



ARTICLES OF ASSOCIATION

ADOPTED

January 27, 1988

AMENDED

July 09, 2015

AMENDED ARTICLES OF ASSOCIATION NORTH FRONT RANGE TRANSPORTATION AND AIR QUALITY PLANNING COUNCIL

The undersigned Counties and Municipal Corporations, wishing to exercise the powers set forth in Article XIV, Section 18(2) of the Colorado Constitution and Part 2 of Article 1 of Title 29, C.R.S., as amended, hereby amend the Articles of Association (the "Articles") of the NORTH FRONT RANGE TRANSPORTATION AND AIR QUALITY PLANNING COUNCIL (the "Council") to provide as follows:

ARTICLE I - PURPOSE

1. The Council shall promote regional transportation and transportation related air quality planning, cooperation and coordination among federal, state and local governments and between levels of government within the geographical area referred to herein as the "Area," which is shown on the map in Appendix B. The need for a transportation and air quality planning organization is based on the recognition that the people in the Area form a community bound together physically, environmentally, economically and socially. It is the purpose of the Council, through its participating membership and its programs, to provide local officials with a means of responding more effectively to regional and state transportation and transportation-related air quality issues and needs.

Ordered and effective transportation and air quality planning in the Area requires the Council to coordinate the activities of federal, state, county and municipal agencies which are involved in the delivery of transportation facilities and services and protection of air quality. The Council should also consider the activities and needs of the private sector and public franchised carriers involved in providing transportation services and facilities within the Area.

2. The Council shall promote and encourage regional coordination and cooperation in matters relating to transportation and transportation-related air quality planning through activities which will:
 - a. Provide a forum to identify, study and recommend solutions to regional transportation and transportation-related air quality problems.
 - b. Develop and formalize policies involving regional transportation and transportation-related air quality planning and coordination of federal and state funding assistance.
 - c. Provide the organizational framework to ensure effective communication and coordination among governmental bodies and between public and private agencies involved in the delivery of public transportation services and facilities and protection of air quality.

- d. Serve as a vehicle for the collection and exchange of transportation and air quality-related information and expertise.
 - e. Develop and approve regional transportation and transportation-related air quality plans in accordance with relevant federal, state and local regulations and policies.
 - f. Represent the members as a whole on matters of regional and mutual transportation and transportation-related air quality concerns; except that members shall not be limited in expressing contrary views should they determine that an overriding local interest exists.
 - g. Encourage action and implementation of regional plans and policies for transportation improvement by local, state and federal agencies.
 - h. Coordinate transportation-related air quality planning issues.
 - i. Identify and promote effective alternative transportation modes to the automobile.
 - j. Develop Resolutions as necessary that establish or modify the regional planning process.
 - k. Recognize the linkages between transportation and land use and work to ensure greater coordination between the two.
3. The Council shall be a body politic and corporate, and as such, shall have the powers necessary to accomplish its purposes. Because its activities are of a regional and multi-governmental nature, it may constitute the entity to perform those regional functions which are authorized by the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU - 23 USC Section 134) and its successor legislation, the Clean Air Act Amendments of 1990, (42 USC Section 174), as amended, State Legislation requiring a State Transportation Plan, or any other Federal or State legislation that is applicable. To implement such powers, the Council will:
- a. Undertake comprehensive, regional transportation and transportation-related air quality planning; and
 - b. Be the designated entity for the purpose of receiving local, state and federal assistance for the purposes of undertaking transportation planning, air quality planning or for such purposes the Council deems related to those purposes stated above in Article 1, Part 2.
 - c. Contract for services as the Council may determine.

ARTICLE II - MEMBERSHIP

1. Each MPO that serves a Transportation Management Area (TMA), as defined by the U.S. Census, shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, and appropriate State transportation officials. At a minimum one elected official from each of the local governments within the MPO boundary are included as members.
2. The MPO may increase the representation, with voting or non-voting members. Non-voting memberships may be granted to any public or private entity involved in transportation or air quality with conditions for such memberships to be determined by the Council. The appointment of primary and alternate members will be communicated to the MPO staff in writing. Appointed members will serve on the committee, so long as their member entity (government or organization, as appropriate) sustains the appointments.
3. The Council may impose such conditions upon membership as it deems necessary to preserve the structure and integrity of the Council, including, but not limited to, requiring financial support for its continued operation.

Current members of the Council:

Government Entity	Membership Date
Air Pollution Control Division	8/1993
Berthoud	8/1993
Eaton	7/2007
Evans	1/1988
Fort Collins	1/1988
Garden City	1/1988
Greeley	1/1988
Johnstown	12/1997
Larimer County	1/1988
LaSalle	1/1988
Loveland	1/1988
Milliken	12/2001
Severance	7/2007
Timnath	4/1994
Transportation Commission	1/1988
Weld County	1/1988
Windsor	1/1988

ARTICLE III - REPRESENTATION

1. The business of the Council shall be conducted by representatives of the members, determined as follows:
 - a. One (1) representative and a designated alternate, respectively, of each county or municipal corporation, who shall be a member of the governing body of the county or municipal corporation represented. Alternates are encouraged to attend MPO meetings to learn procedures, issues, etc. Alternates are not intended to give two voices to a jurisdiction. Alternates may serve on committees and sub-committees of the Planning Council.
 - b. Voting memberships may be granted to state or federal entities at the discretion of the Council. Such memberships shall not be conditioned upon contribution to the Council, and may be summarily terminated by the Council at its discretion.
2. Non-voting memberships may be granted to any public or private entity involved in transportation or air quality with conditions for such memberships to be determined by the Council. Such memberships may be summarily terminated by the Council at its discretion.
3. Each representative serving on the Council shall serve at the direction of the member she/he represents. Vacancies occurring on the Council shall be filled in the same manner as is provided for in the original designations.

ARTICLE IV - OFFICERS

1. The officers of the Council shall consist of a Chair, the Vice Chair and immediate Past Chair. The Chair and Vice Chair will not be representatives of government entities from the same county. Members will represent the county in which the entities' Town Hall is located. The Executive Committee is responsible for direct guidance to the Executive Director and speaks for the entire Planning Council on specific issues/direction with consensus from the Council.
2. Each officer will serve a term of one (1) year, with the term to run from January 1 through December 31. Nominations and elections will be held during the last meeting of the previous calendar year. The current Chair will run the meeting at which the election is held with a change in Chair occurring at the next meeting.
3. Vacancies in any office shall be filled by the Council as soon as practical.
4. The duties of the officers shall be as follows:
 - a. The Chair shall preside at all meetings of the Council. No Chair shall serve in this capacity in excess of two (2) consecutive years.

- b. The Vice Chair shall serve in the absence of the Chair, and, in addition, shall assist the Chair and perform other duties as may be assigned by the Council. The Vice Chair shall serve no more than two (2) consecutive years.
- c. The Chair, or their representative, will represent the Council on the State Transportation Advisory Committee (STAC) to review Regional and State Transportation plans, amendments, and updates to the State Plan, and to advise the Colorado Department of Transportation on the needs of transportation systems in Colorado.

ARTICLE V - MEETINGS AND VOTING

MEETINGS

1. The Council shall meet at least quarterly, at a time and place set forth in the minutes of the Council, and at such other times as the Chair may direct. However, meeting monthly is generally expected.
2. All meetings are subject to the Colorado Open Meetings Law.
3. All Council meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by mail and/or email to the full Council membership including notification on the NFRMPO website.
4. Council meetings will be electronically recorded and minutes prepared by MPO staff. Minutes are approved at the next Council meeting and posted on the NFRMPO website.
5. Prior to meetings, the MPO staff will provide background materials to the Council at least seven (7) days in advance via e-mail, post office mailing, and the NFRMPO website.
6. Agendas for the Council meetings will be reviewed and approved by the Executive Committee prior to preparation of materials.

CONDUCT OF MEETINGS

There are specific provisions for the conduct of the NFRMPO meetings that are outlined in Appendix D. The Conduct of the Meetings is passed by separate resolution by the NFRMPO Council and included in this document as a reference.

Subcommittees OF THE COUNCIL

The MPO Council may appoint a subcommittee of the Council to work on specific items in more detail than time allows at regular Council meetings. The Chair will appoint the members of the subcommittee and identify the specific charge or the subcommittee. A Charging Statement will be written up based on the discussion and direction of the Council that specifies the charge of the subcommittee. The Council will approve the Charging Statement prior to subcommittee work beginning. If during the course of the subcommittee work it is determined that the Charging Statement needs to be modified, a revised Charging Statement will be presented to the whole Council for approval. Appendix E contains a Charging Statement template that can be prepared during the Council meeting and approved at the same meeting.

The MPO Chair will also appoint a Chair of the subcommittee. The subcommittee Chair will be responsible for conducting meetings, directing MPO staff on work items, and reporting back to the MPO Council with recommendations.

Subcommittees are intended to make recommendations to the Council as a whole for their consideration. Any recommended action from subcommittees must be approved by the Council as a whole following the normal deliberative procedure. This procedure calls for discussion of the item in one month followed by either taking action or further discussion in subsequent month(s). If the Council as a whole does not agree with the subcommittee recommendation, the Council would need to determine the most appropriate next step. Further Conduct of Meetings information is in Appendix D.

VOTING

The voting structure will be as follows:

1. Each voting member of the Council shall receive one (1) vote.
 - a. The State Transportation Commissioner is not eligible to vote on the Call for Projects that awards funding in the Transportation Improvement Program (TIP).
 - b. The State Transportation Commissioner is eligible to vote on amendments to the Call for Projects.
 - c. The Air Pollution Control Division member votes on air quality related items only.
2. Three of the five members of the principal local units of governments (Fort Collins, Greeley, Loveland, Larimer County, and Weld County) shall constitute a quorum, or a majority of the voting membership shall also constitute a quorum.
 - a. A quorum may need to be reestablished on the Call for Projects as the State Members are not eligible to vote on this item.

3. All votes must be done in person by the representative or by an alternate, and there shall be no voting proxy.
4. The Council may vote to go into executive session for the purpose of discussing personnel matters and meeting with attorneys representing the Council in an adversary situation, and for any other purpose authorized by and consistent with the Colorado Open Meetings Law.

WEIGHTED VOTE

1. Any member of the Council can call for a weighted vote.
2. A weighted vote cannot be used on matters related to changing the Articles of Association or on personnel matters regarding the executive director.
3. Should a weighted vote be called, the item under consideration shall immediately be tabled and a weighted vote carried out at the next regular meeting of the MPO. This allows Council members to consult with their local governments prior to a weighted vote being cast.
4. Determination of the weighted votes is based on the decennial census numbers, and updated annually to reflect the State Demographer's estimates.
 - a. Weighted votes will be adjusted when a new member joins the Council.
 - b. Weighted votes will be reviewed and adjusted annually in conjunction with the release of the State Demographer's estimates and the American Communities Survey from the U.S. Census Bureau, generally in the fall.
 - c. Population for the cities and towns is either based on the decennial Census, once every ten years, or the State Demographer's estimates.
 - d. Population for the Counties within the Area is calculated as follows:
 - i. Decennial Census: Add up Census Blocks that are consistent with the MPO boundary, minus the cities and towns within that boundary.
 - ii. Adjusted annually by the U.S. Census Bureau's American Communities Survey using the same method as above.
 - e. State Members, the Transportation Commissioner, and the Air Pollution Control Division have a weighted vote of one.

The number of votes is based on where the population falls within the following increments:

Population Increments*	Number of Votes
Less than 10,000	1
10,001-20,000	2
20,001-30,000	3
30,001-40,000	4
40,001-50,000	5
50,001-60,000	6
60,001-70,000	7
70,001-80,000	8
80,001-90,000	9
90,001-100,000	10
100,001-110,000	11
110,001-120,000	12
120,001-130,000	13
130,001-140,000	14
140,001-150,000	15
150,001-160,000	16
160,001-170,000	17
170,001-180,000	18
180,001-190,000	19
190,001-200,000	20

ARTICLE VI - COMMITTEES

The Council may establish working committees as necessary and shall provide for the appointment of the membership of said committees. These appointments, where necessary, shall be in accordance with state and/or federal requirements.

ARTICLE VII - TECHNICAL ADVISORY COMMITTEE

A general Technical Advisory Committee (“TAC”) was established by resolution of the MPO Council. The Committee is called the Technical Advisory Committee (TAC).

OBJECTIVE OF THE COMMITTEE

The TAC serves the NFRMPO Council by performing technical tasks related to the MPO work items. The TAC works with MPO staff and MPO Council either individually or collectively to address technical items and makes recommendations to the MPO Council through an established process. The TAC represents all modes of transportation as directed through federal and state regulations, 23 CFR Part 450.310 and CRS 43-1-1103.

RESPONSIBILITIES

The TAC brings technical and/or operational expertise as well as their unique perspectives to work tasks on MPO items. The TAC generally performs these duties through regularly scheduled standing meetings although part of its responsibilities may be assigned to subcommittees or addressed at additional, specially announced, TAC meetings.

The TAC shall be responsible for reviewing and recommending to the MPO Council the approval of the following:

- **FHWA & FTA**
 - Unified Planning Work Program (UPWP)
 - Transportation Improvement Programs (TIP)
 - Long range Regional Transportation Plans (RTP)

- **Other**
 - Policies and programs as directed by the MPO Council

When a specific item for Council consideration is developed through a separate process that has authority in that area, TAC shall be responsible for making a recommendation to the Planning Council. These items include but are not limited to:

- FTA Section 5307 distribution of funds to various transit operators serving the Transportation Management Area (TMA)
- FTA Section 5307 Program of Projects for the TMA
- FTA Section 5316 and 5317 funds for the TMA
- NFRMPO Coordinated Public Transit/Human Services Transportation Plan

The TAC will recommend approval of the above FTA funded improvements to the Planning Council as part of the approval of the TIP or RTP.

Terms of Membership and Alternates

Membership on the TAC may include staff from counties, municipalities, state or federal agencies or from public and private entities involved in transportation. TAC members are expected to have ongoing communications with their respective elected or appointed official, as applicable, who serve on the MPO Council.

- A. The appointment of primary and alternate members will be communicated to the MPO staff in writing. Appointed members will serve on the committee, so long as their member entity (government or organization, as appropriate) sustains the appointments.
- B. TAC representatives from a non-member entity, defined as not having a voting representative on the MPO Council, need appointment by the MPO Council.
 - 1. MPO staff will bring the requested appointments to the MPO Council for approval.
 - 2. Membership will become effective on the date of the MPO Council's approval.
- C. Considering that the TAC addresses many modes of transportation, the primary member (or alternate) may ask that other staff attend and participate in the discussion on any given item. Other representatives are encouraged to speak, particularly as subject matter experts.
- D. There may be occasion to appoint a spokesperson(s) to represent TAC to the MPO Council on a given item. The TAC members will appoint such a spokesperson(s) by consensus. The appointed spokesperson(s) has the responsibility to represent TAC as a whole.

Membership Vacancies

In the event of a vacancy for a member entity, that vacancy will be filled by the member entity as soon as possible by submitting the appointment in writing to the NFRMPO.

OFFICERS

- A. The TAC shall elect a chair and vice-chair from among the appointed members. Elections shall be held in December.
- B. The newly elected officers shall take office at the January or first meeting of the year.
- C. The officers may serve up to two (2) one year terms.
- D. The Chair shall preside at the TAC meeting and be responsible to attend or appoint a representative to make a report at the Planning Council meeting.
- E. The Vice-chair shall preside at the TAC meeting and attend or appoint a representative to make a report at the Planning Council meeting in the Chair's absence.
- F. Any vacancy shall be filled as soon as possible using the same process used to elect the officers.

Meetings

The TAC shall conduct its business within the policy guidelines of the Council and shall make its recommendations to the Council for action.

A. *Open Meetings with Advance Notice*

All committee meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by mail and/or email to the full committee membership including notification on the NFRMPO website.

B. *Meeting Location and Frequency*

- A. The location of meetings is to be arranged by the MPO staff in accordance with the preference of the committee. Meeting locations will be recorded on the meeting agenda and in the meeting minutes.
- B. The TAC shall conduct meetings at least quarterly. However, meeting monthly is generally expected.
- C. Whenever it might appear that a meeting is not needed due to a lack of agenda items, the MPO staff will poll the membership by email for any new agenda items and then, if appropriate, send a notification cancelling the meeting.

C. *Conduct of Meetings*

The TAC Chair or Vice-chair will convene and facilitate the committee meetings following a previously prepared agenda. Committee members may request agenda items at least ten (10) days in advance of an upcoming meeting. Agenda items need to be generally consistent with the mission of the NFRMPO and the priorities of an overall schedule and/or work plan as defined by the Unified Planning Work Program (UPWP) or MPO Council priorities.

D. *Quorum*

A quorum is established one of two ways: Three of the five members of the principal local units of governments (Fort Collins, Greeley, Loveland, Larimer County, and Weld County) shall constitute a quorum, or a majority of the voting membership shall also constitute a quorum.

E. *Voting*

- 1. Each entity or governmental organization having a voting representative on the MPO Council is entitled to appoint a voting representative to serve on the TAC.
- 2. Additional members that are not representing a governmental entity, as identified through the MPO Council membership and whose appointment is approved through the MPO Council are considered ex-officio members. These members are encouraged to participate in the TAC meetings but do not have a vote.
- 3. All votes must be made in person by the representative or alternate. There shall be no voting via proxy.

F. Meeting Minutes

The MPO staff will prepare minutes summarizing the deliberations and recording the actions taken at each committee meeting. The minutes will accurately reflect the conduct of the meeting, note substantial activity and discussion relevant to the agenda items, and record all outcomes. The draft minutes will be distributed to the TAC for approval at the next meeting. The MPO Council will receive an accurate summary of the minutes identifying discussion items and any action taken.

G. Meeting Materials

Prior to meetings, the MPO staff will provide a meeting packet including supporting materials to the committee via email.

H. Public Meetings

The MPO staff will host public meetings related to transportation issues. From time to time, the TAC members may be requested to participate in public meetings, share information, and receive input on planning questions with the North Front Range public.

ARTICLE VIII - FINANCE COMMITTEE

The committee will be called the **Finance Committee**.

OBJECTIVE OF THE COMMITTEE

The Finance Committee reviews and makes recommendations to Council concerning all financial matters including but not limited to the Unified Planning Work Program, Financial Statements, the annual audit, investments and other financial issues assigned by the Planning Council.

GENERAL RESPONSIBILITIES

The committee may assist the MPO staff and make a recommendation to the Planning Council with the following tasks:

- A. Preparation and amendments of the Annual Budget.
- B. Review and recommendation on Financial Statements
- C. Review and recommendation on any financial policies.
- D. Review and recommendation on the annual audit.
- E. Providing input, advice, and recommendations concerning other financial issues.

STRUCTURE AND MEMBERSHIP

MEMBERSHIP

Annually the Planning Council Chair shall review and appoint members to the Finance Committee to ensure representation from both counties and from large and small community members. The Planning Council Chair shall appoint a chair for the Finance Committee.

MEMBERSHIP VACANCIES

In the event of a vacancy or resignation, the Council chair will appoint a new member of the Finance Committee

MEETINGS

OPEN MEETINGS WITH ADVANCE NOTICE

All committee meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by email to the finance committee membership and notification on the NFRMPO website.

MEETING LOCATION AND FREQUENCY

- A. The location of meetings is to be determined by committee members. Meetings will either be in one location within the region or will rotate around the region to better accommodate attendance by representatives. Meeting locations will be recorded on the meeting agenda and in the meeting minutes.
- B. The committee will meet monthly, or every six weeks, as necessary when agenda items exist and will conduct meetings at least quarterly. The regular schedule of meetings is to be determined when the committee first convenes.

CONDUCT OF MEETINGS

The Finance Committee Chair will facilitate meetings following a previously distributed prepared agenda. Committee members may request agenda items up to at least ten (10) days in advance of an upcoming meeting. Agenda items will need to be generally consistent with the overall schedule and work plan—to be approved by the committee at the beginning of its work and amended from time to time.

CONSENSUS APPROACH

The Finance committee will strive to reach consensus on issues rather than vote.

MEETING MINUTES

The MPO staff will prepare minutes for each finance committee meeting. The minutes will accurately reflect the conduct of the meeting, note all activity and discussion relevant to the agenda items, and record all outcomes. The MPO Council will receive an accurate summary of the minutes identifying discussion items and any recommendations to Council.

MEETING MATERIALS

Prior to meetings, the MPO staff will provide background materials to the committee via email.

ARTICLE IX - MOBILITY COMMITTEES

The Mobility Committees were established by resolution of the MPO Council. The Committees are called the Larimer Mobility Committee (LMC) and Weld Mobility Committee (WMC).

General

OBJECTIVE OF THE COMMITTEES

The coordinating committees serve the NFRMPO Council by helping to implement the goals and strategies outlined in the NFRMPO Coordinated Plan. The Larimer and Weld Coordinating Committees (CC) work with MPO staff either individually or collectively to address mobility technical work and make recommendation the MPO Council through an established process.

The CC's represent human service agencies and transit providers that provide transportation as directed through federal, 49 USC 5302 § (3)(K).

RESPONSIBILITIES

The CC's bring Human Services and/or Transit operational expertise as well as their unique perspectives to work tasks on MPO Mobility items. The CC's generally performs these duties through regularly scheduled standing meetings although part of its responsibilities may be assigned to subcommittees or addressed at additional, specially announced, CC public meetings.

The CC's shall be responsible for reviewing and recommending to the MPO Council the approval of the following:

FTA

- The NFRMPO Coordinated Public Transit/Human Services Transportation Plan
- Travel Training Programs
- Other work items as they relate to implementation of the Coordinated NFRMPO Plan

Terms of Membership and Alternates

Membership on the CC may include staff from counties, human services agencies, state or federal agencies or from public and private entities involved in Mobility transportation.

- A. The appointment of primary and alternate members will be communicated to the MPO staff in writing. Appointed members will serve on the committee, so long as their member entity (government or organization, as appropriate) sustains the appointments with concurrence of the MPO Council.
- B. MPO staff or others appointed by the CC's may present Mobility issues to the MPO Council on a given item.
- C. In the event of a vacancy for a member entity, that vacancy will be filled by the eligible entities as soon as possible by submitting the appointment in writing to the NFRMPO.
- D. Citizen members: Citizen members must be residents of the NFRMPO Weld County Planning Area and take an active interest in improving mobility for seniors and persons with disabilities. Citizen members have voting rights but do not have the right to designate an alternate.
- E. Citizen members shall be nominated and voted on by the Coordinating Council with concurrence of the MPO Council.

Membership Vacancies

In the event of a vacancy for a member entity, that vacancy will be filled by the eligible entities as soon as possible by submitting the appointment in writing to the NFRMPO with concurrence of the MPO Council.

OFFICERS

- A. The CC's shall elect a chair and vice-chair from among the appointed members. Elections shall be held in January.
- B. The newly elected officers shall take office at the February or the next meeting of the year.
- C. The officers may serve up to two (2) one year terms.
- D. The Chair shall preside at the meetings and be responsible to attend or appoint a representative to make a report at the Planning Council meeting if needed.
- E. The Vice-chair shall preside at the meetings and attend or appoint a representative to make a report at the Planning Council meeting in the Chair's absence if needed.
- F. Any vacancy shall be filled as soon as possible using the same process used to elect the officers.

Meetings

The CC's shall conduct its business within the policy guidelines of the NFRT&AQPC Council and shall make its recommendations to the Council for action.

A. *Open Meetings With Advance Notice*

All meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by mail and/or email to the full committee membership including notification on the NFRMPO website.

B. *Special Meetings*

Special meetings of the CC's specifically may be called by or at the request of the Chair or any three committee members. Business at special meetings shall be limited to the subjects stated in the call for the meeting.

C. *Meeting Location and Frequency*

1. The location of meetings is to be arranged by the MPO staff in accordance with the preference of the committee. Meeting locations will be recorded on the meeting agenda and in the meeting minutes.
2. The LMC and WMC shall conduct meetings at least quarterly. However, meeting monthly is generally expected.
3. Whenever it might appear that a meeting is not needed due to a lack of agenda items, the MPO staff will poll the membership by email for any new agenda items and then, if appropriate, send a notification cancelling the meeting.

D. Conduct of Meetings

The LMC and WMC Chair or Vice-chair will convene and facilitate the committee meetings following a previously prepared agenda. Committee members may request agenda items at least ten (10) days in advance of an upcoming meeting. Agenda items need to be generally consistent with the mission of the NFRMPO and the priorities of an overall schedule and/or work plan as defined by the Unified Planning Work Program (UPWP) or MPO Council priorities.

E. Quorum

A quorum is established when a majority of the voting membership is present.

F. Voting

Each member is afforded one full vote on any decision put to a vote of the CC. Each organizational member's vote can be cast by his/her representative or alternate representative. Members shall attend meetings on a regular basis. If members miss three consecutive meetings and/or indicate that they are not interested in participating in CC business, removal will be considered by the CC. If a member is removed, the CC may request the appointing agency or community to affirm or replace the member.

G. Meeting Minutes

MPO Staff will prepare minutes summarizing the deliberations and recording the actions taken at each committee meeting. The minutes will accurately reflect the conduct of the meeting, note substantial activity and discussion relevant to the agenda items, and record all outcomes. The draft minutes will be distributed to the CC's for approval at the next meeting. The MPO Council will receive an accurate summary of the minutes identifying discussion on all items in addition to action taken.

H. Meeting Materials

Prior to meetings, the MPO staff will provide a meeting packet including supporting materials to the committee via email.

I. Public Meetings

The MPO staff will host public meetings related to transportation issues. From time to time, the CC members may be requested to participate in public meetings, share information, and receive input on planning questions with the North Front Range public.

ARTICLE X - BUDGET AND FINANCE

1. Each year the TAC, Mobility, and Finance Committees shall recommend to the Council, and the Council shall adopt, a preliminary budget required for the operation of the Council during the ensuing fiscal year. Administrative costs related to Council operations and costs for activities shown below shall be clearly separate from costs for technical studies or activities which benefit particular members. Any administrative costs shall be funded jointly by the members of the Council, as approved by the Council. Appropriate federal or state grants will be given priority for these expenses. The following activities are administrative in nature, although the listing is not exclusive:
 - a. Maintain adequate minutes of Council meetings, including written documentation of the meetings.
 - b. Make necessary meeting arrangements for Council meetings, such as obtaining adequate meeting space, preparation and publication of notices, preparation and mailing of agendas and relevant information, refreshments or meals provided as part of Council meetings.
 - c. Compile the material provided by the TAC in finished form for inclusion in packets provided to Council.
 - d. Prepare contracts related to passing through federal and/or state grants except for VanGo™ Program.
 - e. Prepare billings for federal or state grants.
 - f. Conduct audits as required by federal or state grants.
 - g. Maintain financial records adequate to sustain such audits.
 - h. Provide administrative support for the Council in its roles as MPO and air quality planning agency.
 - i. Coordinate information exchange between the member's staffs, the Colorado Department of Transportation, the State Legislature, the Federal Highway Administration, the Colorado Department of Health, Federal Transit Administration, and the United States Environmental Protection Agency.
 - j. Other such administrative costs as may be approved by Council.

2. All project costs not deemed by Council to be administrative in nature shall be paid for by the members benefiting from the projects. Where such projects are eligible for state or federal grants, the benefiting members shall be responsible for any required local match. The determination of which members benefit shall be defined under mutual agreement between the Council and the benefiting members.
3. The final budget shall be approved through the Unified Planning Work Program, by resolution of the Council. The budgetary year of the Council shall follow timelines required by federal and state contracts.
4. The Council is specifically empowered to contract or otherwise participate in and to accept grants, funds, gifts or services from any federal, state or local government or its agencies or instrumentalities thereof, and from private and civic sources, and to expend funds received therefrom, under provisions as may be required and agreed to by the Council, in connection with any program or purpose of which the Council exists.
5. The Council shall arrange for a systematic and continuous documentation of the Council's financial affairs and transactions and shall obtain an annual audit of its financial transactions and expenditures, or as otherwise required by law.
6. The Council may authorize any officer or officers, agent or agents, to enter into any contract, or execute and deliver any instrument, in the name of or on behalf of the Council and such authority may be general or confined to special instances.
7. No loan shall be contracted on behalf of the Council and no evidence of indebtedness issued in the name of the Council shall be signed by such officer or officers, agent or agents, of the Council.
8. All funds of the Council not otherwise employed shall be deposited from time to time to the credit of the Council in such banks, trust companies or other depositories according to the Council approved Investment Policy.

ARTICLE XI - STAFFING AND SUPPORT

1. The administration and coordination needs of the Council shall be provided by the Council staff.
2. To provide for the operation of the Council activities, the Council shall appoint an Executive Director. The Executive Director shall hire and assign titles and duties to the staff for the completion of the activities of the Council.

3. The Council shall review the performance of the Executive Director on an annual basis using the following guidelines:
 - a. August – The Executive Director will provide his/her annual Goals and Accomplishments Report to the Executive Committee at least one week prior to the August Council Meeting. The Executive Committee will share the report with the Council at the August meeting.
 - b. September – The Executive Committee will meet informally with MPO staff to determine which evaluation survey process is appropriate for that year (e.g., internal, 360, staff only, Council only, etc.)
 - c. October – Conduct the survey chosen by the Executive Committee at the beginning of the month in order to provide results at the November Council Meeting.
 - d. November – Provide survey results to the Executive Director and the Council.
 - e. December – Hold Executive Session at the December Council meeting to complete the evaluation process and finalize any negotiations.
 - f. January (of the following year) – Review, discuss and deliberate, and vote on the Executive Director Evaluation and contract as appropriate.

These are suggested guidelines only, and are provided to assist both the Council and the Executive Director in calendaring events as they progress towards the Executive Director's annual review. Deviation from these guidelines is permissible and at the Council's discretion. More specific requirements and expectations for both the Council and the Executive Director may be warranted and should be negotiated and addressed within the scope of the Executive Director's contract.

ARTICLE XII - AMENDMENT

These Articles may be amended by an affirmative vote of a majority of the representatives present and voting according to the vote system described In Article V, hereof. Such amendments may be accomplished at any regular meeting of the Council, provided at least twenty-one (21) days written notice of the proposed amendment has been given to the members.

ARTICLE XIII - RE-DESIGNATION

An existing MPO may be re-designated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census), 23 CFR 450.310. See Appendix C.

These Articles shall become effective upon their adoption by Resolution by a sufficient number of local governments to represent at least seventy-five (75) percent of the 2010 urbanized area population of the Fort Collins and Greeley urbanized areas as defined by the U.S. Bureau of the Census Metropolitan in Area Boundary (Title 28 Sec. 134b).

These Articles, first signed on January 27, 1988, have been amended by the affirmative vote of the representatives, in accordance with Article XII, at a regular meeting of the Council held on the 9th day of July 2015.

NORTH FRONT RANGE TRANSPORTATION
AND AIR QUALITY PLANNING COUNCIL

By: _____

Sean Conway, Chair

ATTEST:

Terri Blackmore, Executive Director

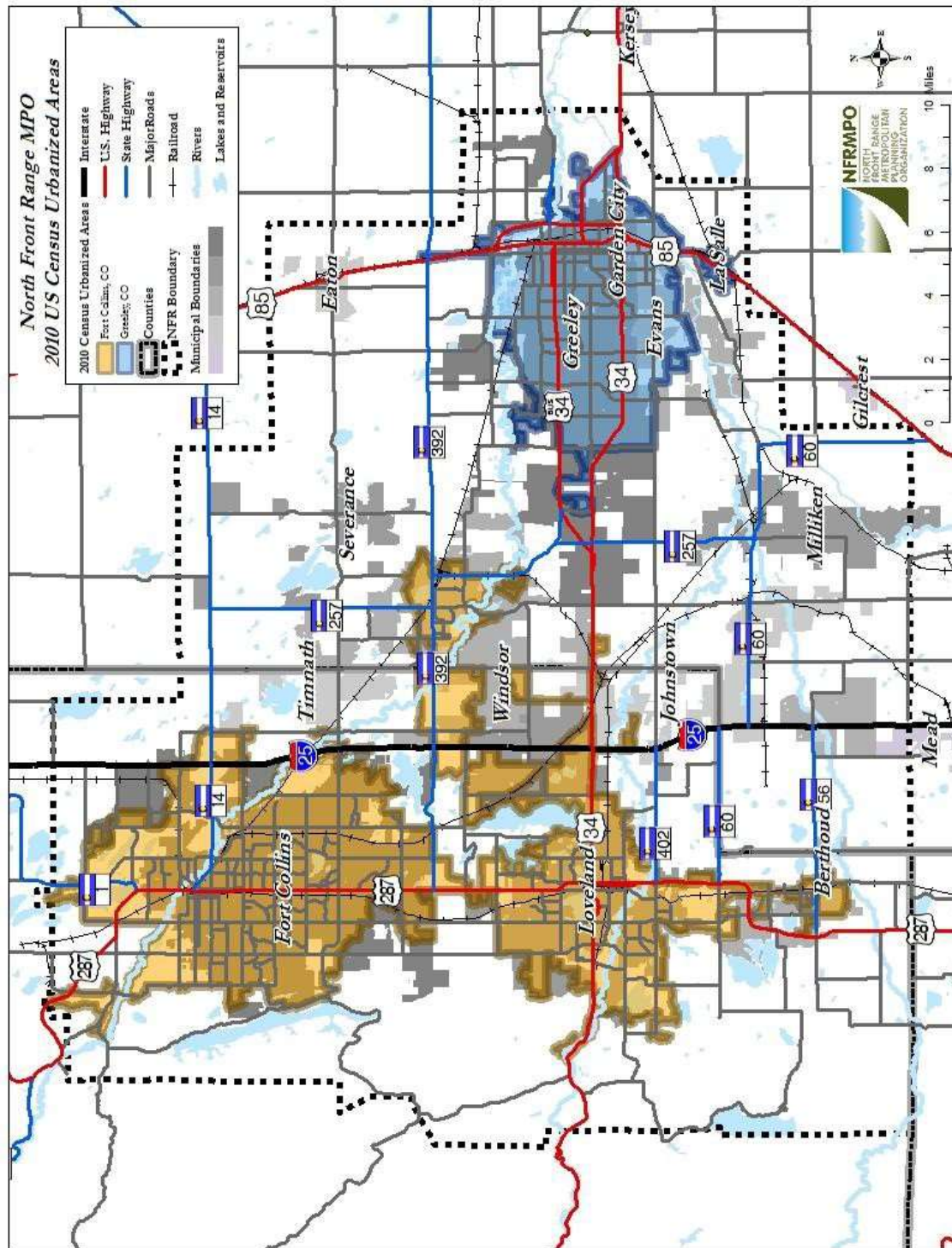
Affirmed:	Name:	Vote Tally:
Air Pollution Control Div.	Chris Colclasure	
Berthoud	Jan Dowker	
Eaton	Kevin Ross	
Evans	John Morris	
Fort Collins	Gerry Horak	
Garden City		
Greeley	Tom Norton	
Johnstown	Troy Mellon	
Larimer County	Tom Donnelly	
LaSalle	Paula Cochran	
Loveland	Joan Shaffer	
Milliken	Jordan Jemiola	
Severance	Don Brookshire	
Timnath	Paul Steinway	
Transportation Comm.	Kathy Gilliland	
Weld County	Sean Conway	
Windsor	John Vazquez	
Total:		

APPENDIX A – RESOLUTIONS

<u>Resolution Number</u>	<u>Date Signed</u>	<u>Change</u>
<u>2015-09</u>	<u>07-09-2015</u>	<u>Changes to Article XI – Staffing and Support. added section 3 outlining the procedure for the annual review of the Executive Director</u>
2014-08	05-01-2014	Clarify Council elections, update TAC officers, elections and responsibilities, delete Air Quality Technical Committee, add Finance Committee and Mobility Councils, updated Budget and Finance Section, update supporting documents to reflect Census, updated meeting conduct and renumber articles.
2012-09	5/3/12	Add Meeting Conduct, Subcommittees of Council, Appendices, and remove State Member voting on Call for Projects
2012-01	1/5/12	TAG dissolution
2011-10	6/2/11	Weighted Vote & AQTC

2007-08	6/7/07	Add members (Severance & Eaton)
2007-07	6/7/07	Add Severance
2007-06	6/7/07	Add Eaton
2004-27	10/7/04	Weighted Vote
2004-20	7/1/04	Weighted Vote

APPENDIX B – MPO BOUNDARY MAP AND LEGAL DESCRIPTION



BEGINNING AT THE NORTHEAST CORNER OF SECTION 11, TOWNSHIP 7 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN;

1—THENCE LEAVING SAID SECTION, RUN EASTERLY TO THE NORTHEAST CORNER OF SECTION 7, TOWNSHIP 7 NORTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN;

2—THENCE LEAVING SAID SECTION, RUN SOUTHERLY TO THE NORTHEAST CORNER OF SECTION 30, TOWNSHIP 7 NORTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN;

3—THENCE LEAVING SAID SECTION, RUN EASTERLY TO THE NORTHEAST CORNER OF SECTION 29, TOWNSHIP 7 NORTH, RANGE 65 WEST OF THE 6TH PRINCIPAL MERIDIAN;

4—THENCE LEAVING SAID SECTION, RUN SOUTHERLY TO THE NORTHEAST CORNER OF SECTION 29, TOWNSHIP 6 NORTH, RANGE 65 WEST OF THE 6TH PRINCIPAL MERIDIAN;

5—THENCE LEAVING SAID SECTION, RUN EASTERLY TO THE NORTHEAST QUARTER CORNER OF THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 6 NORTH, RANGE 65 WEST OF THE 6TH PRINCIPAL MERIDIAN;

6—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN SOUTHERLY TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 13, TOWNSHIP 5 NORTH, RANGE 65 WEST OF THE 6TH PRINCIPAL MERIDIAN ;

7—THENCE LEAVING SAID QUARTERSECTION, RUN SOUTHWESTERLY, TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 5 NORTH, RANGE 65 WEST OF THE 6TH PRINCIPAL MERIDIAN;

8—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN SOUTHERLY, TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 4 NORTH, RANGE 65 WEST OF THE 6TH PRINCIPAL MERIDIAN;

9—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN WESTERLY TO THE NORTHWEST CORNER OF SECTION 12, TOWNSHIP 4 NORTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN;

10—THENCE LEAVING SAID SECTION, RUN SOUTHERLY , TO THE SOUTHEAST CORNER OF SECTION 11, TOWNSHIP 4, NORTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN;

11—THENCE LEAVING SAID SECTION, RUN WESTERLY TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTERSECTION OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN;

12—THENCE RUNNING ALONG SAID EDGE OF THE QUARTERSECTION SOUTHERLY, TO THE INTERSECTION OF THE EASTERN EDGE OF THE NORTHWEST QUARTER OF SECTION 5, TOWNSHIP 3 NORTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN AND THE SOUTHERLY RIGHT-OF-WAY OF WELD COUNTY ROAD 38;

13—THENCE WESTERLY, ON SAID SOUTHERLY RIGHT-OF-WAY, TO THE WESTERLY RIGHT-OF-WAY OF WCR 3; THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY, RUN WESTERLY, TO THE INTERSECTION OF THE WELD, LARIMER AND BOULDER COUNTY LINES;

THENCE SOUTHERLY, TO THE SOUTHERLY RIGHT-OF-WAY OF LCR 2, WHICH IS ALSO KNOWN AS N. COUNTY LINEROAD (BOULDER COUNTY);

THENCE WESTERLY, ON SAID SOUTHERLY RIGHT-OF-WAY, TO THE WESTERLY RIGHT-OF-WAY OF FRONT RANGE AVENUE (LARIMER COUNTY);

THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY, RUN WESTERLY, TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

14—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 4 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

THENCE LEAVING SAID QUARTERSECTION, RUN EASTERLY TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 34, TOWNSHIP 5 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN NORTHERLY, TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER SECTION, SECTION 3, TOWNSHIP 5 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

15—THENCE LEAVING SAID QUARTERSECTION, RUN WESTERLY, TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 5 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

16—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 22, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

17—THENCE LEAVING SAID NORTHWEST CORNER, RUN NORTHEASTERLY, TO THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN EAST TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

18—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN NORTHERLY TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

19—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHWESTERLY TO THE NORTHWEST CORNER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

20—THENCE ALONG THE NORTHERN EDGE OF SAID SECTION RUN EASTERLY, TO THE NORTHEAST CORNER OF SAID SECTION 2, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

21—THENCE LEAVING SAID SECTION, RUN NORTHERLY, TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTERSECTION OF SECTION 24, TOWNSHIP 8 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN;

22—THENCE LEAVING SAID QUARTERSECTION, RUN EASTERLY TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER SECTION OF SECTION 20, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN;

23—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 20,

TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN;

24—THENCE ALONG THE NORTHERN EDGE OF SAID SECTION RUN EASTERLY TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTERSECTION OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN;

25—THENCE ALONG THE WESTERN EDGE OF SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF THE SOUTHEAST QUARTERSECTION OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN;

26—THENCE ALONG THE NORTHERN EDGE OF SAID QUARTERSECTION, RUN EASTERLY TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTERSECTION OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN;

27—THENCE ALONG THE EASTERN EDGE OF SAID QUARTERSECTION, RUN SOUTHERLY TO THE SOUTHWEST CORNER OF SECTION 13, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN;

28—THENCE LEAVING SAID CORNER RUN EASTERLY ON NORTHERN EDGE OF SAID SECTION TO THE NORTHERLY RIGHT-OF-WAY OF WEST LARIMER COUNTY ROAD 56;

THENCE EASTERLY ON SAID NORTHERLY RIGHT-OF-WAY TO THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 8 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN;

29—THENCE SOUTHERLY FROM SAID QUARTERSECTION TO THE POINT OF BEGINNING.

[Code of Federal Regulations]
[Title 23, Volume 1]
[Revised as of April 1, 2010]
From the U.S. Government Printing Office via GPO Access
[CITE: 23CFR450.310]

[Page 107-108]

§450.310 Metropolitan planning organization designation and redesignation.

(a) To carry out the metropolitan transportation planning process under this subpart, a metropolitan planning organization (MPO) shall be designated for each urbanized area with a population of more than 50,000 individuals (as determined by the Bureau of the Census).

(b) MPO designation shall be made by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law.

(c) Each Governor with responsibility for a portion of a multistate metropolitan area and the appropriate MPOs shall, to the extent practicable, provide coordinated transportation planning for the entire MPA. The consent of Congress is granted to any two or more States to:

(1) Enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under 23 U.S.C. 134 and 49 U.S.C. 5303 as the activities pertain to interstate areas and localities within the States; and

(2) Establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.

(d) Each MPO that serves a TMA, when designated or redesignated under this section, shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, and appropriate State transportation officials. Where appropriate, MPOs may increase the representation of local elected officials, public transportation agencies, or appropriate State officials on their policy boards and other committees as a means for encouraging greater involvement in the metropolitan transportation planning process, subject to the requirements of paragraph (k) of this section.

(e) To the extent possible, only one MPO shall be designated for each urbanized area or group of contiguous urbanized areas. More than one MPO may be designated to serve an urbanized area only if the Governor(s) and the existing MPO, if applicable, determine that the size and complexity of the urbanized area make designation of more than one MPO appropriate. In those cases where two or more MPOs serve the same urbanized area, the MPOs shall establish official, written agreements that clearly identify areas of coordination and the division of transportation planning responsibilities among the MPOs.

(f) Nothing in this subpart shall be deemed to prohibit an MPO from using the staff resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the metropolitan transportation planning process.

(g) An MPO designation shall remain in effect until an official redesignation has been made in accordance with this section.

(h) An existing MPO may be redesignated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(i) Redesignation of an MPO serving a multistate metropolitan planning area requires agreement between the Governors of each State served by the existing MPO and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(j) For the purposes of redesignation, units of general purpose local government may be defined as elected officials from each unit of general purpose local government located within the metropolitan planning area served by the existing MPO.

(k) Redesignation of an MPO (in accordance with the provisions of this section) is required whenever the existing MPO proposes to make:

(1) A substantial change in the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State(s); or

(2) A substantial change in the decisionmaking authority or responsibility of the MPO, or in decisionmaking procedures established under MPO by-laws.

(l) The following changes to an MPO do not require a redesignation (as long as they do not trigger a substantial change as described in paragraph (k) of the section):

- (1)The identification of a new urbanized area (as determined by the Bureau of the Census) within an existing metropolitan planning area;
- (2)Adding members to the MPO that represent new units of general purpose local government resulting from expansion of the metropolitan planning area;
- (3)Adding members to satisfy the specific membership requirements for an MPO that serves a TMA; or
- (4)Periodic rotation of members representing units of general-purpose local government, as established under MPO by-laws.

APPENDIX D – CONDUCT OF MEETINGS

Section 1. Order of Business. The business of the North Front Range Transportation and Air Quality Planning Council (the "Council") shall generally be conducted in the following order:

Call Meeting to Order
Pledge of Allegiance
Public Comment Approval
of Minutes Action Items
Presentations
Work Session Items
Discussion Items
Council Reports Other
Business Public
Comment Future
Agenda Items
Adjournment

Section 2. Time of Meetings.

a. Council meetings will begin precisely at 6:00 p.m.

b. No more than two ten-minute breaks will be planned per meeting. All Council members and staff will return to their seats at the conclusion of each break. The Chair will resume the meeting at the prescribed time.

c. Every Council meeting will end no later than 10:30 p.m., except that:

- (1) any item of business commenced before 10:30 p.m. may be concluded before the meeting is adjourned and
- (2) the Council may, by majority vote, extend a meeting until no later than 12:00 a.m. for the purpose of considering additional items of business. Any matter which has been commenced and is still pending at the conclusion of the Council meeting, and all matters scheduled for consideration at the meeting which have not yet been considered by the Council, will be continued to the next regular Council meeting.

Section 3. Public Comment. Up to 30 minutes will be allowed for public comment during the "Citizen Participation" segment of each meeting. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak is more than six, the Chair will shorten the allotted time in order to allow as many people as possible to address the Council within 30 minutes.

Section 4. Council Questions and Debate. Council questions and debate regarding an agenda item will occur immediately following citizen input and prior to entertaining any main motion related to the item. Except when raising a point of order, Councilmembers seeking to ask questions or participate in debate will do so only when called upon by the Chair. The Chair may limit or curtail questions or debate as he or she deems necessary for the orderly conduct of business, except as overridden by a majority of Councilmembers present and voting, pursuant to a point of order. No Councilmember will speak to an item more than once until all other Councilmembers have had an opportunity to be heard.

Section 5. Basic Rules of Order. The following commonly used rules of order will govern the conduct of Council business. Except as specifically noted, all motions require a second. If there is a question of procedure not addressed by these rules, reference shall be made to Robert's Rules of Order, for any needed clarification or direction. In the event of any conflict between these rules and Robert's Rules of Order, these rules of order shall prevail.

MAIN MOTIONS

Main motions are used to bring business before the Council for consideration and action. A main motion can be introduced only if no other business is pending. Main motions require a second and may be adopted by majority vote of those Councilmembers present and voting, except that a motion to go into executive session requires a two-thirds vote of those present. A main motion may be made by any Councilmember, including the Chair. It is debatable and may be amended. Any council member may remove an item from the consent agenda without a motion or vote.

SUBSIDIARY MOTIONS

These are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

1. **Motion to Amend.** A motion to amend, once seconded, is debatable and may itself be amended once. However, a "secondary amendment," which is a change to a pending "primary amendment," cannot be amended. The point of a motion to amend is to modify the wording – and, within certain limits, the meaning – of a pending motion before the pending motion itself is acted upon. Once a motion to amend has been seconded and debated, it is decided before the main motion is decided. Certain motions to amend are improper. For example, an amendment must be "germane." To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. Another example of an improper motion to amend would be a motion that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Council during the same session. "Friendly" amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before a vote is taken on the main motion. Only one amendment to a main motion is allowed – after that, any modifications to a main motion must be made by defeating the original main motion and introducing a new main motion.

2. Withdrawal or Modification of a Motion. In the brief interval between the making of a motion and the time when the Chair places the Motion before the Council by stating it, the maker can withdraw or modify the motion. After a motion has been seconded and stated by the Chair, it belongs to the Council as a whole and the maker must request the Council's permission to withdraw or modify his or her motion.

3. Motion to Lay on the Table. A motion to table allows the Council lay the pending question aside temporarily, but only when something else of immediate urgency has arisen. By adopting a motion to lay on the table, a majority has the power to immediately halt the consideration of a question, since a motion to table is neither debatable nor amendable.

4. Motion to Postpone Indefinitely. A motion to postpone indefinitely is, in effect, a motion that the Council decline to take a position on an agenda item or main motion. Its adoption kills the agenda item or main motion for the duration of the meeting and avoids a direct vote on the item or motion. It is useful in disposing of an item or motion that cannot either be adopted or expressly rejected without undesirable consequences. It is debatable, but not amendable.

5. Motion to Postpone to a Certain Time (or Definitely). This is the motion by which action on an agenda item or a pending motion can be put off to a definite day, meeting or hour, or until after a certain event has occurred. This motion can be debated only to the extent necessary to enable the Council to determine whether the main question should be postponed and, if so, to what date or time. Similarly, it is amendable only as to the date or time to which the main question should be postponed.

6. Calling the Question. "Calling the question" may sometimes motivate unanimous consent to end debate. If it does not, however, then debate does not automatically end. Instead, if any member objects to ending the debate, the Chair should ask if there is a second to the motion and, if so, he or she must immediately take a vote on whether to end debate. The motion is not debatable or amendable.

INCIDENTAL MOTIONS

These are motions which usually apply to the method of conducting business rather than to the business itself.

1. Point of Order. A Councilmember who thinks that the rules of order are being violated can make a point of order, thereby calling upon the Chair for a ruling and an enforcement of the regular rules. Such a motion takes precedence over any pending question out of which it may arise. This motion does not require a second. It is not amendable and not debatable. However, with the Chair's consent, the member raising the point of order may be permitted to explain his or her point. In response to a point of order, the Chair can either immediately rule, subject to appeal to the Council, or the Chair can refer the point of order to the Council, in which case the point becomes debatable. In ruling, the Chair can also consult the parliamentarian, if there is one, or can request the advice of experienced members of the Council. However, no member has the right to express an opinion unless requested to do so by the Chair. When the Chair has made a ruling, any two Councilmembers

can appeal the ruling (one making the appeal and the other seconding it). When an appeal is taken, the matter is decided by majority vote of the Council. A tie vote sustains the decision of the Chair. A point of order must be raised promptly at the time the perceived violation of the rules occurs.

2. Motion to Divide a Question. If a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition by itself, the parts of the motion can be separated for consideration and voted on as if they were distinct questions by the adoption of a motion for division of the question. This motion, if seconded, takes precedence over the main motion and is not debatable. However, the motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment, in which case the amended form of the motion, if seconded, would be decided first. Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

3. Motion to Suspend the Rules. When the Council wishes to do something that it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules that interfere with the proposed action. This motion can be made at any time that no question is pending and can be applied to any rule except those that are fundamental principles of the North Front Range Metropolitan Planning Organization or other applicable laws. This motion is neither debatable nor amendable.

RESTORATIVE MOTIONS

These are motions that bring a question again before the Council for its consideration.

1. Motion to Take from the Table. The object of this motion is to take from the table and make pending again before the Council a motion or series of adhering motions that previously had been laid on the table. This motion is neither debatable nor amendable. When a question is taken from the table, it is before the Council with everything adhering to it, exactly as it was when laid on the table.

2. Motion to Reconsider. This motion enables a majority of the Council to bring back for further consideration a motion which has already been voted on. This motion is in order only if made on the same date that the vote to be reconsidered was taken. The purpose of reconsidering a vote is to permit the correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote. This motion can be made only by a Councilmember who voted with the prevailing side. When a member who cannot make a motion for reconsideration believes that there are valid reasons for one, he or she may try to persuade someone who voted with the prevailing side to make such a motion. This motion is debatable whenever the motion proposed to be reconsidered was debatable. And, when debatable, opens to debate the merits of the question to be reconsidered. It is not amendable. The effect of the adoption of a motion to reconsider is that the question on which the vote was reconsidered is immediately placed before the Council in the exact position it occupied the moment before the question was voted on originally.

3. Motion to Rescind or Amend Something Previously Adopted. By a motion to rescind or to amend something previously adopted, the Council can change an action previously taken. This motion is debatable and amendable. In contrast to a motion to reconsider, there is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Council, regardless of how he or she voted on the original question. The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken. Instead, it either entirely nullifies the previous action or modifies it, depending upon which motion is used. For that reason, this motion should not be made if third parties have relied to their detriment on the previous action.

PRIVILEGED MOTIONS

These motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending, because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

1. Motion to Adjourn. A motion to adjourn is always a privileged motion except when the motion is conditioned in some way, as in the case of a motion to adjourn at, or to, a future time. Such a conditional motion is not privileged and is treated just as any other main motion. A conditional motion to adjourn at or to a future time is always out of order while business is pending. However, an unconditioned, privileged motion to adjourn takes precedence over most other motions. The privileged motion to adjourn is neither debatable nor amendable, while a conditioned motion to adjourn is debatable and may be amended.

2. Motion to Recess. A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion. A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess.

Section 6. Effective Date and Applicability. This Resolution shall take effect on May 3, 2012, and the rules of procedure in this Resolution shall supersede all previous rules of procedure that may heretofore have been adopted by the Council.

APPENDIX E – CHARGING STATEMENT TEMPLATE



SUBCOMMITTEE CHARGING STATEMENT TEMPLATE

CHARGE OF THE COMMITTEE

The purpose of this committee is to examine the Articles of Association for necessary updates. Specifically they should examine.....

DELIVERABLE

The subcommittee will produce a draft revised document for Council consideration

OFFICERS

Chair:

Vice Chair:

COMMITTEE MEMBERS

ASSIGNED STAFF

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 3rd day of May, 2012.

ATTEST:

Name, Executive Director

Name, Chair