduled quarterly meetings each calendar year. Each board or committee may set the time and place for its meetings.

Notice of each meeting shall be mailed to board or committee representatives at least seven (7) days prior to such meetings. Public news media, including the official county newspaper, shall receive a notice at the same time. Notices shall state that meetings will be held in ADA accessible buildings and information can be made available in ADA accessible formats.

2. **SPECIAL.** The board or committee chairperson or any two (2) board or committee representatives may call a special meeting by notifying representatives by mail, telephone, or telephone facsimile at least three (3) full days in advance stating the time, place, and purpose of such meeting. Public news media, including the official county newspaper, shall receive a notice in a like manner.
3. **JOINT MEETING.** The Policy Board may call for a joint meeting with the Technical Advisory Committee or any other committee or sub-committee during any regular or special meeting. The Chairperson may serve or appoint a temporary chairperson.

- B. **QUORUM.** Each committee shall establish a quorum consisting of a majority of representatives in good standing prior to conducting official business.
1. **NON-VOTING.** Representatives serving without a vote shall not be counted in determining a quorum.
  2. **REPRESENTATIVES IN GOOD STANDING.** Each member of the Policy Board or any committee shall not be counted in determining a quorum if he or she has missed three (3) consecutive meetings. Such representatives shall be notified (with a copy to the Chairperson of the Policy Board) immediately. Any member whose status is established in the Articles of Agreement shall continue to receive notice of meetings and have full voting rights at any following meeting.
- C. **ACTION.** The Technical Advisory Committee and any sub-committees or study committee shall take action on any and all matters as recommendations to the Policy Board. Any recommendation made shall be placed upon the agenda of the next scheduled Policy Board meeting.

#### **SECTION IV - OFFICERS**

- A. **ELECTION AND TERM.** The Chairperson and Vice-Chairperson of the Policy Board shall be elected at the first meeting of the calendar year from the Policy Board membership and serve for one (1) year. The Secretary shall be the Executive Director of the East Central Intergovernmental Association and serve continuously. Other Board Officers shall be elected or appointed at the annual meeting of each standing committee for a term of one year beginning upon election. Study committees shall elect or appoint officers for the term of the committees.
- B. **NUMBER AND DUTIES.** Each committee shall have a Chairperson, Vice Chairperson, and a Secretary. All officers shall be elected from among the duly appointed committee representatives except the Secretary who may be appointed from staff by the Chairperson subject to ratification by the committee.
1. **Chairperson.** The Chairperson of the Policy Board shall preside at all regular and special meetings, and represent the policy board when not in session. The Chairperson of the Technical Advisory Committee, or study committee may only represent committee policies before the Policy Board unless otherwise directed by the Policy Board.
  2. **Vice Chairperson.** The Vice Chairperson shall preside in the absence of the Chairperson at all regular and special meetings and perform all other functions and responsibilities of the Chairperson in his/her absence.

3. Secretary. The Secretary shall take and keep the official records with the assistance of such staff members as shall be designated by the Secretary; assist the presiding officer in determining a quorum, counting ballots and votes, and determining questions of procedure in accordance with the standing rules; and receive and file reports.

#### **SECTION V – AMENDMENTS**

- A. A two-thirds (2/3) approval of present and voting members of the Policy Board shall be required to amend these Bylaws.
- B. Any proposed amendments shall be submitted by the Secretary in written form to the Policy Board members not less than seven (7) days prior to any regular or special meetings. Any proposed amendment may be acted upon at any regular or special meeting if the stated notice requirement is complied with.

ADOPTED BY THE POLICY BOARD OF THE ECIA REGIONAL PLANNING AFFILIATION ON THE 2<sup>ND</sup> DAY OF FEBRUARY, 1994.