

Coastal Region Metropolitan Planning Organization (CORE MPO)

BYLAWS

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<https://www.thempc.org/Core>



ARTICLE I

CORE MPO Organization

Name of the Organization

The name of the organization shall be the Coastal Region Metropolitan Planning Organization, hereinafter referred to as the CORE MPO.

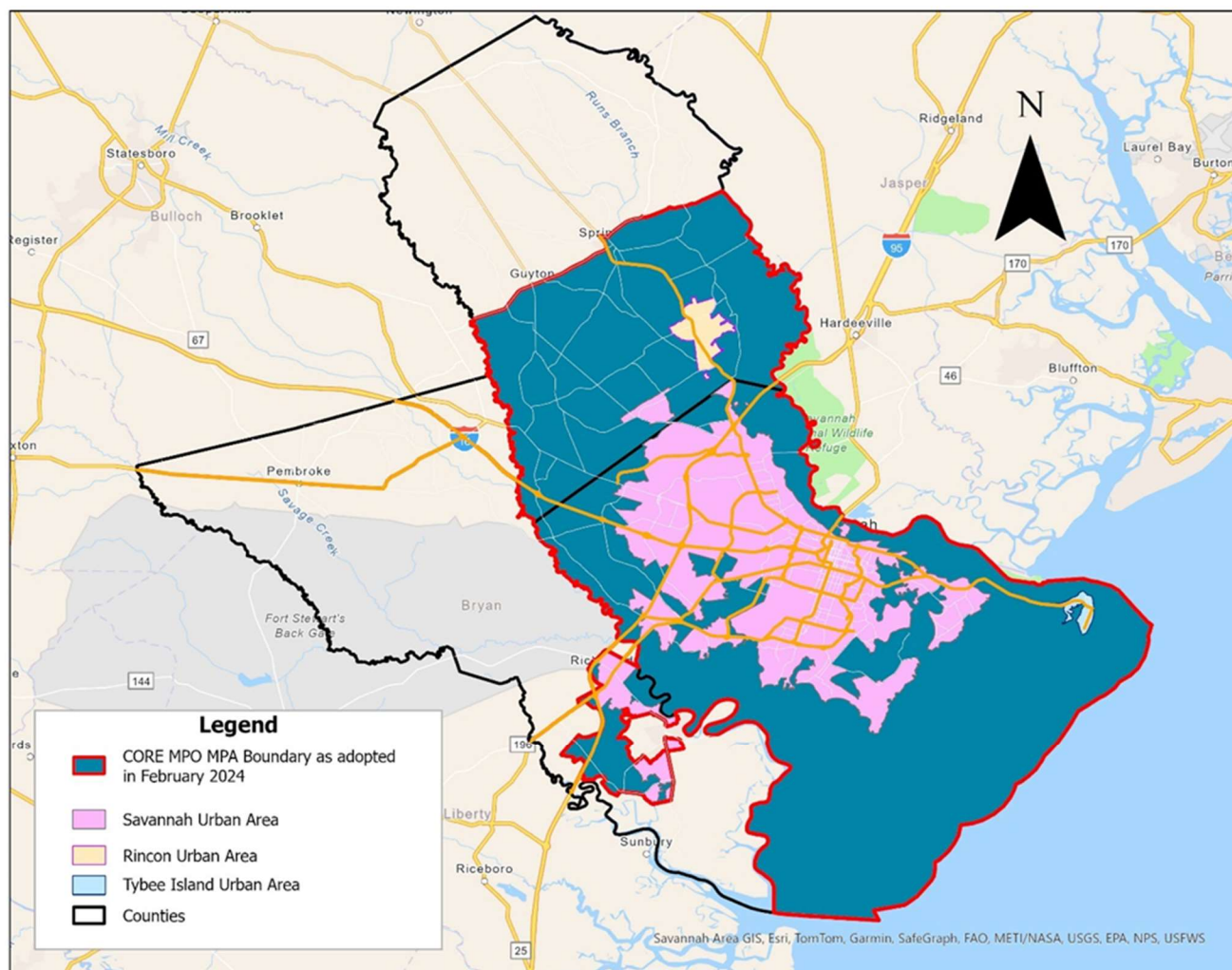
Establishment

Formerly known as the Chatham Urban Transportation Study (CUTS), CORE MPO was formally initiated in compliance with the Federal Aid Highway Act of 1962, as amended, which requires a comprehensive, cooperative, and continuing transportation planning process in urban areas of more than 50,000 population before federal-aid highway projects can be programmed. CORE MPO was formally designated the MPO for the Savannah area in 1963 and designated in 2002 a Transportation Management Area (TMA) – an MPO with a population of more than 200,000.

Metropolitan Planning Area Boundary

The CORE MPO's Metropolitan Planning Area (MPA) boundary, as shown in Figure 1, was adopted by the CORE MPO Board in February 2024 and approved by the Governor of Georgia. It encompasses all of Chatham County and its municipalities, the portion of Effingham County south of SR 119 - Indigo Road - Bethany Road, Richmond Hill, the portions of the 2020 census defined Savannah Urban Area that fall within unincorporated Bryan County, and the minimal areas that are connecting Richmond Hill and the Savannah Urban Area in Bryan County.

Figure 1 – Metropolitan Planning Area (MPA) Boundary of the Coastal Region Metropolitan Planning Organization (CORE MPO)



General Responsibilities

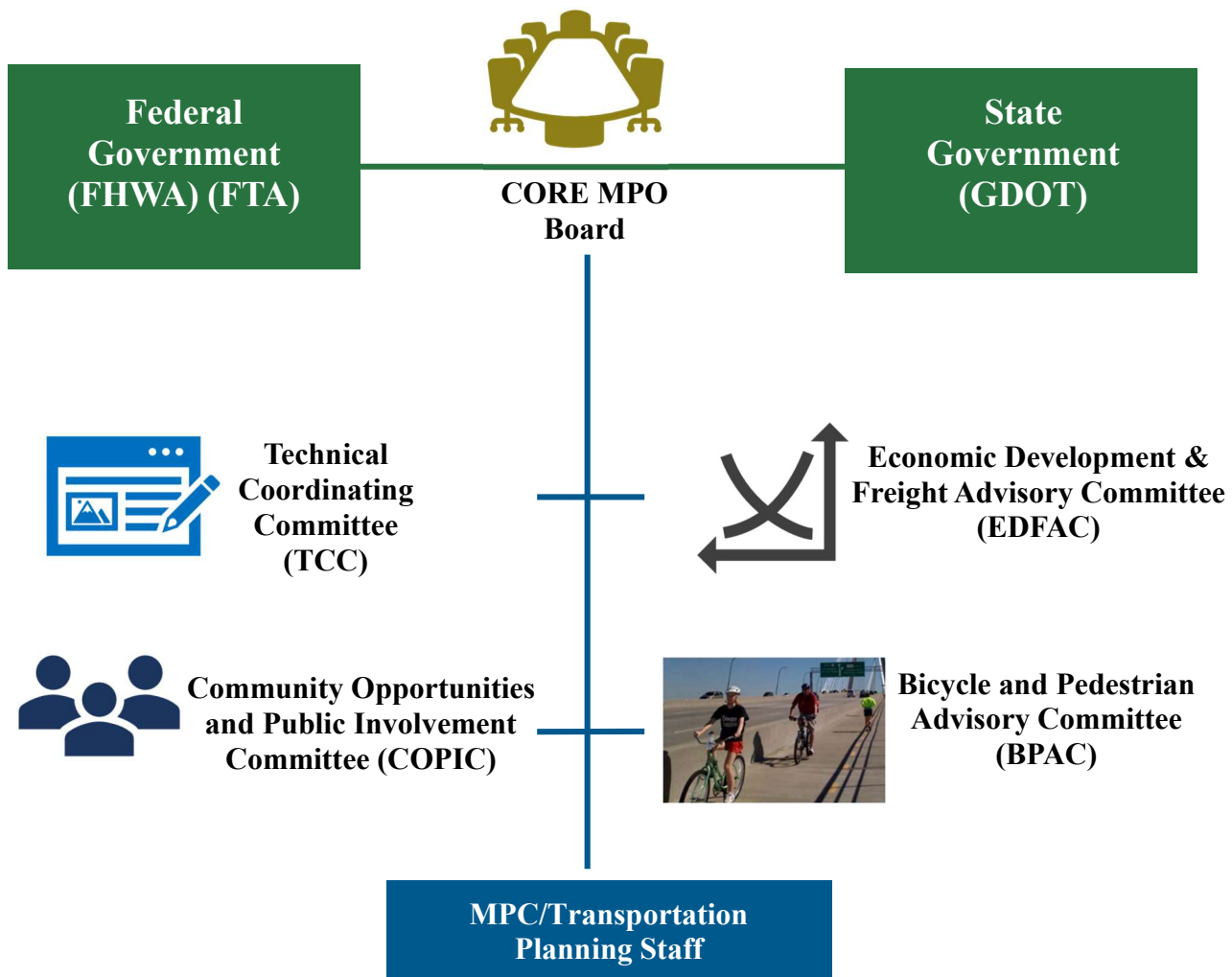
CORE MPO is established to assume the following general responsibilities within the MPA.

- To maintain a comprehensive, cooperative and continuing multi-agency regional transportation planning process.
 - CORE MPO is comprehensive in that it involves detailed examination of all available surface travel modes in the MPA;
 - CORE MPO is cooperative in that it involves representatives of local governments, agencies, and the general public; and
 - CORE MPO is continuing in that it annually adopts an on-going planning program and budget to address changing transportation issues and problems.
- To promote public participation in the transportation decision-making process through public outreach pursuant to federal and state guidelines.
- To exercise leadership and initiative in planning and assisting in the development of an efficient, cost-effective, and integrated transportation system in the MPA.

Organizational Structure

As shown in Figure 2, the organization of the CORE MPO shall consist of the CORE MPO Board and four (4) advisory committees: (1) the Technical Coordinating Committee (TCC), (2) the Economic Development and Freight Advisory Committee (EDFAC), (3) the Community Opportunities and Public Involvement Committee (COPIC), and (4) the Bicycle and Pedestrian Advisory Committee (BPAC). Additional committees, subcommittees and ad hoc committees shall be formed as deemed necessary. The Chatham County - Savannah Metropolitan Planning Commission (MPC) will provide staff support to the CORE MPO.

Figure 2 - CORE MPO Organization



ARTICLE II

CORE MPO Board

Membership

1. The membership of the CORE MPO Board shall consist of elected officials of the local government entities or their designees, the GDOT representative, the modal representatives from the Transit, Port and Airport, the MPC Chairperson or his/her designee, as well as the EDFAC Chairperson or his/her designee. Each member carries a single vote. Each municipality and county will have one voting member as a basis for the first 25,000 population. Additional voting seats will be assigned to the municipality and county with a full increment of one seat per additional 25,000 people, not to exceed three seats. Each county determines its voting member assignment through internal coordination. The voting membership shall be determined by organizational position, with the following positions being members.

Voting Members (23)

- Chairperson or designee, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Mayor or designee, City of Savannah
- Councilperson or designee, City of Savannah
- Councilperson or designee, City of Savannah
- Mayor or designee, City of Bloomingdale
- Mayor or designee, City of Garden City
- Mayor or designee, City of Port Wentworth
- Mayor or designee, City of Pooler
- Mayor or designee, City of Tybee Island
- Mayor or designee, Town of Thunderbolt
- Mayor or designee, Town of Vernonburg
- Chairperson or designee, Effingham County Commission
- Municipal voting member agreed upon by Effingham County and its municipalities (rotating seat)
- Chairperson or designee, Bryan County Commission
- Mayor or designee, City of Richmond Hill
- Commissioner or designee, Georgia Department of Transportation
- Chairperson or designee, Chatham Area Transit Authority
- Executive Director or designee, Savannah Airport Commission
- Executive Director or designee, Georgia Ports Authority
- Chairperson or designee, Chatham County - Savannah Metropolitan Planning Commission
- Chairperson or designee, CORE MPO Economic Development and Freight Advisory Committee

Non-Voting Advisory Members

- Division Administrator or designee, Federal Highway Administration
- Regional Administrator or designee, Federal Transit Administration

- Garrison Commander or designee, Hunter Army Airfield
 - Director, Hinesville Area Metropolitan Planning Organization (HAMPO)
 - Director, Low-country Area Transportation Study (LATS – Hilton Head Area MPO)
2. No member of the CORE MPO Board shall receive compensation or reimbursement for expenses incurred as a result of service on behalf of this board.

Duties and Responsibilities

1. The CORE MPO Board shall serve as the forum for cooperative decision - making with regard to transportation - related issues in the CORE MPO's Metropolitan Planning Area (MPA).
2. The CORE MPO Board has the primary responsibility for the formulation of transportation - related policies in support of the overall goals and objectives for the CORE MPO MPA.
3. The duties of the CORE MPO Board shall include, but not be limited to, the following:
 - a. Review and approve appropriate CORE MPO plans, programs and studies;
 - b. Ensure that the transportation plans and programs are current and responsive to applicable laws, rules, and regulations;
 - c. Designate and prioritize transportation improvement projects recommended in the planning process; and
 - d. Provide the liaison between the planning process and the appropriate governmental units as well as the general public.

Officers and Organization

1. The officers of the CORE MPO Board will consist of the Chairperson, Vice Chairperson, and Secretary.
2. An election will be held every two years. The election will be held at the last CORE MPO Board meeting in the calendar year for the purpose of determination of the Chairperson and Vice Chairperson for the next two years.
3. The Chairperson and Vice Chairperson of the CORE MPO Board shall be elected by the voting members by a simple majority vote.
4. Only elected officials are eligible for the positions of Chairperson and Vice Chairperson. Appointed officials or designees are not eligible.
5. The term of office for the Chairperson and Vice Chairperson shall be two years.
6. Should the seat of the Chairperson become vacant in mid-term, the Vice Chairperson shall become Chairperson, and a new Vice Chairperson shall be elected. Should the Vice Chairperson be unable to serve as Chairperson, election shall be held for both Chairperson and Vice Chairperson.
7. The Executive Director & CEO of the Chatham County - Savannah Metropolitan Planning Commission or his/her designated representative shall act as Secretary of the CORE MPO Board.

8. In the absence of the Chairperson, the Vice Chairperson shall temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the CORE MPO Board.
9. In the absence of both the Chairperson and the Vice Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the CORE MPO Board.
10. The Chairperson may at any time establish sub-committees. Such sub-committees shall function in a manner similar to the full CORE MPO Board and in accordance with these Bylaws.

Duties of the Officers

1. The Chairperson shall preside at all meetings of the CORE MPO Board.
2. The Chairperson shall authenticate, by signature, all resolutions, other official actions and documents resulting from decisions made by the CORE MPO Board.
3. The Chairperson, or a designated representative, shall represent the CORE MPO Board at hearings, conferences and other events as required during the conduct of the official business of the CORE MPO.
4. The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the CORE MPO Board and authenticate that they are a true and accurate record of the proceedings and policy decisions.

Meetings

1. The CORE MPO Board shall meet at least six (6) times per year. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the CORE MPO Board.
2. Special meetings may be called by the Chairperson or by petition to the Chairperson by any six (6) members of the CORE MPO Board. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting; and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No action items may be conducted by the CORE MPO Board unless a quorum of the membership is present. 1/3 of all members + 1 (9) shall constitute a quorum.
4. The Secretary shall cause a notice to be sent to all members of the CORE MPO Board and the general public at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
5. Any regularly - scheduled meeting may be cancelled either by the Chairperson with at least seven (7) calendar days of advanced notice or by a majority vote of the members taken during a regularly -

scheduled meeting.

6. The meetings of the CORE MPO Board shall be conducted in accordance with the Roberts Rules of Order unless otherwise stated in the Bylaws.
7. The agenda for the CORE MPO Board meetings shall be established by the Secretary in consultation with the Chairperson.
8. By request of a CORE MPO member, the Secretary shall place an item on the agenda with receipt of the request at least twenty-one (21) calendar days prior to the scheduled meeting if the requested item requires amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.) in order to meet the public participation process. If no amendment to the major planning documents is required, the request must be received at least seven (7) days prior to the scheduled meeting.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion. If a member recuses himself/herself, the remaining majority vote will constitute the action.
10. The meetings of the CORE MPO Board shall follow all requirements as defined by the Georgia Open Meetings Law, to include the ability to hold virtual meetings when necessitated by declarations of federal, state, or local emergency conditions. The meetings shall be open to the general public and members of the public are given an opportunity during the meetings to submit brief comments. The meetings will also be recorded for airing.

ARTICLE III

CORE MPO Advisory Committees

Section One: Technical Coordinating Committee (TCC)

Membership

The Technical Coordinating Committee (TCC) shall be composed of key staff members of participating governmental jurisdictions and modal transportation representatives.

Voting Members (19)

- County Engineer or designee, Chatham County
- Director of Traffic Engineering or designee, City of Savannah
- Staff Representative, City of Bloomingdale
- Staff Representative, City of Garden City
- Staff Representative, City Pooler
- Staff Representative, City of Port Wentworth
- Staff Representative, Town of Thunderbolt
- Staff Representative, City of Tybee Island
- Staff Representative, Bryan County
- Staff Representative, City of Richmond Hill
- Staff Representative, Effingham County
- Staff Representative, Municipality within Effingham County (rotating seat)
- Transit Planner, Chatham Area Transit
- Engineering Staff, Georgia Ports Authority
- Director of Engineering or designee, Savannah Airport Commission
- Executive Director & CEO, Metropolitan Planning Commission
- District Engineer or designee, Georgia Department of Transportation
- Transportation Planner, Georgia Department of Transportation
- Representative, Bicycle and Pedestrian Advocacy Group

Non-voting Advisory Members

- Chairperson or designee, CORE MPO Bicycle and Pedestrian Advisory Committee
- Chairperson or designee, CORE MPO Transportation Equity and Public Involvement Advisory Committee
- Transportation Staff, Coastal Regional Commission
- Staff Representative, Town of Vernonburg
- Parking and Mobility Services Administrator, City of Savannah
- Transit Planner, Office of Intermodal Programs, Georgia Department of Transportation
- Transportation Planner, Federal Highway Administration
- Transportation Planner, Federal Transit Administration
- US Army District Engineer, Corps of Engineers

Duties and Responsibilities

1. The TCC shall assist in preparing the Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Congestion Management Process (CMP), and the other MPO plans and programs required by the federal rules and regulations. The committee shall make recommendations to the CORE MPO Board on these plans and programs.
2. The TCC shall review studies related to transportation within the CORE MPO MPA and make recommendations to the CORE MPO Board.
3. The TCC shall review inventories of current data used as input to the CORE MPO's transportation planning process.
4. The TCC shall review the status of activities necessary to keep the CORE MPO current and report to the CORE MPO Board regarding such reviews.
5. The TCC shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.

Officers and Organization

1. The officers of the TCC will consist of the Chairperson, Vice Chairperson and Coordinating Staff.
2. An election will be held every two years. The election will be held at the last TCC meeting in the calendar year for the purpose of determination of the Chairperson and Vice Chairperson for the next two years.
3. The Chairperson and Vice Chairperson of the TCC shall be elected by the voting members by a simple majority vote.
4. The term of office for the Chairperson and Vice Chairperson shall be two years.
5. Should the seat of the Chairperson become vacant in mid-term, the Vice Chairperson shall become Chairperson, and a new Vice Chairperson shall be elected. Should the Vice Chairperson be unable to serve as Chairperson, an election shall be held for both Chairperson and Vice Chairperson.
6. In the absence of the Chairperson, the Vice Chairperson shall temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the TCC.
7. In the absence of both the Chairperson and the Vice Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the TCC.
8. The Chairperson may at any time establish sub-committees subject to the TCC approval. Such sub-committees shall function in a manner similar to the TCC in accordance with these Bylaws.
9. The Chatham County - Savannah Metropolitan Planning Commission (MPC) staff shall be the Coordinating Staff for the TCC.

Duties of the Officers

1. The Chairperson shall preside at all of the TCC meetings.
2. The Chairperson shall authenticate minutes of meetings of the TCC and its recommendations to the CORE MPO Board.
3. The Chairperson shall represent the TCC at hearings, conferences, and other events or designate another member of the TCC to serve in his/her place.
4. The Coordinating Staff shall prepare the meeting agenda and distribute it to the TCC no later than one (1) week prior to any scheduled meeting.
5. TCC members desiring an item to be included on a meeting agenda shall notify the Coordinating Staff at least seven (7) days prior to the meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).

Meetings

1. The TCC shall meet one week before the CORE MPO Board meeting. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the TCC.
2. Special meetings may be called by the Chairperson or by petition to the Chairperson by any six (6) members of the TCC. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting; and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No action items may be conducted by the TCC unless a quorum of the membership is present. 1/3 of all members +1 (8) shall constitute a quorum.
4. Any regularly - scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly - scheduled meeting.
5. The members of the TCC must be given notice at least seven (7) calendar days in advance of the regularly - scheduled meeting date when meetings are cancelled.
6. The meetings of the TCC shall follow all requirements as defined by the Georgia Open Meetings Law. Meetings will be held in accessible locations and meeting materials will be made available on the CORE MPO website and in alternative formats upon request.
7. The meetings of the TCC shall be conducted in accordance with the Roberts Rules of Order or otherwise specified in these Bylaws.

8. The MPC Staff shall arrange for minutes of all meetings to be recorded.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion. To avoid a conflict of interest and/or multiple votes being cast by a designee, no designee may cast a vote for more than one municipality.
10. The TCC meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

Section Two: Economic Development and Freight Advisory Committee (EDFAC)

Membership

The Economic Development and Freight Advisory Committee (EDFAC) shall be composed of key staff members of freight stakeholders and economic development agencies of the CORE MPO region as well as staff members of governments most impacted by freight development.

Voting Members (15)

- County Manager or designee, Chatham County
- County Manager or designee, Effingham County
- County Manager or designee, Bryan County
- City Manager or designee, City of Savannah
- City Manager or designee, City of Port Wentworth
- City Manager or designee, City of Garden City
- City Manager or designee, City of Pooler
- Garrison Commander or designee, Fort Steward/Hunter Army Airfield
- President and CEO or designee, Savannah Economic Development Authority
- President and CEO or designee, Savannah Area Chamber of Commerce
- Director or designee, Bryan County Economic Development Agency
- Director or designee, Effingham County Industrial Development Authority
- Representative, Manufacturing and Logistics Industry
- Representative, Georgia Ports Authority
- Representative, Savannah Airport Commission

Non-voting Advisory Members

- GDOT Freight Planner
- FHWA Freight Planner
- Representative, CSX Transportation Railroad Industry
- Representative, Norfolk Southern/Railroad Industry
- Representative, Trucking Industry
- Representative, Environmental Group
- Representative, Emergency Management Agency
- Representative, Law Enforcement
- Representative, School Board

Duties and Responsibilities

1. The EDFAC shall inform and advise the CORE MPO Board on economic development and freight improvement decisions in terms of policy, planning, and projects.
2. The EDFAC shall provide liaison between the CORE MPO's transportation planning process with the local, regional and state freight communities.
3. The EDFAC shall serve as a forum for discussion, an opportunity for joint action, and a source of

knowledge and advice for CORE MPO's transportation decisions affecting freight mobility and regional economic development.

4. The EDFAC shall promote the cross-sharing of information between private and public sectors on multi-modal freight issues.
5. The EDFAC shall advocate the importance of freight mobility to the economic well-being of the CORE MPO region.
6. The EDFAC shall champion a sound multi-modal freight and goods delivery network in the CORE MPO region.
7. The EDFAC shall provide guidance on the CORE MPO's Regional Freight Transportation Plan development and update.

Officers and Organization

1. The officers of the EDFAC will comprise of Chairperson, Vice Chairperson and Coordinating Staff.
2. The Chairperson and Vice Chairperson will be elected by the EDFAC members by a simple majority vote and serve two-year terms.
3. An election will be held every two years. The election will be held at the last EDFAC meeting in the calendar year for the purpose of determination of the Chairperson and Vice Chairperson for the next two years.
4. Should the seat of the Chairperson become vacant in mid-term, the Vice Chairperson shall become Chairperson, and a new Vice Chairperson shall be elected. Should the Vice Chairperson be unable to serve as Chairperson, an election shall be held for both Chairperson and Vice Chairperson.
5. In the absence of the Chairperson, the Vice Chairperson shall temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the EDFAC.
6. In the absence of both the Chairperson and the Vice Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the EDFAC.
7. The Chatham County - Savannah Metropolitan Planning Commission (MPC) staff shall be the Coordinating Staff for the EDFAC.

Duties of the Officers

1. The Chairperson shall preside at all of the EDFAC meetings.
2. The Chairperson shall represent the EDFAC to provide advice to the CORE MPO Board.
3. The Coordinating Staff shall prepare the meeting agenda and distribute it to the EDFAC no later than one (1) week prior to any scheduled meeting.

4. EDFAC members desiring an item to be included on a meeting agenda shall notify the Coordinating Staff at least seven (7) days prior to the meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).

Meetings

1. The EDFAC will meet at least twice a year – one during the TIP development cycle and the other before the legislative session. Meeting times and locations shall be determined by the Chairperson in consultation with the Coordinating Staff.
2. Special meetings may be called by the Chairperson or by petition to the Chairperson by any six (6) EDFAC members when major economic development and freight improvements are being studied, planned, or programmed. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting; and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No action items may be conducted by the EDFAC unless a quorum of the membership is present. 1/3 of all members +1 (6) shall constitute a quorum.
4. Any scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a scheduled meeting.
5. The members of the EDFAC must be given notice at least seven (7) calendar days in advance of any meeting that is cancelled.
7. The meetings of the EDFAC shall be conducted in accordance with the Roberts Rules of Order.
8. The Coordinating Staff shall arrange for minutes of all EDFAC meetings to be recorded.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.
10. The meetings of the EDFAC shall follow the requirements as defined by the Georgia Open Meetings Law. Meetings will be held in accessible locations and meeting materials will be made available on the CORE MPO website and in alternative formats upon request.
11. The meetings of the EDFAC are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

Section Three: Bicycle and Pedestrian Advisory Committee (BPAC)

Membership

The Bicycle and Pedestrian Advisory Committee (BPAC) shall be composed of key staff members of participating governmental jurisdictions, accessibility organizations, bicycle and pedestrian advocacy organizations, and modal transportation representatives.

Voting Members (14)

- Staff Representative, City of Savannah
- Staff Representative, Chatham County
- Staff Representative, Effingham County
- Staff Representative, City of Rincon
- Staff Representative, Chatham Area Transit
- Staff Representative, Go Georgia
- Bike/Ped Coordinator, Chatham County – Savannah Metropolitan Planning Commission
- Staff Representative, LIFE Inc.
- Staff Representative, Bike/Walk Savannah
- Staff Representative, Coastal Regional Commission
- Staff Representative, Savannah – Chatham County Public School System
- Staff Representative, Tide to Town
- Staff Representative, Healthy Savannah
- Interested Citizen (1)

Non-voting Advisory Members

- Staff Representative, Georgia Department of Transportation
- Staff Representative, East Coast Greenway
- Staff Representative, Georgia Hi-Lo
- Staff Representative, Savannah State University
- Staff Representative, Georgia Southern University
- Staff Representative, Savannah College of Art and Design
- Staff Representative, Savannah Wheelman
- Staff Representative, City of Bloomingdale
- Staff Representative, City of Garden City
- Staff Representative, City Pooler
- Staff Representative, City of Port Wentworth
- Staff Representative, Town of Thunderbolt
- Staff Representative, City of Tybee Island
- Staff Representative, City of Richmond Hill
- Staff Representative, Bryan County

Duties and Responsibilities

1. The BPAC shall assist in preparing and updating the CORE MPO's Non-Motorized Transportation Plan, the Thoroughfare Plan, and the other MPO plans and programs related to bicycle and pedestrian planning and infrastructure. The committee shall make recommendations to the CORE MPO Board on these plans and programs.

2. The BPAC shall serve as a cooperative forum for regional bicycle and pedestrian improvements planning, project prioritization, coordination and implementation.
3. The BPAC shall review studies related to bicycle and pedestrian transportation within the CORE MPO MPA and make recommendations to the Technical Coordinating Committee and the CORE MPO Board.
4. The BPAC shall review inventories of transportation data, including bicycle and pedestrian data, used as input to the CORE MPO's transportation planning process.
5. The BPAC shall review the status of bicycle and pedestrian plans and projects necessary to keep the CORE MPO current and report to the Technical Coordinating Committee and the CORE MPO Board regarding such reviews. The BPAC shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.

Officers and Organization

1. The officers of the BPAC will consist of the Chairperson, Vice Chairperson and Coordinating Staff.
2. An election will be held every two years. The election will be held at the last BPAC meeting in the calendar year for the purpose of determination of the Chairperson and Vice Chairperson for the next two years.
3. The Chairperson and Vice Chairperson of the BPAC shall be elected by the voting members by a simple majority vote.
4. The term of office for the Chairperson and Vice Chairperson shall be two years.
5. Should the seat of the Chairperson become vacant in mid-term, the Vice Chairperson shall become Chairperson, and a new Vice Chairperson shall be elected. Should the Vice Chairperson be unable to serve as Chairperson, an election shall be held for both Chairperson and Vice Chairperson.
6. In the absence of the Chairperson, the Vice Chairperson shall temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the BPAC.
7. In the absence of both the Chairperson and the Vice Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the BPAC.
8. The Chairperson may at any time establish sub-committees subject to the BPAC approval. Such sub-committees shall function in a manner similar to the BPAC in accordance with these Bylaws.
9. The Chatham County - Savannah Metropolitan Planning Commission (MPC) staff shall be the Coordinating Staff for the BPAC.

Duties of the Officers

1. The Chairperson shall preside at all of the BPAC meetings.
2. The Chairperson shall authenticate minutes of meetings of the BPAC and its recommendations to the CORE MPO Board.

3. The Chairperson shall represent the BPAC at hearings, conferences, and other events or designate another member of the BPAC to serve in his/her place.
4. The Coordinating Staff shall prepare the meeting agenda and distribute it to the BPAC no later than one (1) week prior to any scheduled meeting.
5. BPAC members desiring an item to be included on a meeting agenda shall notify the Coordinating Staff at least seven (7) days prior to the meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).

Meetings

1. The BPAC shall meet at least quarterly on such dates and at such times as are approved by a majority of its membership. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the BPAC.
2. Special meetings may be called by the Chairperson or by petition to the Chairperson by any six (6) members of the BPAC. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting; and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No action items can be voted on by the BPAC unless a quorum of the membership is present. 1/3 of all members + 1 (6) shall constitute a quorum. Since BPAC meetings are hybrid (in person and virtual), if a voting member attends virtually, he or she will still be counted towards the quorum.
4. Any regularly - scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly - scheduled meeting.
5. The members of the BPAC must be given notice at least seven (7) calendar days in advance of the regularly - scheduled meeting date when meetings are cancelled.
6. The meetings of the BPAC shall follow all requirements as defined by the Georgia Open Meetings Law. Meetings will be held in accessible locations and meeting materials will be made available on the CORE MPO website and in alternative formats upon request.
7. The meetings of the BPAC shall be conducted in accordance with the Roberts Rules of Order or otherwise specified in these Bylaws.
8. The Coordinating Staff shall arrange for minutes of all meetings to be recorded.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

10. The BPAC meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

Section Four: Community Opportunities and Public Involvement Committee (COPIC)

Membership

The COPIC is consolidated from the previous CORE MPO Citizens Advisory Committee (CAC) and Advisory Committee on Accessible Transportation (ACAT). The mission has been expanded to cover community development and public participation issues in the CORE MPO's transportation planning process.

Voting Members (16)

Voting membership shall be determined by the position of regional organizations, with the positions listed below as members. There are six (6) opportunities for interested citizens to serve on the COPIC.

- Staff Representative, Chatham Area Transit Authority (CAT)
- Transportation Planner, Chatham County - Savannah Metropolitan Planning Commission (MPC)
- Staff Representative, Economic Opportunity Authority for Savannah – Chatham County (EOA)
- Resident Service Coordinator, Housing Authority of Savannah
- Para Support and Housing Coordinator, Living Independence for Everyone (LIFE), Inc.
- Staff Representative, National Federation of the Blind of Georgia - Local Chapter
- Staff Representative, Savannah – Chatham Council on Disability Issues (SCCDI)
- Representative, Savannah Center for the Blind and Low Vision
- Staff Representative, Senior Citizens Inc.,
- Staff Representative, Chatham County
- Interested Citizens (6)

Non-Voting Advisory Members

- Staff Representative, Savannah Council of the Blind
- Staff Representative, Coastal Center for Developmental Services
- District 5 Staff Representative, Georgia Department of Transportation (GDOT)
- Staff Representative, Georgia Infirmary Day Center
- Staff Representative, Goodwill Industries of the Coastal Empire
- Staff Representative, National Association for the Advancement of Colored People (NAACP) - Savannah Chapter
- Staff Representative, Savannah - Chatham County Fair Housing Council
- Representative, Deaf Community
- Staff Representative, Bryan County
- Staff Representative, Effingham County
- Staff Representative, Harambee House

Duties and Responsibilities

1. The COPIC shall serve as the forum for cooperative decision-making with regard to addressing community development and improvement, public involvement, transportation access, and Title VI related issues in the CORE MPO region.
2. The COPIC provides a forum to obtain public views on transportation issues and problems, reviews transportation reports and recommendations to ensure that local goals are considered and directs issues

of public concern to the attention of the CORE MPO Board.

3. The COPIC has the responsibility to advise the CORE MPO Board and the Chatham Area Transit Authority Board on community development related policies, plans, programs and projects.
4. The COPIC shall assist and provide guidance in preparing and updating the CORE MPO's Participation Plan, Title VI Plan, Language Assistance Plan, as well as the Community Improvement Report. The committee shall make recommendations to the CORE MPO Board on these plans and programs.
5. The duties of the COPIC shall include, but not be limited to, the following:
 - a. Act as a liaison between the transportation planning process and the general public;
 - b. Act as a liaison between the transportation planning process and the traditionally underserved communities in the CORE MPO region (i.e., those communities with high concentrations of minority, low-income, disabled and elderly populations);
 - c. Ensure that the transportation planning process is current and responsive to all applicable laws, rules, and regulations, especially, but not limited to, the following: Americans with Disabilities Act of 1990 (ADA); Section 504 of the Rehabilitation Act of 1973, as amended; Older Americans Act of 1965, as amended; and Title VI of the Civil Rights Act of 1964, as amended; and
 - d. Ensure that the full panoply of transportation options is available to all citizens.
6. The COPIC shall advise the Chatham Area Transit Authority (CAT) on transportation access related issues. This includes reviewing and advising CAT on public transportation programs and studies such as Transit Development Plan, service changes, paratransit handbook, transit amenities, etc.
7. The COPIC shall provide a forum for regional cooperation and coordination on community development related issues.
8. The COPIC shall establish contact with and work with any and all other agencies and community organizations dealing with community development related issues in the CORE MPO region.

Officers and Organization

1. The officers of the COPIC will consist of the Chairperson, Vice Chairperson and Coordinating Staff.
2. An election will be held every two years. The election will be held at the last COPIC meeting in the calendar year for the purpose of determination of the Chairperson and Vice Chairperson for the next two years.
3. The Chairperson and Vice Chairperson of the COPIC shall be elected by the voting members by a simple majority vote.
4. The term of office for the Chairperson and Vice Chairperson shall be two years.
5. Should the seat of the Chairperson become vacant in mid-term, the Vice Chairperson shall become Chairperson, and a new Vice Chairperson shall be elected. Should the Vice Chairperson be unable to serve as Chairperson, an election shall be held for both Chairperson and Vice Chairperson.

6. In the absence of the Chairperson, the Vice Chairperson shall temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the COPIC.
7. In the absence of both the Chairperson and the Vice Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the COPIC.
8. The Chairperson may at any time establish sub-committees subject to the COPIC approval. Such sub-committees shall function in a manner similar to the COPIC in accordance with these Bylaws.
9. The Chatham County - Savannah Metropolitan Planning Commission (MPC) staff shall be the Coordinating Staff for the COPIC.

Duties of the Officers

1. The Chairperson shall preside at all meetings of the COPIC.
2. The Chairperson shall authenticate minutes of meetings of the COPIC and its recommendations to the CORE MPO Board.
3. The Chairperson shall represent the COPIC at hearings, conferences, and other events or designate another member of the COPIC to serve in his/her place.
4. The Coordinating Staff, or a designated representative, shall prepare the meeting agenda and distribute it to the COPIC no later than one (1) week prior to any scheduled meeting.
5. The Coordinating Staff, or a designated representative, shall duly record the proceedings of each meeting of the COPIC and authenticate that they are a true and accurate record of the proceedings and policy decisions once approved by the COPIC.

Meetings

1. The COPIC shall hold meetings at least quarterly on such dates and at such times as are approved by a majority of its membership. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the COPIC.
2. Special meetings may also be called by petition to the Chairperson by any six (6) members of the COPIC. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting; and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No action items can be voted on by the COPIC unless a quorum of the membership is present. 1/3 of all members + 1 (7) shall constitute a quorum. Since COPIC meetings are hybrid (in person and virtual), if a voting member attends virtually, he or she will still be counted towards the quorum.

4. The Coordinating Staff shall cause a notice to be sent to all members of the COPIC at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
5. Any meeting may be cancelled either by the Chairperson or by a majority vote of the members via proper notice.
6. The members of the COPIC must be given notice at least seven (7) calendar days in advance of meeting cancellation.
7. The meetings of the COPIC shall follow all requirements as defined by the Georgia Open Meetings Law. Meetings will be held in locations with transportation access and meeting materials will be made available in alternative formats upon request.
8. The meetings of the COPIC shall be conducted in accordance with the Roberts Rules of Order.
9. The agenda for the COPIC meetings shall be established by the Chairperson in coordination with the Coordinating Staff and the order of business shall be at the discretion of the Chairperson.
10. The COPIC meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.
11. Upon petition by any six (6) members of the COPIC, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).
12. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

ARTICLE IV

Amendments to the Bylaws

The CORE MPO Board has the final authority to modify, change, or repeal these bylaws. An advisory committee can make recommendations to modify, change or repeal its section of the bylaws, but these revisions must be forwarded to the CORE MPO Board for final adoption.

Motions to modify, change, or repeal these Bylaws may be made at any regularly - scheduled CORE MPO Board meeting, but any action with regard to such motion may not be taken until the next or subsequent regularly - scheduled meeting. All members of the CORE MPO Board must be notified as soon as possible regarding such motion.

Two-thirds of the CORE MPO Board must vote affirmatively to modify, change, or repeal these Bylaws.

Action to modify, change or repeal the Bylaws will be deemed effective immediately unless specified differently by such change in the Bylaws.

The CORE MPO staff can make typographical and grammatical changes to the bylaws without requiring formal amendments.