

**GRAND VALLEY METRO COUNCIL  
TRANSPORTATION PLANNING DIVISION  
COMMITTEE BYLAWS  
As of November 16, 2022**

**ARTICLE I - OFFICERS**

**1.1 - Composition & Election**

The officers of the Grand Valley Metro Council (GVMC) transportation planning committees shall consist of a Chairperson and Vice Chairperson. These officers shall be elected by the officially designated Committee members at the last regular meeting of a calendar year and take office at the first regular meeting of the next year.

**1.2 - Chairperson**

The Chairperson shall preside at all meetings and assure that the transaction of business shall be in accordance with these bylaws. The Chairperson may appoint special committees as they deem necessary and shall serve as an ex-officio member of these committees.

**1.3 - Vice Chairperson**

The Vice Chairperson shall execute the powers and duties of the Chairperson during the absence or incapacity of the Chairperson. In the absence of the Chairperson and Vice Chairperson, the Committee shall designate a temporary Chairperson who shall perform the duties and have the powers of the Chairperson.

**1.4 - Term of Officers**

Officers shall be elected for one two-year term. A member may not serve consecutive terms in the same office. A member, after serving one term in the office, shall not be elected to the same office for an interim period of two years.

**1.5 - Officer Replacements**

The Committee shall elect a member to any vacancy or unexpired term of an officer at which time they deem necessary. The newly elected officer shall serve in this capacity until the next regular election.

## **ARTICLE II - MEETINGS**

### **2.1 - Location**

All meetings shall be held in Kent or Ottawa Counties.

### **2.2 - Order of Business**

The order of business to be conducted shall be in the following sequence: Roll Call, Minutes of Previous Meeting, Petitions and Communications, Reports of Staff; Reports of Committees, Old or Unfinished Business, New Business, Committee Members Discussion Period, and Adjournment.

### **2.3 - Agenda**

The agenda for any given meeting shall be determined prior to that meeting by the Transportation Planning Department staff. All officially recognized Committee members may submit pertinent items for inclusion in the agenda. Staff shall have the responsibility for notifying all Committee members, sufficiently in advance, of an impending meeting.

### **2.4 - Special Meetings**

Special meetings shall be held whenever necessary, if, in the opinion of the Chairperson, proposed topics of discussion are of regional concern or merit full committee consideration.

### **2.5 - Recording Duties**

Secretarial and recording duties shall be performed by staff.

## **ARTICLE III - COMMITTEE MEMBERSHIP**

### **3.1 - Membership**

#### **Policy Advisory Committee**

The Policy Committee shall address all transportation matters related to transportation planning. The Grand Valley Metropolitan Council authorizes the Committee to do the following; develop and recommend to the Council Board, the Metropolitan Transportation Plan, Transportation Improvement Program, and the Unified Planning Work Program. The Committee is delegated the authority to amend the Metropolitan Transportation Plan and the Transportation Improvement Program. The Committee is responsible for developing policies for compliance with the federal rules and procedures. In particular, this committee shall have responsibility for assuring that GVMC transportation plans and programs comply with applicable federal and state laws.

Membership on the GVMC Policy Advisory Committee shall be composed of duly elected or appointed representatives of the legally constituted political units or publicly owned transportation providers contained within the Metropolitan Area Boundary (MAB), provided that none of the delegates for political units of government may be employees of the Michigan Department of Transportation, Interurban Transit Partnership, Kent County Road Commission or Ottawa County Road Commission. Alternates or proxies from the aforementioned agencies may be designated, however. As of this date, membership includes the following:

City of Cedar Springs	1
City of East Grand Rapids	1
City of Grandville	1
City of Grand Rapids	4
City of Hudsonville	1
City of Kentwood	2
City of Lowell	1
City of Rockford	1
City of Walker	1
City of Wyoming	2
Ada Township	1
Algoma Township	1
Allendale Township	1
Alpine Township	1
Byron Township	1
Caledonia Township	1
Cannon Township	1
Cascade Township	1
Courtland Township	1
Gaines Township	1
Georgetown Township	2
Grand Rapids Township	1
Jamestown Township	1
Nelson Township	1
Plainfield Township	1
Tallmadge Township	1
Village of Sand Lake	1
Village of Sparta	1
Kent County Board of Commissioners	3
Kent County Road Commission	1
Ottawa County Board of Commission	1
Ottawa County Road Commission	1
Interurban Transit Partnership	1
Gerald R. Ford International Airport Authority Board	1
Michigan Department of Transportation	1
<b>Total Units</b>	<b>35</b>

<b>Total Votes</b>	<b>43</b>
<i>Units Required for Quorum</i>	18
<i>OR</i>	
<i>Votes Required for Quorum</i>	22

**Technical Committee**

The Technical Committee is an advisory/recommending body to the Policy Committee. The Committee is authorized to address all technical matters relating to the multi-modal transportation planning process, as well as the development of the Metropolitan Transportation Plan and the Transportation Improvement Program. Membership on the GVMC Technical Committee shall be comprised of representatives of the agencies that are members of the Policy Advisory Committee. These representatives shall have the same voting powers as representatives on the Policy Advisory Committee. Other agencies or groups having a regional focus related to transportation shall be allowed membership. The voting status of these agencies shall be of an advisory nature; however, members shall be allowed to bring issues to the GVMC Technical Committee. Membership will be reviewed on a case-by-case basis by the GVMC Policy Advisory Committee, which will make a recommendation to the GVMC Board based on reference to the public information guidelines of current federal legislation.

**VOTING Members**

- City of Cedar Springs
- City of East Grand Rapids
- City of Grand Rapids
- City of Grandville
- City of Hudsonville
- City of Kentwood
- City Of Lowell
- City of Rockford
- City of Walker
- City of Wyoming
- Ada Township
- Algoma Township
- Allendale Township
- Alpine Township
- Byron Township
- Caledonia Township
- Cannon Township
- Cascade Township
- Courtland Township
- Gaines Township
- Georgetown Township
- Grand Rapids Township
- Jamestown Township
- Nelson Township

Plainfield Township  
Tallmadge Township  
Village of Sand Lake  
Village of Sparta  
Kent County Board of Commissioners  
Kent County Road Commission  
Ottawa County Board of Commissioners  
Ottawa County Road Commission  
Interurban Transit Partnership  
Michigan Department of Transportation  
Gerald R. Ford International Airport Authority Board

**ADVISORY Members**

Grand Rapids Area Chamber of Commerce  
West Michigan Environmental Action Council  
The Right Place  
Hope Network

Voting structure and quorum requirements are the same as of the Policy Advisory Committee.

**3.2 - Delegates**

Each of the member units shall designate a delegate. Each delegate shall name at least one official alternate to represent them in the event of the delegate's absence from committee meetings. If neither designated representative can be present, a substitute delegate may attend and have full voting privileges. Any substitute delegate not from the same community shall have a signed proxy or have communicated their proxy prior to meeting. Each representative in attendance at a Committee meeting shall carry no more than the votes for two members at a time.

*Example: Village of Sparta cannot attend the meeting but has asked Alpine Township to be their proxy. In this scenario it would be allowable for Alpine Township to vote for both themselves and Village of Sparta at the meeting. However, if the City of Walker could not attend the same meeting and also reached out to Alpine Township to be their proxy, the Alpine Township representative could not vote on behalf of all three jurisdictions.*

**3.3 - Meeting Attendance**

A delegate, alternate, or proxy from each member unit should be present at all meetings. If a member unit fails to have a representative present for three consecutive meetings, the said unit will be notified in writing by GVMC staff in consultation with the Chairperson.

### **3.4 - Admission of New Agencies or Organizations**

Committees may, upon request, permit additional agencies or organizations to sit on the Committee. Such organizations or agencies will be admitted as non-voting members. Admission of a new agency or organization shall require a recommendation from the Policy Advisory Committee and approval from the GVMC Board. The bylaws will be amended based on the recommendation from the Policy Advisory Committee.

## **ARTICLE IV - VOTING**

### **4.1 - Voting Structure**

Each member political unit shall be assigned one vote. Cities and townships shall have one additional vote for each 50,000 population based on the last certified census.

### **4.2 - Quorum**

A quorum shall be required before any resolution, motion, or any other official action can be formally acted upon. A quorum shall consist of designated representatives from one more than half or more of the units comprising the Committees or one more than half or more of the total votes represented. A simple majority of those present shall be required to pass a decision.

Revision of bylaws shall require two-thirds of the votes present of the Policy Advisory Committee Members.

## **ARTICLE V - SUBCOMMITTEES**

### **5.1 - Standing Subcommittees**

One permanent subcommittee shall be established: the Transportation Programming Study Group (TPSG). This subcommittee will provide in-depth review for and recommendations to the Technical and Policy Committees. Items addressed by this subcommittee shall be at the direction of either the Technical or Policy Committee Chairperson. Meetings will be called by the subcommittee Chairperson whenever necessary to accomplish its appointed tasks. The Vice-chairperson of the Technical Committee shall serve as the TPSG Chairperson.

### **5.2 - Transportation Programming Study Group**

This subcommittee shall address matters related to project selection and evaluation for the Transportation Improvement Program and Metropolitan Transportation Plan. This is a working subcommittee which prepares draft materials for the Technical Committee. This

subcommittee is responsible for developing local guidelines for compliance with the federal rules and procedures.

The composition of the Transportation Programming Study Group shall include the following:

City of Cedar Springs	1
City of East Grand Rapids	1
City of Grandville	1
City of Grand Rapids	2
City of Hudsonville	1
City of Kentwood	1
City of Lowell	1
City of Rockford	1
City of Walker	1
City of Wyoming	2
Village of Caledonia	1
Village of Sand Lake	1
Village of Sparta	1
Kent County Road Commission	2
<b>Kent County Township Representative</b>	<b>1</b>
Ottawa County Road Commission	1
<b>Ottawa County Township Representative</b>	<b>1</b>
Interurban Transit Partnership	1
Gerald R. Ford International Airport Authority Board	1
Michigan Department of Transportation	1
Total Votes:	23
No quorum requirement	

Kent and Ottawa County Township representation will be reviewed prior to each TIP development cycle.

**Voting**

Each member shall have one vote, except the Cities of Grand Rapids and Wyoming, and the Kent County Road Commission. A simple majority of those present is required to establish a position or recommendation. All position/recommendations shall be submitted to and subject to Technical Committee acceptance and confirmation.

**5.3 - Ad-hoc Subcommittees**

An ad-hoc subcommittee may be appointed at any time by the Chairperson of the Technical Committee to address a specific matter.

## **ARTICLE VI – ADVISORY COMMITTEES**

### **6.1 – Purpose**

Advisory committees may be formed to convene around a specific topic related to transportation planning, e.g., safety, freight, nonmotorized transportation, etc. These committees serve as working groups – delving deeper into the issues falling under a topic area, providing feedback and recommendations to the Technical and Policy Committees related to applicable short- and long-term planning and programming efforts.

### **6.2 – Membership and Voting**

There are no specific membership requirements for advisory committees. Membership for these groups may include Technical/Policy Committee members, but also may, and in many cases should, include representation from other stakeholders/groups/members of the public to increase the variety of topic-area knowledge present on the committee. Staff shall maintain membership lists for each of these committees.

As advisory committees, there shall be no quorum requirements for these committees. Reports from advisory committees shall be brought to the Technical and Policy Committees for any required action.

### **6.3 – Meetings**

Meetings for advisory committees shall be facilitated and called by staff as needed and if requested by the Technical or Policy Committee.