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Lee Smith  
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Thomas L. Thomson,  
PE., AICP  
Executive Director

Mark Wilkes,  
PE., AICP  
Director  
Transportation Planning

This board is supported by  
the staff of the Chatham  
County - Savannah  
Metropolitan Planning  
Commission

www.thempc.org



May 21, 2015

Cindy Van Dyke  
State Transportation Planning Administrator  
Georgia Dept. of Transportation  
600 West Peachtree St NW, 5th Floor  
Atlanta, GA 30308

Dear Ms. VanDyke:

**RE: CORE MPO Reapportionment for Execution**

This letter is to request execution of the revised Memorandum of Understanding (MOU) for the Coastal Region Metropolitan Planning Organization (CORE MPO). Other enclosures include:

- Resolution adopted by the CORE MPO board approving the expanded boundaries of the CORE MPO's Metropolitan Planning Area (MPA), adoption of the Bylaws and approval to transmit the reapportionment package
- Revised Bylaws adopted by the CORE MPO board

**Metropolitan Planning Area (MPA)**

CORE MPO is the designated Metropolitan Planning Organization (MPO) for the Savannah Urbanized Area (UZA) and is responsible for the federally required 3-C (comprehensive, cooperative and continuing) transportation planning process for the Savannah region.

According to the 2010 Census, the Savannah UZA has extended to Bryan County and Effingham County. Federal law requires that the CORE MPO's MPA boundary expand to include parts of these counties that are located in the Savannah UZA as well as areas expected to be urbanized in the next twenty years. CORE MPO has coordinated with GDOT and the various jurisdictions within these two counties, and has reached an agreement to expand the MPA boundary.

On May 15, 2015 the CORE MPO Board officially adopted a resolution to expand the MPA. The MPA has been amended from the current boundary (the whole of Chatham County) to include the portions of Bryan County (mainly in Richmond Hill) and Effingham County located within the 2010 census defined Savannah UZA, as well as areas expected to be urbanized within the next twenty years. The map, CORE MPO Metropolitan Planning Area (MPA) which shows the approved new boundary, is attached with the signed resolution.

110 EAST STATE STREET, P.O. BOX 8246, SAVANNAH GEORGIA 31412 - 8246 PHONE 912-651-1440 FACSIMILE 912-335-5922

O:\Transportation-7010\Jessica\Reapportionment\VanDyke Thomson CORE MPO Reapportionment Transmittal

**Memorandum of Understanding (MOU)**

CORE MPO revised its Memorandum of Understanding (MOU) to accommodate changes incurred by the expanded MPA. All of the voting member local governing bodies and authorities have executed the MOU. On May 15, 2015 the CORE MPO Board approved the submittal of the MOU as a part of the reapportionment package to GDOT for execution.

**Bylaws**

CORE MPO revised the Bylaws of the MPO board and the advisory committees to accommodate changes incurred by the expanded MPA and other revisions. The revised bylaws were adopted by the CORE MPO Board on May 15, 2015 and are included as a part of this reapportionment package for GDOT record.

We respectfully request that you process the update of our CORE MPO and execute the reapportionment package. Please call me at 912-651-1446 or send me an e-mail to [thomsont@thempc.org](mailto:thomsont@thempc.org) with any questions or comments.

Thank you very much for your consideration.

Sincerely,



Thomas L. Thomson, P.E., AICP  
Executive Director

TLT/ww

Attachments:        Authorizing Resolution  
                             CORE MPO Executed MOU  
                             CORE MPO Bylaws

cc: (email pdf copy)  
     Al Scott, CORE MPO Chair (and Chatham County Commission Chair)  
     Ann Purcell, GDOT Commissioner  
     Jay Roberts, GDOT Planning Director  
     Tom McQueen, Assistant State Transportation Planning Administrator



## METROPOLITAN PLANNING ORGANIZATION

**Resolution to Adopt the Revised Metropolitan Planning Area of  
the Coastal Region Metropolitan Planning Organization,  
to Adopt the Revised Bylaws,  
and to Submit the Reapportionment Package to the Georgia Department of Transportation**

**WHEREAS**, the Coastal Region Metropolitan Planning Organization (CORE MPO) has been designated by the Governor of Georgia as the Metropolitan Planning Organization (MPO) for the Savannah Urbanized Area (UZA) in accordance with federal requirements of Title 23, Section 134 of the United States Code to have a cooperative, comprehensive and continuing transportation planning process; and

**WHEREAS**, CORE MPO is mandated by 23 CFR 450.312 to adopt in agreement with the Governor of Georgia, a Metropolitan Planning Area (MPA) that shall encompass the entire existing Savannah UZA plus the contiguous areas expected to become urbanized within a 20-year forecast period; and

**WHEREAS**, the Georgia Department of Transportation (GDOT) in cooperation with CORE MPO, has conducted a review of the CORE MPO MPA to include all of Chatham County, the portions of Bryan County and Effingham County located within the Savannah UZA and the connecting areas in Bryan County (as presented on the attached map); and

**WHEREAS**, CORE MPO has updated the Memorandum of Understanding (MOU) to reflect the changes incurred by the revised MPA, and the MOU has been executed by the participating local governmental entities and modal agencies (as attached in the reapportionment package); and

**WHEREAS**, CORE MPO has updated the Bylaws to reflect the changes incurred by the revised MPA and other desired revisions (as attached in the reapportionment package).

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Coastal Region Metropolitan Planning Organization adopt the revised Metropolitan Planning Area as presented on the attached map, adopt the revised Bylaws and authorize the Chairman to execute the MOU as attached in the reapportionment package, and authorize the CORE MPO to submit the reapportionment package to the Georgia Department of Transportation to take the necessary steps to update the CORE MPO MPA map and execute the updated Memorandum of Understanding.

### CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution adopted by the Coastal Region Metropolitan Planning Organization Board at a meeting held on May 15, 2015.

A handwritten signature in blue ink, appearing to read "Albert J. Scott", is written over a horizontal line.

Albert J. Scott, Chairman

Coastal Region Metropolitan Planning Organization






# CORE MPO Metropolitan Planning Area (MPA) - 2014

Effingham

Bryan

Chatham

## Legend

-  CORE MPO MPA Boundary
-  Buckhead Urban Cluster
-  Rincon Urban Cluster
-  Savannah Urbanized Area
-  Tybee Island Urban Cluster



0 5 10 Miles

Updated April 2014

**CORE**  
COASTAL REGION MPO

**METROPOLITAN PLANNING ORGANIZATION**

**MEMORANDUM OF UNDERSTANDING**

**FOR THE**

**COASTAL REGION METROPOLITAN PLANNING ORGANIZATION**

**BETWEEN**

The Counties of Chatham and Effingham, the municipalities of Bloomingdale, Garden City, Pooler, Port Wentworth, Richmond Hill, Savannah, Thunderbolt, Tybee Island, and Vernonburg, and the agencies of the Chatham County-Savannah Metropolitan Planning Commission, the Chatham Area Transit Authority, the Georgia Ports Authority, the Savannah Airport Commission, and the Georgia Department of Transportation, in cooperation with the U.S. Department of Transportation,

**RELATIVE TO**

The continuing, comprehensive, cooperative regional transportation planning process known as the "Coastal Region Metropolitan Planning Organization" (CORE MPO).

**I. IT IS THE INTENTION OF THE PARTIES:**

That the CORE MPO is to:

1. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly regards the current surface transportation act's planning factors and focus areas and results in plans and programs consistent with comprehensively planned development of the urbanized area.
2. Update and revise the 20-year multimodal Metropolitan Transportation Plan (MTP), to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, port facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, and energy conservation plans, goals and objectives.
3. Create a functional relationship between transportation planning and the development of cities and counties in the CORE MPO's Metropolitan Planning Area (MPA).

4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated periodically.
5. Produce all documents and studies that are necessary to maintain a federally certified transportation planning process.

- II. **IT IS FURTHER INTENDED**, that the areas of responsibility of the aforementioned counties, municipalities, and agencies shall lie within the transportation Metropolitan Planning Area (MPA) boundary established by the CORE MPO Board and the Governor of Georgia. This area includes all of Chatham County, the portion of the 2010 Savannah Urbanized Area located in Effingham County, the City of Richmond Hill, and the portion of the 2010 Savannah Urbanized Area located in unincorporated Bryan County. At this time Bryan County has not opted to join in the CORE MPO, but this agreement can be amended to include it in the future. The MPA boundary is shown in Exhibit A, CORE MPO Metropolitan Planning Area.
- III. **IT IS FURTHER INTENDED**, that the Metropolitan Planning Organization (MPO) as designated by the Governor of Georgia is the Coastal Region Metropolitan Planning Organization (CORE MPO). The CORE MPO shall have the primary responsibility for carrying out the regional transportation planning process and of developing the planning work program, transportation plan, transportation improvement program, participation plan and other studies for the CORE MPO MPA.
- IV. **IT IS FURTHER INTENDED**, that the CORE MPO shall be coordinated by a project director who shall be the executive director (Director) of the Chatham County-Savannah Metropolitan Planning Commission or his designee, and his/her staff. Additional staff resources may be provided, upon request, from the existing staff resources of the participating agencies and governments. The Director shall coordinate all requests under the direction of the CORE MPO Board.
- V. **IT IS FURTHER INTENDED**, that the CORE MPO shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the CORE MPO MPA. The CORE MPO shall be the forum for cooperative decision-making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the CORE MPO planning process and other involved agencies shall comprise the CORE MPO Board. The membership and duties shall be enumerated in the CORE MPO Board Bylaws. The CORE MPO Board shall have final authority in the matters of policy and plan adoption for the Coastal Region Metropolitan Planning Organization.
- VI. **IT IS FURTHER INTENDED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to ensure the involvement of all operating departments, advisory agencies, and multimodal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing CORE MPO transportation planning process shall be furnished by

the TCC. The membership and duties shall be enumerated in the Technical Coordinating Committee Bylaws.

- VII. **IT IS FURTHER INTENDED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the community. The CAC shall keep the CORE MPO Board informed of the community's perspective and shall also provide information to the community about transportation policies and issues. The membership and duties shall be enumerated in the Citizens Advisory Committee Bylaws.
- VIII. **IT IS FURTHER INTENDED**, that the Economic Development and Freight Advisory Committee (EDFAC) shall be established to advise the freight planning efforts of the CORE MPO and to ensure economic development is considered in identifying transportation improvement projects and setting priorities. The membership and duties shall be enumerated in the Economic Development and Freight Advisory Committee Bylaws.
- IX. **IT IS FURTHER INTENDED**, that the Advisory Committee on Accessible Transportation (ACAT) shall continue to function to advise the CORE MPO and the Chatham Area Transit Authority (CAT) on accessible transportation related policies and projects. The membership and duties shall be enumerated in the Advisory Committee on Accessible Transportation Bylaws.
- X. **IT IS FURTHER INTENDED**, that the various committees meet at significant stages in the planning process in accordance with the adopted bylaws.
- XI. **IT IS FURTHER INTENDED**, that the Georgia Department of Transportation (GDOT) shall be responsible for the following per the current planning rules of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA):
1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the CORE MPO planning process.
  2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. Said models shall be the "official" CORE MPO's travel demand models. The Department shall also provide the expertise and computer software for the above-mentioned tasks.
  3. Aid the MPO in preparation of planning-oriented planning, scoping, preliminary engineering, right-of-way, utility and construction cost estimates where applicable for multimodal projects in the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
  4. Provide the local agencies with current information concerning the status of planning and implementation of the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
  5. Provide funding availability and proposed project schedules for federally funded projects for use in MTP and TIP development.

6. Incorporate the adopted CORE MPO's Transportation Improvement Program (TIP) into the State Transportation Improvement Program (STIP); and coordinate with the CORE MPO's multimodal transportation plan in the development of the Statewide Transportation Plan.
7. Concurrently certify with the CORE MPO, to the FHWA and the FTA that the CORE MPO's planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable federal laws based on the federal certification review schedule (currently the MPO is certified every four years); annually certify the CORE MPO's planning process with CORE MPO in conjunction with the TIP development.
8. Provide various types of traffic count data.
9. Provide other assistance as mutually agreed upon.
10. Contribute funds under FTA Section 5303 and other programs as appropriate toward the annual budget for the CORE MPO's operations, as established by the adopted UPWP and funding agreements outlined in Exhibit B, Contribution Formula of the Coastal Region Metropolitan Planning Organization.
11. Notify CORE MPO in advance of public meetings and concept meetings as well as stakeholder meetings, provide draft concept plans before their approval, so that the information can be incorporated into the CORE MPO's plans and programs.

**XII. IT IS FURTHER INTENDED**, that the Chatham County-Savannah Metropolitan Planning Commission (MPC), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare planning-oriented planning, scoping, preliminary engineering, right-of-way, utility and construction cost estimates, where applicable, for multimodal projects in the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
2. Make recommendations for revisions to the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP) to conform to new planning goals, objectives, policies, or developments.
3. Prepare and publish a fiscally constrained 20-year multimodal Metropolitan Transportation Plan (MTP) that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The multimodal transportation plan shall be reviewed and updated at least every five years.
4. Prepare and maintain a financially-balanced four-year multimodal Transportation Improvement Program (TIP) which will be updated annually.
5. Prepare and publish a Participation Plan (PP) which documents how the CORE MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIPs; and meets the criteria specified in 23 CFR Part 450.
6. Prepare an annual Unified Planning Work Program (UPWP) to document planning activities and budget for the next fiscal year; in sufficient detail to indicate who will perform the work, the schedule for completion, and the products that it will produce.



7. Develop and update a Congestion Management Process (CMP) which documents the congestion areas and strategies to address them. Ensure that the CMP will be a part of the metropolitan transportation planning process and the CMP results will be considered in the development of the multimodal MTP and TIP, to the extent appropriate.
8. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land use development in comparison with projections.
9. Review zoning and subdivision requests in accordance with the CORE MPO's transportation and land use plans.
10. Provide or maintain social and community development plans as they may relate to transportation needs.
11. Develop and maintain base and projected population, housing, employment, economic, vehicle, and land use data by traffic analysis zone and supply information as requested concerning special generators.
12. Periodically review traffic analysis zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
13. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
14. Collect and analyze data such as traffic counts and crash statistics and distribute (if available) to the public, governmental agencies, and other parties if requested.
15. Prepare an annual performance report for the comparison of established goals in the UPWP and completed work elements.
16. Compile, maintain, and document data on existing water, air, motor freight and rail terminal and transfer facilities as identified in the UPWP.
17. Concurrently certify with the Georgia Department of Transportation, to the FHWA and the FTA that the CORE MPO's planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable federal laws based on the federal certification review schedule (currently the MPO is certified every four years); annually certify the CORE MPO's planning process with GDOT in conjunction with the TIP development.

**XIII. IT IS FURTHER INTENDED**, that the signatory counties and municipalities, within its official jurisdiction, be responsible for the following:

1. Collaborate with the continuing, cooperative and comprehensive transportation planning process of the CORE MPO.
2. Maintain records including crashes occurring on the roads and highways by location and description, and maintain these files on a current basis as provided by your policies and procedures and provide the data to the CORE MPO for analysis and reports upon request.
3. When requested, assist the CORE MPO to collect planning information within the counties and/or municipalities such as socioeconomic data, utility locations, land use

and zoning, street inventories, inventories of bicycle and pedestrian facilities, and other data as required for the metropolitan planning process.

4. Consider providing local funds for planning, scoping, preliminary engineering, right-of-way acquisition, utility and construction to leverage or match federal funds to further the implementation of the CORE MPO priorities per appropriate project framework agreement with the Georgia Department of Transportation.
5. Aid the MPO in developing planning-oriented planning, scoping, preliminary engineering, right-of-way, utility and construction cost estimates where applicable for the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP).
6. Contribute funds toward the annual budget for the CORE MPO's operations as established by the adopted UPWP and the funding contribution formula provided in Exhibit B.
7. Notify the CORE MPO in advance of public meetings and project-related neighborhood meetings and/or stakeholder meetings so that the information can be incorporated into the CORE MPO's plans and programs.

**XIV. IT IS FURTHER INTENDED,** that the Chatham Area Transit Authority shall:

1. Collaborate with the continuing, cooperative and comprehensive transportation planning process of the CORE MPO.
2. Make available to the CORE MPO any records, documents or information necessary to accomplish the planning objectives and to develop the CORE MPO's 20-year multimodal Metropolitan Transportation Plan (MTP) and the TIP.
3. Contribute funds toward the annual budget for the CORE MPO's operations as established by the adopted UPWP and the funding contribution formula provided in Exhibit B or by the MPC – CAT Inter-local agreement.
4. Notify CORE MPO in advance of public meetings and project-related neighborhood meetings and/or stakeholder meetings so that the information can be incorporated into the CORE MPO's plans and programs.

**XV. IT IS FURTHER INTENDED,** that the Savannah Airport Commission assist the MPO in gathering information and data relating to the planning process as may be necessary to ensure that the Savannah Airport Commission is adequately served by the CORE MPO.

Such data includes but is not limited to employment, land use, traffic, air traffic, and major street or enplanement changes.

The Savannah Airport Commission will contribute funds to support the CORE MPO's operations, as established by the adopted UPWP and the funding contribution formula provided in Exhibit B.

**XVI. IT IS FURTHER INTENDED,** that the Georgia Ports Authority (GPA) (non-voting member) provide or assist the MPO in gathering information and data relating to the planning process as may be necessary to ensure that GPA is adequately served by the CORE MPO.

Such data includes but is not limited to employment, traffic, projected port activity, and major street or gate changes.

**XVII. IT IS FURTHER INTENDED, that:**

1. The CORE MPO's planning process shall be of a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Georgia Department of Transportation and the U.S. Department of Transportation.
2. A reappraisal shall be made of the CORE MPO whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics or at least once every five (5) years.
3. The participating agencies shall cooperate in all phases of the CORE MPO's transportation planning process. Adequate and competent personnel shall be assigned to ensure development of adequate and reliable data.
4. All parties to this agreement shall have access to all study related information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding (inclusive of Exhibit A and Exhibit B) expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 20 day of May, 2015.

CITY OF SAVANNAH

Kohutobek FCO

Witness

[Signature]  
Mayor

[Signature]  
Notary Public

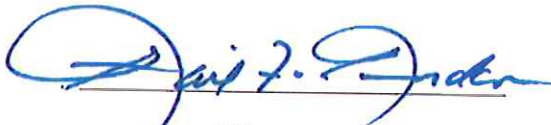


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8<sup>th</sup> In witness whereof, the parties hereto have executed this Memorandum of Understanding, this day of May, 2015.

COUNTY OF CHATHAM

  
Witness

  
Commission Chairman

  
Notary Public  


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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 7 day of May, 2015.

CITY OF BLOOMINGDALE

Virginia Key  
Witness

[Signature]  
Mayor

Diane Proudfoot

Notary Public  
DIANE R. PROUDFOOT  
Notary Public, Chatham County GA  
My Commission Expires Sept. 25, 2016

**RECEIVED**  
MAY 18 2015  
METROPOLITAN PLANNING  
COMMISSION


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18 In witness whereof, the parties hereto have executed this Memorandum of Understanding, this day of MAY, 2015.

CITY OF GARDEN CITY

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
CITY MANAGER  
~~Mayor~~  
w/ PERMISSION

  
\_\_\_\_\_  
Notary Public



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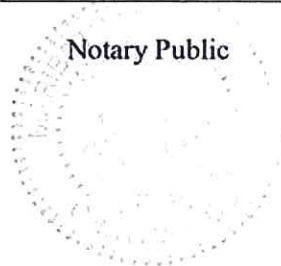
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 4<sup>th</sup> day of May, 2015.

CITY OF POOLER

Michelle M. Jay  
Witness

Michael F. Lamb Maribeth S. Sidel  
Mayor





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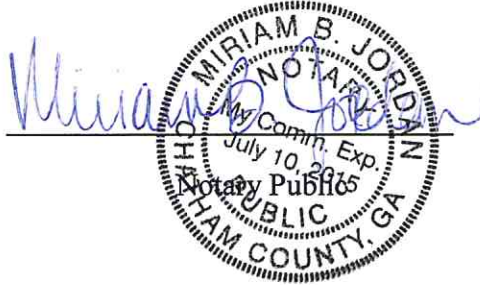
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23rd In witness whereof, the parties hereto have executed this Memorandum of Understanding, this April day of \_\_\_\_\_, 2015.

CITY OF PORT WENTWORTH

Shirley Clifton  
Witness

G. AJ  
Mayor



**RECEIVED**  
**MAY 01 2015**  
**METROPOLITAN PLANNING**  
**COMMISSION**

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 13 day of may, 2015.

TOWN OF THUNDERBOLT

Cawlin R. Nguyen

Witness

Beth E. Acette

Mayor

Ky McCafferty

Notary Public

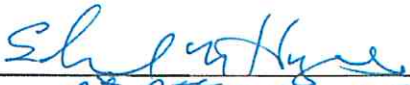


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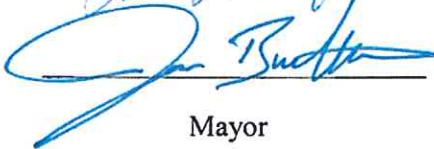
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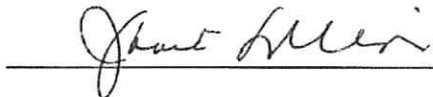
In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 23 day of April, 2015.

CITY OF TYBEE ISLAND

  
City Attorney, as to Form -  
Witness



  
Mayor

  
Notary Public

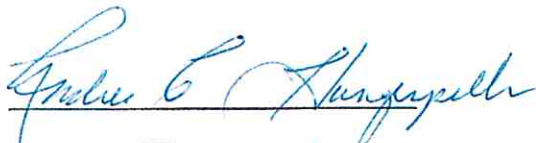
JANET R. LEVINER  
Notary Public, Chatham County GA  
My Commission Expires Oct 16, 2016

This document is a Memorandum of Understanding expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 11 day of May, 2015.

TOWN OF VERNONBURG

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
M. Burke Wimbish Nadeau  
Notary Public

Chatham County  
State of Georgia  
My Comm. Expires 03-27-2017

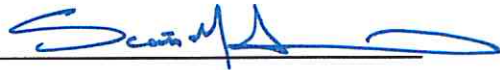


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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 5<sup>th</sup> day of May, 2015.

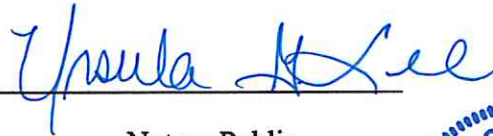
CITY OF RICHMOND HILL



Witness



Mayor



Notary Public



RECEIVED

MAY 07 2015

METROPOLITAN PLANNING  
COMMISSION

This document is a Memorandum of Understanding expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 5th day of May, 2015.

EFFINGHAM COUNTY

Toss Allen

Witness

[Signature]

Commission Chairman

S. Johnson

Notary Public



This document is a Memorandum of Understanding expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.


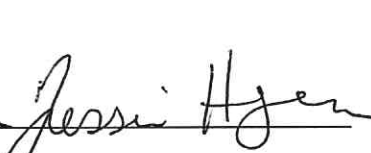
However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 28 day of April, 2015.

CHATHAM COUNTY - SAVANNAH METROPOLITAN PLANNING COMMISSION



Witness

Executive Director

Notary Public

**JESSICA HAGAN**  
Notary Public, Chatham County GA  
My Commission Expires July 19, 2017



This document is a Memorandum of Understanding expressing the present intentions of the parties. Obligations established within any previous versions of this Memorandum of Understanding are rescinded upon the execution of this agreement. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 25<sup>th</sup> day of Apr. 1, 2015.

CHATHAM AREA TRANSIT AUTHORITY



Witness



Executive Director

Notary Public  
**BEVERLY DUMAS**  
Notary Public, Chatham County GA  
My Commission Expires June 3, 2018






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However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 7<sup>th</sup> day of May, 2015.

SAVANNAH AIRPORT COMMISSION

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Executive Director

  
\_\_\_\_\_  
Notary Public



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However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 15<sup>th</sup> day of May, 2015.

GEORGIA PORTS AUTHORITY

  
Witness

  
Executive Director

  
Notary Public

**DEBRA H. WYNN**  
Notary Public, Chatham County GA  
My Commission Expires Sept. 29, 2018



GEORGIA DEPARTMENT OF TRANSPORTATION

RECOMMENDED:

---

Director of Planning  
Georgia Department of Transportation

---

Chief Engineer  
Georgia Department of Transportation

---

Witness

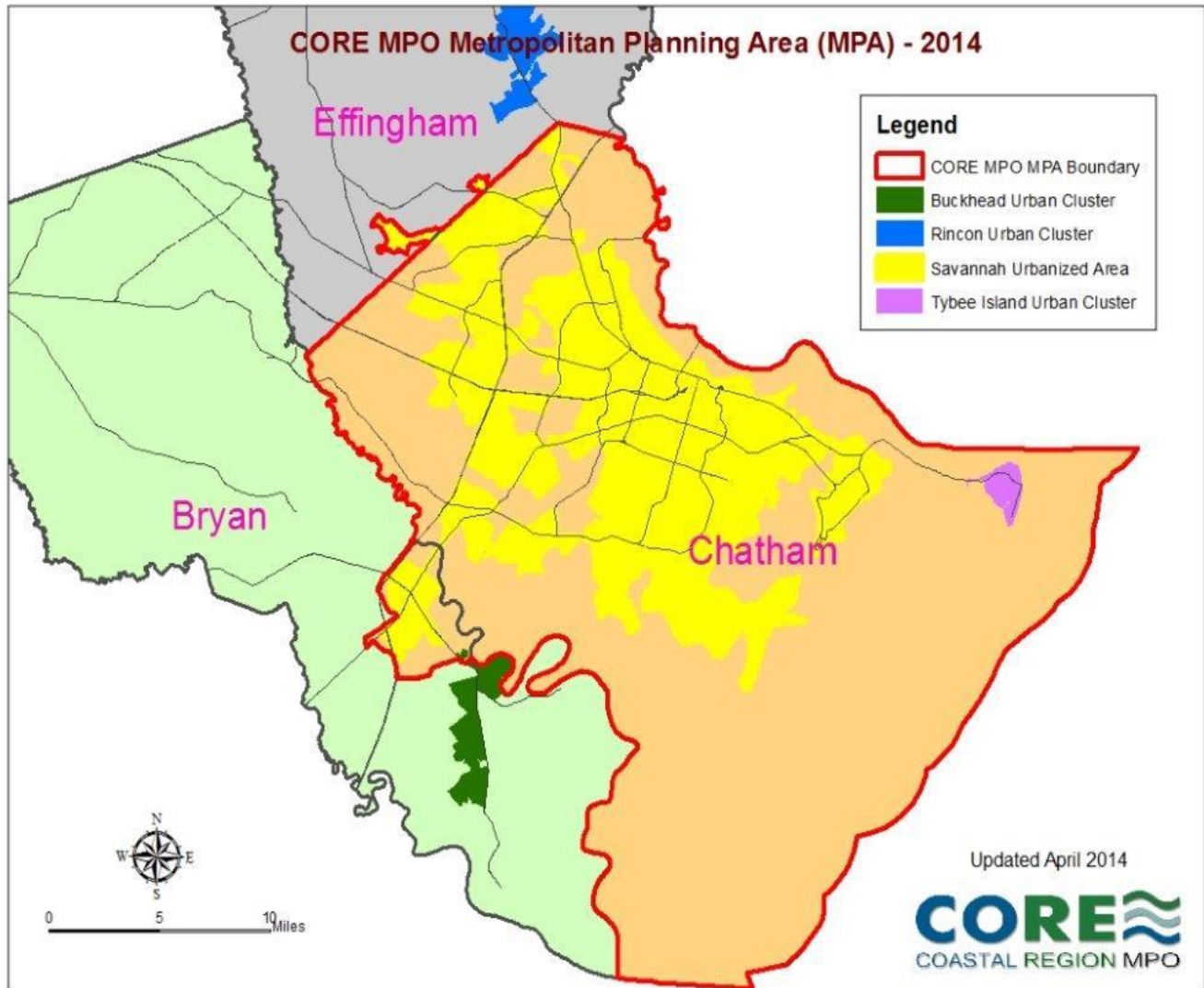
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Commissioner

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Notary Public

# Exhibit A – Metropolitan Planning Area (MPA) Boundary of the Coastal Region Metropolitan Planning Organization (CORE MPO)



**Exhibit B – Contribution Formula of the Coastal Region  
Metropolitan Planning Organization (CORE MPO)**

## **Exhibit B**

# **Coastal Region Metropolitan Planning Organization Contribution Formula**

The Parties agree that it is in the best interest of the public and governmental entities that the function of CORE MPO be supported. The CORE MPO's operating functions will be funded through the federal Metropolitan Planning set aside pursuant to the provisions of 23 USC §104(f), the Metropolitan Transit Planning funds pursuant to the provisions of 49 USC §5303, the federal Urban Attributable funds, and the local membership dues to match the federal grants. This Exhibit specifies the formula for membership contributions to support the CORE MPO's transportation planning process.

In general the CORE MPO's functions will be to maintain a continuing, cooperative and comprehensive transportation planning process for the Bryan – Chatham – Effingham region within the CORE MPO's MPA boundary as defined in Title 23 USC Section 134 and Section 5303 of the Federal Transit Act. The CORE MPO's detailed staff work activities and planning procedures will be outlined in the annual Unified Planning Work Program (UPWP). The CORE MPO UPWP will include detailed budget information based on the anticipated grant funding contracts with the Georgia Department of Transportation. The local match to the federal grants for MPO's operations will be based on the UPWP budget. The local matching funds will be funded by the Parties based upon a formula as described herein. The population component of the formula will be based on the 2010 decennial census population information. The formula for dues will be as follows:

The total local funds contribution will be the dollar amount approved by the CORE MPO in the Unified Planning Work Program (and budget) annually.

1. The amount of each member's contribution would be a base of \$1,000 plus a proportion based upon population. Counties would contribute based upon their unincorporated population plus 25% of the municipalities' population. Municipalities' proportional contribution would be based upon 75% of their population. Authorities would contribute a fixed amount based upon the 70th percentile of the counties and municipalities contributions. The Authorities share and the total of the \$1,000 base amounts would be subtracted from total local fund contribution amount before applying the proportional population calculation for the county or each municipality. The Georgia Department of Transportation, the Georgia Ports Authority, the Economic Development and Freight, Citizens and Accessible Transportation Advisory groups and the Chatham County – Savannah Metropolitan Planning Commission members will not be assessed dues.
2. Invoices will be sent out to members after the approval of the Unified Planning Work Program each year and payment will be due by June 30.

### 2010 Census CORE MPO Planning Area Population

Jurisdiction/Agency*	Population	Percent of MPA Population	
Richmond Hill	9,281	3.36%	
Unincorporated Bryan County in MPA	542	0.20%	
Bloomingtondale	2,713	0.98%	
Garden City	8,778	3.18%	
Pooler	19,140	6.92%	
Port Wentworth	5,359	1.94%	
Savannah	136,286	49.31%	
Thunderbolt	2,668	0.97%	
Tybee Island	2,990	1.08%	
Vernonburg	122	0.04%	
Unincorporated Chatham County	87,072	31.50%	
Effingham County within Savannah UZA	1,455	0.53%	
<b>Total CORE MPO MPA Population</b>	<b>276,406</b>	<b>100.00%</b>	
Chatham Area Transit	N/A		
Savannah Airport Commission	N/A		
Georgia Ports Authority	N/A		

\*At this time Bryan County has not opted to join in the CORE MPO, but this agreement can be amended to include it in the future.

# Coastal Region Metropolitan Planning Organization (CORE MPO)

## **BYLAWS**

Adopted: June 23, 1993  
Revised: March 24, 1999  
Revised: March, 2002  
Revised: May 2008  
Revised: May 2015

110 East State Street  
Savannah GA 31401  
Phone: 912-651-1440  
Fax: 912-651-1480

[www.thempc.org/transportation.htm](http://www.thempc.org/transportation.htm)





# ARTICLE I

## CORE MPO Organization

### **Name of the Organization**

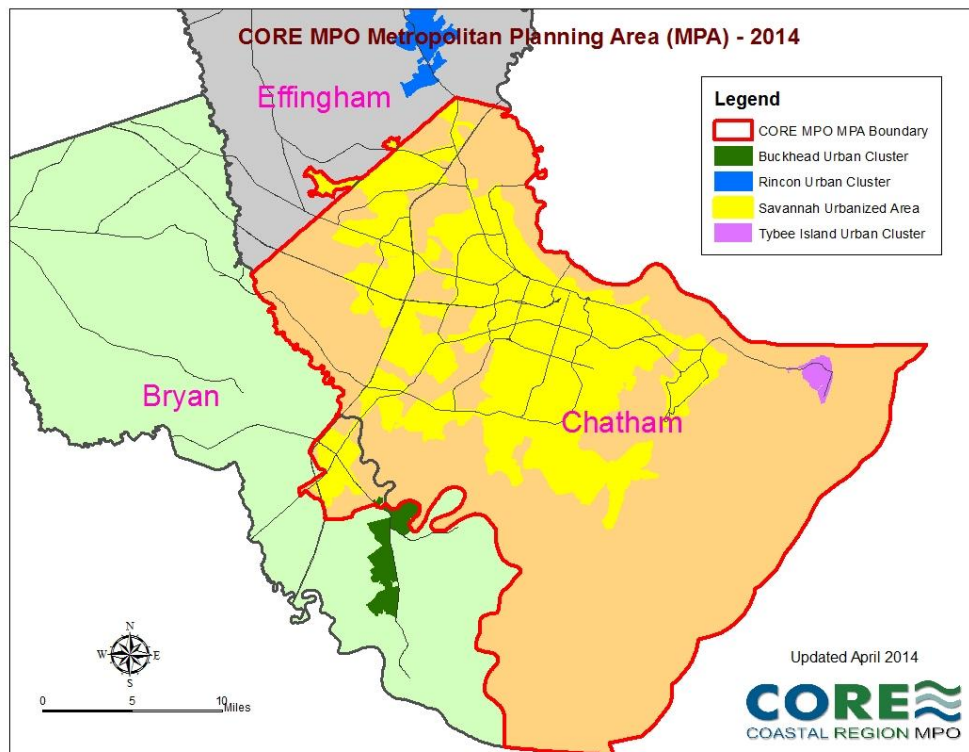
The name of the organization shall be the Coastal Region Metropolitan Planning Organization, hereinafter referred to as the CORE MPO.

### **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 below, encompasses all of Chatham County and its municipalities, the City of Richmond Hill and part of unincorporated Bryan County within the 2010 Savannah Urbanized Area, as well as Effingham County within the 2010 Savannah Urbanized Area.



## **General Responsibilities**

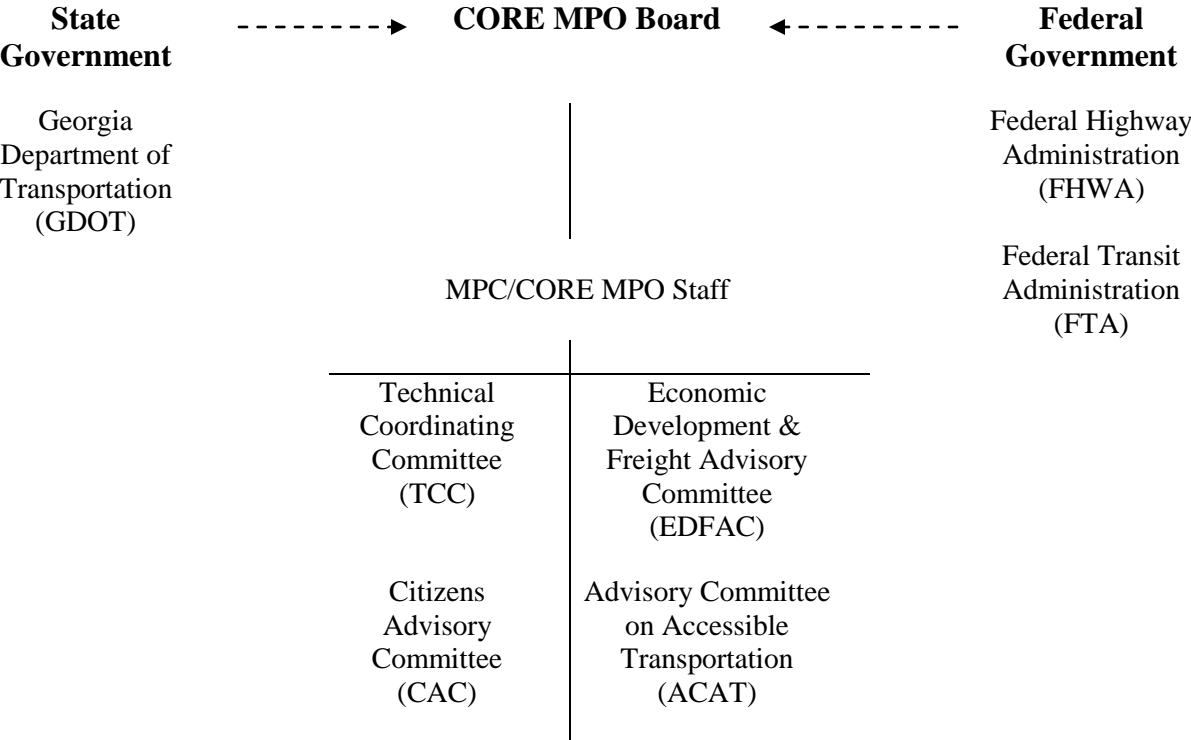
CORE MPO is established to assume the following general responsibilities within the MPA.

- 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**

The organization of 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 Citizens Advisory Committee (CAC), and (4) The Advisory Committee on Accessible Transportation (ACAT). 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.

# 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, GDOT representative, as well as modal representatives from the transit, port and airport. Each member carries a single vote. Each municipality will have one voting member as a basis for the first 25,000 population. Additional voting seats will be assigned to the municipality with a full increment of one seat per additional 25,000 people, not to exceed three seats. The voting membership shall be determined by organizational position, with the following positions being members.

#### Voting Members

- Chairman, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Mayor, City of Savannah
- Councilman or designee, City of Savannah
- Councilman 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
- Chairman or designee, Effingham County Commission
- Mayor or designee, City of Richmond Hill
- Commissioner or designee, Georgia Department of Transportation
- Executive Director, Chatham Area Transit Authority
- Chairman or designee, Chatham Area Transit Authority
- Executive Director or designee, Savannah Airport Commission
- Chairman, Chatham County-Savannah Metropolitan Planning Commission
- Chairman, CORE MPO Economic Development and Freight Advisory Committee
- Chairman, CORE MPO Citizens Advisory Committee
- Chairman, CORE MPO Advisory Committee on Accessible Transportation

#### Non-Voting Advisory Members

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

- Garrison Commander, Hunter Army Airfield
  - Executive Director or designee, Georgia Ports Authority
  - 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.
4. Each CORE MPO Board voting member from the local government will nominate a member to the Citizens Advisory Committee.

### **Officers and Organization**

1. The officers of the CORE MPO Board will consist of the Chairman, Vice Chairman, and Secretary.
2. The Chairman of the Board shall be the Chairman of the Chatham County Commission.
3. The Vice Chairman of the Board shall be the Mayor of the City of Savannah.
4. The Executive Director of the Chatham County-Savannah Metropolitan Planning Commission or his/her designated representative shall act as Secretary of the CORE MPO Board.
5. In the absence of the Chairman, the Vice Chairman shall temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the CORE MPO Board.
6. In the absence of both the Chairman and the Vice Chairman, the members present for the

meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the CORE MPO Board.

7. The Chairman 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 Chairman shall preside at all meetings of the CORE MPO Board.
2. The Chairman shall authenticate, by signature, all resolutions, other official actions and documents resulting from decisions made by the CORE MPO Board.
3. The Chairman, 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 Chairman or by petition to the Chairman 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 business may be conducted by the CORE MPO Board unless a quorum of the membership is present. Nine (9) members ( $1/3$  of all members + 1) shall constitute a quorum.
4. The Chairman shall cause a notice to be sent to all members of the CORE MPO Board and the general public at least ten (10) 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 Chairman with at least ten (10) 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 Chairman.
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. The meetings shall be open to the general public and members of the public are given an opportunity during the meetings to submit brief comment. The meetings will also be recorded by the Government Channels 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**

Director of Traffic Engineering or designee, City of Savannah  
County Engineer or designee, Chatham County  
Transit Planner, Chatham Area Transit  
Engineering Staff, Georgia Ports Authority  
Director of Engineering or designee, Savannah Airport Commission  
Executive Director, Metropolitan Planning Commission  
Director of Transportation Planning, Metropolitan Planning Commission  
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, Town of Vernonburg  
Staff Representative, City of Richmond Hill  
Staff Representative, Effingham County  
District Engineer or designee, Georgia Department of Transportation  
Transportation Planner, Georgia Department of Transportation  
Representative, Bicycle Advocacy Group  
Transportation Staff, Coastal Regional Commission

##### **Non-voting Advisory Members**

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 Chairman, Vice Chairman and Coordinating Staff.
2. An election will be held at the last TCC meeting each calendar year for the purpose of determination of the Chairman and Vice Chairman for the next year.
3. The Chairman and Vice Chairman of the TCC shall be elected by the voting members by a simple majority vote.
4. The term of office for the Chairman and Vice Chairman shall be one year.
5. Should the seat of the Chairman become vacant in mid-term, the Vice Chairman shall become Chairman, and a new Vice Chairman shall be elected. Should the Vice Chairman be unable to serve as Chairman, election shall be held for both Chairman and Vice Chairman.
6. In the absence of the Chairman, the Vice Chairman shall temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the TCC.
7. In the absence of both the Chairman and the Vice Chairman, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the TCC.
8. The Chairman 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 Chairman shall preside at all of the TCC meetings.
2. The Chairman shall authenticate minutes of meetings of the TCC and its recommendations to the CORE MPO Board.
3. The Chairman 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 Chairman or by petition to the Chairman 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 business may be conducted by the TCC unless a quorum of the membership is present. A minimum of seven (7) members shall constitute a quorum.
4. Any regularly-scheduled meeting may be cancelled either by the Chairman 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 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.
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 Savannah region.

County Manager, Chatham County  
County Manager, Effingham County  
City Manager, City of Savannah  
Garrison Commander, Fort Steward/Hunter Army Airfield  
President and CEO, Savannah Economic Development Authority  
President and CEO, Savannah Area Chamber of Commerce  
Director, Bryan County Economic Development Agency  
Director, Effingham County Industrial Development Authority  
Representative, Manufacturing and Logistics Industry  
Representative, Georgia Ports Authority  
Representative, Savannah Airport Commission  
Representative, CSX Transportation/Railroad Industry  
Representative, Norfolk Southern/Railroad Industry  
Representative, Trucking Industry  
Representative, GDOT Freight Planner  
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.
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 Savannah region.

6. The EDFAC shall champion a sound multi-modal freight and goods delivery network in the Savannah region.

### **Officers and Organization**

1. The officers of the EDFAC will comprise of Chairman, Vice Chairman and Coordinating Staff.
2. The Chairman and Vice Chairman will be elected by the EDFAC members by a simple majority vote and serve on one-year terms.
3. Should the seat of the Chairman become vacant in mid-term, the Vice Chairman shall become Chairman, and a new Vice Chairman shall be elected. Should the Vice Chairman be unable to serve as Chairman, election shall be held for both Chairman and Vice Chairman.
4. In the absence of the Chairman, the Vice Chairman shall temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the EDFAC.
5. In the absence of both the Chairman and the Vice Chairman, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the EDFAC.
6. The Chatham County-Savannah Metropolitan Planning Commission staff shall be the Coordinating Staff for the EDFAC.

### **Duties of the Officers**

1. The Chairman shall preside at all of the EDFAC meetings.
2. The Chairman 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 Chairman in consultation with the Coordinating Staff.

2. Special meetings may be called by the Chairman or by petition to the Chairman 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. Thirty-five percent (35%) of all members shall constitute a quorum.
4. Any scheduled meeting may be cancelled either by the Chairman 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 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: Citizens Advisory Committee (CAC)**

### **Membership**

1. The membership of the Citizens Advisory Committee (CAC) is made up of appointed local citizens. The appointment process consists of the following steps: each CORE MPO Board voting member from the local government nominates a CAC member, the local government approves the nomination, and the local government notifies CORE MPO and the nominee about the appointment.
2. The total CAC membership is fifteen (15) and consists of the following: Unincorporated Chatham County (3), City of Savannah (3), City of Bloomingdale (1), City of Garden City (1), City of Pooler (1), City of Port Wentworth (1), Town of Thunderbolt (1), City of Tybee Island (1), Town of Vernonburg (1), City of Richmond Hill (1), and Effingham County (1).
3. One (1) full term of membership consists of two (2) fiscal years. A term begins on July 1 of even numbered years. Unexpired vacancies may be filled as they arise from appointments by the appropriate governing body.
4. Any member in a position that has not been filled for a new term will continue in that position until such position is filled by the appropriate governing body.

### **Duties and Responsibilities**

1. The CAC functions as a public information and involvement committee.
2. The CAC 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 CORE MPO staff, in collaboration with CAC, shall develop and maintain a comprehensive Participation Plan (PP) as an integral part of the transportation planning process.

### **Officers and Organization**

1. The officers of CAC shall be Chairman and Vice-Chairman.
2. The officers shall be elected for a term of one (1) fiscal year. The election shall be held at the first regular meeting of the CAC in a fiscal year. The candidate for each office receiving the greatest number of votes, provided a quorum is present, shall be elected. The officers shall be installed and begin service at the same meeting. Any officer is eligible to succeed himself/herself.
3. In the event of a vacancy in the office of Chairman before completion of a term, the Vice-Chairman shall automatically become Chairman. If, at any time, the office of Vice-Chairman becomes vacant, a new Vice-Chairman shall be elected by a majority of the membership at the first meeting at which there is a vacancy, provided that a quorum is present.

## **Duties of the Officers**

1. The Chairman shall arrange and conduct all meetings of the CAC, appoint sub-committees to function on behalf of the CAC, represent the CAC on the CORE MPO Board, and act as official spokesperson for the CAC. The Chairman shall be allowed to vote in all matters before the CAC. He or she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
2. The Vice Chairman shall act as Chairman to conduct any meetings of the CAC in the absence of the Chairman. He or she shall act on behalf of the Chairman when requested to do so by the Chairman. In the event of the absence or inability of the Chairman to exercise his/her duties, the Vice-Chairman shall become acting Chairman with all the rights, privileges and powers as if he or she had been the duly elected Chairman, until such time as the Chairman is able to resume his/her duties.

## **Meetings**

1. The CAC shall hold meetings every other month each year 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 CAC. The Chairman shall cause a notice to be mailed giving the time and place of each meeting and the preliminary agenda. Any regularly scheduled meeting may be canceled by a majority vote of the members at least seven (7) days prior to that meeting date or by the Chairman, with proper notice.
2. Special meetings, including special public meetings of the CAC, may be called by the Chairman when he/she, at his/her discretion, deems it to be in the best interest of the CAC. Also, six (6) members of CAC may petition the Chairman to call special meetings. Notice of any such meeting shall state the reasons that the meeting has been called, the business to be transacted, by whom the meeting is called, and the time and place of the meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members present at the meeting.
3. The meetings of the CAC shall be conducted in accordance with Robert's Rules of Order. However, any rules adopted by the CAC, including these bylaws, shall prevail when in conflict with Robert's Rules of Order. The Chairman shall arrange for minutes of all meetings to be recorded.
4. Thirty-five percent (35%) of all members shall constitute a quorum for any regular or special meeting.
5. At each meeting of CAC the Chairman shall call the roll of members and record those present and absent. If a member has two (2) unexcused absences in a fiscal year, the Chairman shall send that member a letter on behalf of the CAC asking the member to become an active member of the CAC or to submit his or her resignation so another person can be appointed as a replacement by the appropriate authority. In addition, the Chairman shall notify the appointing authority of the member's attendance record once this threshold of



unexcused absences has been reached.

- a. If a member is in violation of the CAC's attendance policy when he or she is eligible for reappointment, the Chairman shall send a letter to the appropriate appointing body recommending that the individual not be reappointed due to a lack of participation.
  - b. Regardless of whether any member is in violation of the CAC's attendance policy, the Chairman shall notify each appointing authority of the attendance record of each member appointed by that body as soon as possible after the end of each member's term. The information will consist of all meetings during which time each individual was a member for the latest term of the CAC. This notification policy shall only apply to those individuals who are members of the CAC at the end of their two-year-term.
6. The agenda of the meetings of CAC shall be set by the Chairman; and also, any six (6) members may petition the Chairman to place an item on the agenda at least seven (7) days before the scheduled meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.). The order of business at all regular meetings shall be at the discretion of the Chairman.
7. The first meeting of a new term of CAC shall be held at such time and place as shall be fixed by the vote of the membership at its last meeting in the immediate prior term.
8. The meetings of the CAC shall follow the requirements as defined by the Georgia Open Meetings Law. The meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

## **Section Four: Advisory Committee on Accessible Transportation (ACAT)**

### **Membership**

1. The ACAT members shall consist of representatives from the disabled, elderly, low-income and minority communities in the Savannah region.
2. Voting membership shall be determined by organizational position, with the positions listed below as members. There are four (4) opportunities for interested citizens to serve on the ACAT. Interested citizens cannot be employed by any of the ACAT member organizations. These positions will be filled by the Chairperson on a first come, first serve basis.
  - Chatham Area Transit Authority (CAT), Staff Representative
  - Chatham County-Savannah Metropolitan Planning Commission (MPC), Transportation Planner
  - Coastal Center for Developmental Services, Staff Representative
  - Economic Opportunity Authority for Savannah-Chatham County (EOA), Staff Representative
  - Georgia Department of Transportation (GDOT), District 5 Staff Representative
  - Georgia Infirmity Day Center, Staff Representative
  - Goodwill Industries of the Coastal Empire, Staff Representative
  - Housing Authority of Savannah, Resident Service Coordinator
  - Interested Citizens (4)
  - Living Independence for Everyone (LIFE), Inc., Independent Living Coordinator
  - National Association for the Advancement of Colored People (NAACP) - Savannah Chapter, Staff Representative
  - National Federation of the Blind of Georgia - Local Chapter, Staff Representative
  - Savannah Center for the Blind and Low Vision, Staff Representative
  - Savannah – Chatham Council on Disability Issues (SCCDI)
  - Savannah - Chatham County Fair Housing Council, Staff Representative
  - Savannah Council of the Blind
  - Senior Citizens Savannah - Chatham County Inc., Staff Representative
  - Chatham County, Staff Representative
  - Richmond Hill, Staff Representative
  - Effingham County, Staff Representative

### **Duties and Responsibilities**

1. The ACAT shall serve as the forum for cooperative decision-making with regard to accessible transportation related issues in the Savannah region.
2. The ACAT has the responsibility to advise the CORE MPO Board and the Chatham Area Transit Authority Board on accessible transportation related policies, plans, programs and projects.
3. The duties of the ACAT shall include, but not be limited to, the following:

- a. Act as a liaison between the transportation planning process and the traditionally underserved communities in the Savannah region (i.e., those communities with high concentrations of minority, low-income, disabled and elderly populations);
  - b. 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); Executive Order 12898 (environmental justice); 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
  - c. Ensure that the full panoply of transportation options is available to citizens with disabilities.
4. The ACAT shall advise the Chatham Area Transit Authority (CAT) on accessible transportation related issues. This includes reviewing and advising CAT on public transportation programs and studies, particularly the TeleRide Handbook.
  5. The ACAT shall advise the Savannah-Chatham Council on Disability Issues (SCCDI) on accessible transportation related issues.
  6. The ACAT shall establish contact with and work with any and all other agencies and community organizations dealing with accessible transportation related issues in the Savannah region.

### **Officers and Organization**

1. The Chairperson and Vice-Chairperson shall be elected every two (2) years at the first meeting of the ACAT in even-numbered fiscal years by a simple majority of the members in attendance.
2. 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 ACAT.
3. 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 ACAT.
4. The Transportation Planner of MPC or his/her designated representative shall act as Secretary of the ACAT.
5. The Chairperson may at any time establish sub-committees of the ACAT. Such sub-committees shall function in a manner similar to the full ACAT committee and in accordance with these Bylaws.

## **Duties of the Officers**

1. The Chairperson shall preside at all meetings of the ACAT.
2. The Chairperson shall authenticate, by signature, all resolutions and other official contracts and documents resulting from decisions made by the ACAT.
3. The Chairperson shall represent the ACAT as a voting member of the CORE MPO Board.
4. The Chairperson, or a designated representative, will serve as the liaison on transportation issues for the Savannah-Chatham Council on Disability Issues (SCCDI) and CAT Board.
5. The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the ACAT and authenticate that they are a true and accurate record of the proceedings and policy decisions once approved by the ACAT.

## **Meetings**

1. The ACAT shall hold meetings every other month each year 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 ACAT. .
2. Special meetings may also be called by petition to the Chairperson by any six (6) members of the ACAT. 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 business may be conducted by the ACAT unless a quorum of the membership is present. A minimum of seven (7) ACAT members shall constitute a quorum.
4. The Chairperson shall cause a notice to be sent to all members of the ACAT 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 ACAT must be given notice at least seven (7) calendar days in advance of meeting cancellation.
7. The meetings of the ACAT 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 in alternative formats upon request.

8. The meetings of the ACAT shall be conducted in accordance with Roberts Rules of Order.
9. The agenda for the ACAT meetings shall be established by the Chairperson and the order of business shall be at the discretion of the Chairperson.
10. The ACAT 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 ACAT, 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.

A motion to poll all members concerning the alteration or repeal of these Bylaws may be made at any regular or special meeting of the CORE MPO Board provided that the meeting is called in accordance with these Bylaws.

To approve the process of polling all of the members of the CORE MPO Board, an affirmative vote cast by at least two-thirds of the members in attendance is required.

Within sixty (60) days of the approval to poll the membership, the Chairman will conduct the poll in writing by mail. The number of members responding to the poll must constitute a quorum. Two-thirds of the respondents 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.