

**NASHVILLE AREA  
TRANSPORTATION PLANNING PROSPECTUS &  
BYLAWS OF THE MPO EXECUTIVE BOARD**

**Amended August 15, 2007**



**Nashville Area  
Metropolitan Planning Organization**

800 2<sup>nd</sup> Avenue South  
Nashville, Tennessee 37201  
*Phone* (615) 862-7204  
*Fax* (615) 880-7450  
[www.nashvillempo.org](http://www.nashvillempo.org)



The Planning Department does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in access to, or operation of its programs, services, activities or in its hiring or employment practices. **ADA inquiries should be forwarded to:** Josie L. Bass, Planning Department ADA Compliance Coordinator, 800 Second Avenue South, 2<sup>nd</sup>. Floor, Nashville, TN 37201, (615)862-7150. **Title VI inquiries should be forwarded to:** Michelle Lane, Metro Title VI Coordinator, 222 Third Avenue North, Suite 200, Nashville, TN 37201, (615)862-5471. **Contact Department of Human Resources for all employment related inquiries** at (615)862-6640.

# TABLE OF CONTENTS

<b>PROSPECTUS.....</b>	<b>1</b>
<b>1.0 Introduction .....</b>	<b>1</b>
1.1 About the Prospectus.....	1
1.2 Regional Transportation Planning.....	1
1.3 History of the Nashville Area MPO .....	2
<b>2.0 Organization &amp; Management.....</b>	<b>4</b>
2.1 Organizational Structure.....	4
2.2 Management Coordination.....	5
2.3 Public Participation.....	6
<b>3.0 MPO Partners.....</b>	<b>7</b>
3.1 Federal Agencies.....	7
3.2 State Agencies .....	7
3.3 Regional Agencies .....	9
3.4 Local Partners.....	11
3.5 Other Agencies.....	12
<b>4.0 MPO Planning Funds.....</b>	<b>12</b>
<b>RULES AND BYLAWS .....</b>	<b>14</b>
Article 1. Name.....	14
Article 2. Composition and Voting.....	14
Article 3. Duties.....	14
Article 4. Organization.....	15
Article 5. Duties of Chairperson .....	16
Article 6. Meetings.....	16
Article 7. Rules of Order.....	17
Article 8. Amendment to Bylaws .....	17
Article 9. Effective Date.....	17
<b>APPENDIX A. EXECUTIVE BOARD MEMBERSHIP.....</b>	<b>18</b>
<b>APPENDIX B. TCC MEMBERSHIP .....</b>	<b>19</b>
<b>APPENDIX C. MPO STAFF ROSTER.....</b>	<b>20</b>
<b>APPENDIX D. EXECUTIVE BOARD VOTING WEIGHTS .....</b>	<b>21</b>
<b>APPENDIX E. 2007 MPO POLICIES .....</b>	<b>22</b>

# PROSPECTUS OF THE NASHVILLE AREA MPO

## 1.0 Introduction

### 1.1 About the Prospectus

This Prospectus presents an outline of the Nashville Area Metropolitan Planning Organization (MPO), its organizational structure and responsibilities, and the procedures used to carry out the federally-mandated transportation planning process in the Nashville region. The prospectus also provides an overview of other agencies involved in the regional planning process.

The planning process is periodically updated to account for continuously changing regulations for transportation planning; advancing technology; urban growth; and revised Federal, state, region and local involvement. As such, this document replaces the previous Prospectus adopted by the Metropolitan Planning Organization (MPO) on May 19, 2004. Moreover, this Prospectus may be amended at any time by a majority vote of the MPO Executive Board membership, and approval of the Governor. Amendments must be presented in writing at a Board meeting for consideration, and adopted at a subsequent meeting.

### 1.2 Regional Transportation Planning

Federal law requires all urbanized areas with a population of at least 50,000 to maintain a "3-C" transportation planning process that is "Continuing, Comprehensive, and Cooperative." In 2005, the U.S. Congress passed and the President signed into law the *Safe Accountable Flexible Efficient Transportation Equity Act – a Legacy for Users* (SAFETEA-LU). This new federal transportation legislation defines eight specific planning factors to be considered when developing transportation plans and programs in a metropolitan area. Current legislation calls for the MPOs to conduct planning that:

1. Supports the *economic vitality* of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increases the *safety* of the transportation system for motorized and non-motorized users.
3. Increases the *security* of the transportation system for motorized and non-motorized users
4. Increases the *accessibility* and mobility options available to people and for freight.
5. Protects and enhance the *environment*, promotes energy conservation, and improves quality of life, and promotes consistency between transportation improvements and state and local planned growth and economic development patterns
6. Enhances the integration and *connectivity* of the transportation system, across and between modes, for people and freight.
7. Promotes efficient system *management* and operation.
8. Emphasizes the *preservation* of the existing transportation system.

In the Nashville region, the organization responsible for managing this process is the Nashville Area Metropolitan Planning Organization (MPO). The MPO is responsible for:

- Monitoring the conditions of the existing transportation network;
- Identifying existing capacity or safety problems through detailed planning studies to develop candidate transportation improvements;
- Forecasting future population and employment growth for the region;
- Evaluating the effects that future land use plans will have on transportation infrastructure within major growth corridors throughout the region;
- Developing alternative growth scenarios to evaluate the affects that land use and transportation choices made today will have on the region's future;
- Estimating the impact that a expanding transportation system will have on air quality; and
- Developing a financial plan that identifies the costs and revenues associated with the continued operation and maintenance, and future expansion of the region's transportation system.

In order to carry out those responsibilities, the MPO produces three major work products: the Long Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. Each is available to the public and interested parties at the MPO's website ([www.nashvillempo.org](http://www.nashvillempo.org)) and at MPO offices located at Metro Office Building, 800 Second Avenue South, Nashville, Tennessee, 37201.

#### **Long Range Transportation Plan (LRTP)**

The LRTP is a long range (25 year) multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities to help manage congestion, increase regional mobility options, and conform to national air quality standards. The LRTP is updated every four years and may be amended as a result of changes in projected federal, state, and local funding; major investment studies; congestion management systems plans; interstate interchange justification studies; and environmental impact studies. The MPO's current LRTP, adopted in 2005, extends through the year 2030.

#### **Transportation Improvement Program (TIP)**

The TIP is a four-year program that lists all regionally significant and federally funded projects and transportation programs in the MPO planning area including highway and street projects, public transit projects, and bicycle/pedestrian enhancement projects. Any project included in the TIP must be consistent with, or be selected from an approved Long Range Transportation Plan. Additionally, the TIP must be fiscally constrained by estimated future revenues, or have funding mechanisms currently in place. As such, the TIP can be amended to account for changes in funding or program needs.

#### **Unified Planning Work Program (UPWP)**

The UPWP is a one-year plan developed by the MPO Director to focus work efforts of staff and consultants using planning funds anticipated in the upcoming fiscal year. All federally funded planning activities must conform to federal planning requirements and be listed in the UPWP.

### **1.3 History of the Nashville Area MPO**

The Nashville Area MPO is the federally-mandated agency responsible for long-range transportation planning and short-range project prioritization and programming for the

Nashville region. When an MPO was first established in the Nashville area in the 1960s, it consisted only of Nashville and Davidson County. The agency operated for many years under the name of "Nashville Urban Transportation Study."

Following the 1980 Census, it was clear that the urban growth of Nashville and surrounding cities was beginning to bleed together. As such, the MPO expanded its planning boundary to include areas outside of Davidson County including the cities of Hendersonville and Brentwood. Now, for the first time, multiple jurisdictions were formally coordinating major transportation projects and working together to plan major travel corridors.

By the end of the 1980's, the nation had begun to place an increased emphasis on air quality. In 1990, the United States Congress passed Amendments to the Clean Air Act, setting stricter national air quality standards for ozone and carbon monoxide. Areas of the country that did not meet the national air quality standards were designated as "non-attainment," and had to establish plans showing how they would reduce key air pollutants.

Congress followed that up in 1991 with the federal transportation bill know as the Intermodal Surface Transportation Efficiency Act, or "ISTEA." That legislation recommended that metropolitan planning organizations expand their boundaries to include nearby non-attainment areas. The reason: personal automobiles and freight trucks account for a substantial portion of ozone-causing pollutants. Before adopting any plan consisting of new transportation projects, a non-attainment area must show that those projects will not cause unacceptable levels of new air pollution.

On December 16, 1992, the governing Board of the Nashville Area MPO voted to expand its membership to include the local governments within Davidson, Rutherford, Sumner, Wilson, and Williamson counties to correspond to the Nashville region's non-attainment area as defined by the U.S. Environmental Protection Agency.

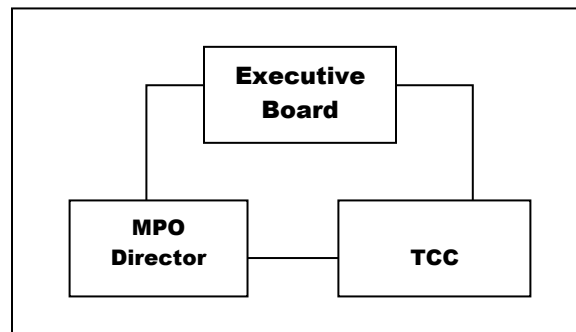
The MPO functioned as a five-county organization until 2002 when the planning area was expanded again to represent the urbanized area as defined by the 2000 Census. Today, the Nashville Area MPO includes the city limits of Spring Hill in Maury County and the city limits of Springfield in Robertson County.

## 2.0 Organization & Management

### 2.1 Organizational Structure

The MPO functions under a committee structure comprised of an Executive Board, a Technical Coordinating Committee (TCC), and technical staff.

**MPO Organizational Chart**



The **Executive Board** consists of the Chief elected official of each county within the study area and each city with over 5,000 population according to the latest decennial census conducted by the U.S. Census Bureau. Due to the nature of metropolitan government, Davidson County shall have two representatives on the Board. In addition, an elected official (not already on the board) representing the Greater Nashville Regional Council and the Governor of the State of Tennessee shall also serve on the Executive Board.

Following the release of the final official population counts following a decennial census, or change in federal or state requirements, the Executive Board shall act to adjust membership within the metropolitan boundary or study area. Current membership of the Executive Board is attached as APPENDIX A.

The Executive Board shall adopt Bylaws and Rules governing meeting process and procedure for itself and any committees of the Metropolitan Planning Organization.

The **Technical Coordinating Committee** consists of the administrative and technical leadership of functional agencies, authorities, commissions, departments, divisions and bureaus of the entities comprising the Executive Board. Organizations not represented on the Executive Board may also serve on the TCC (e.g., the Transportation Management Association Group and the Regional Transportation Authority). A representative of each modal administration of the United States Department of Transportation serves as a non-voting member of the TCC. Current membership of the TCC is attached as APPENDIX B.

The TCC shall elect a Chairman and Vice-Chairman from its membership. Such election shall be by a majority of that membership. Election shall take place at the June meeting or the first meeting held thereafter and the term of office shall be for one year or until such time as a new Chairman and Vice-Chairman are elected. The Chairman, or in his/her absence the Vice-Chairman, shall preside at all meetings of the TCC. In the event neither officer is present, the Chairman's representative or the Vice-Chairman's representative shall preside. Members may designate alternates for the purposes casting votes.

The TCC shall conduct business as prescribed in the latest edition of Robert's Rules of Order.

The **MPO Technical Staff** works under the leadership of an MPO Director to provide professional transportation planning services and ongoing administration of projects.

The MPO Director is a staff member of the MPO's sponsor-agency (currently the Nashville-Davidson County Metropolitan Planning Commission) who is appointed by the Executive Board, with the concurrence of the Executive Director of the Metropolitan Planning Commission. The current staff roster is attached as APPENDIX C.

The MPO Director shall take her/his direction from, and be accountable to the Executive Board and effectuate this direction through the MPO Technical Staff, TCC or Study Committees as applicable.

## **2.2 Management Coordination**

### ***Policy Direction***

The metropolitan planning structure places responsibility for policy direction with the Executive Board, which constitutes the forum for cooperative decision-making by principal elected officials of general purpose local government. Final responsibility for transportation planning and programming is vested with the Executive Board, which may act without recommendation of the Technical Coordinating Committee, provided a reasonable time has been afforded to the Committee for a recommendation.

Executive Board direction and guidance is disseminated to the Director and the TCC, with subsequent action being delegated to the local transportation planning staffs or study subcommittees as appropriate. Required actions resulting from individual agency requests and/or legislative mandate are initiated, by the responsible participating agency representative of the TCC or his designated representative. Any actions initiated shall be consistent with Unified Planning Work Program tasks or amendment thereof. The TCC is responsible for interagency coordination.

### ***Implementation***

The TCC, with policy direction from the Executive Board, is responsible for local implementation of all transportation planning activities. The members of this committee, by virtue of their position, disseminate transportation planning policy procedures and schedules to respective agency professionals for application. The TCC, as a group, receives plans, programs and transportation documentation for prior review and recommendation to the Executive Board for action. The TCC may appoint ad-hoc subcommittees as needed to organize, coordinate, evaluate and document transportation planning, programming and reporting requirements necessary for orderly program implementation and certification.

### ***Administration***

The MPO Director is responsible for on-going coordination, direction, and supervision of the Nashville Area Transportation Planning Process including the supervision of MPO staff, the coordination of transportation planning activities among participants in the Nashville area transportation planning process, and compliance with federal transportation legislation and other regulations and requirements for metropolitan planning.

The MPO Director, through direction of the Executive Board and Technical Coordinating Committee, is responsible for performing the administrative tasks required to maintain coordination of the transportation planning process, and the Technical Coordinating

Committee is responsible to the Executive Board for maintaining coordination of program implementation on a continuing basis. The MPO Director and staff will be responsible for the following administrative functions:

- Documentation of all transportation meeting proceedings and dissemination thereof to all participants to the process.
- Monitoring of all MPO sponsored activities and studies including the preparation of minor amendments reflecting policy objectives and changing standards.
- Preparation of contracts, agreements and memoranda of understanding.
- Coordination with Executive Board to assure proper execution of all contracts, agreements and memoranda of understanding.
- Dissemination of relevant information to public officials and concerned citizens.
- Document performance of overall transportation planning program and specifically the elements as required to maintain certification.
- Distributes invoices to member jurisdictions for their fair-share of non-federal match funds used to leverage federal planning dollars.

### ***MPO Meetings***

Due to the complex nature and magnitude of transportation activity in the Nashville Area, meetings of the TCC are generally once per month unless no items are scheduled for consideration. Executive Board meetings are scheduled as needed, generally once per month, to set policy guidelines, and review transportation planning activities. Interagency staff coordination is achieved on an informal and as-needed basis, with work schedules being established by mutual agreement as required to accomplish planning, programming and implementation schedules.

The MPO Director and staff are responsible for scheduling and coordinating meetings, assembling required data, preparing meeting agendas, recording proceedings of meetings and dissemination of proceedings. The Director distributes meeting notices and agendas at least one (1) week in advance of scheduled meetings.

### **2.3 Public Participation**

Rather than a single public advisory group, mechanisms are to be provided for public involvement in specific phases of the planning process. Opportunity for public participation will occur during broad overall transportation plan development, including updates to the long-range transportation plan, and during transportation project programming. The TCC will recommend and the Executive Board will adopt, with or without modification, particular procedures for each of these phases.

To ensure the greatest opportunity for public involvement throughout the planning process, the MPO will prepare and maintain a Public Participation Plan that provides for complete information, timely public notification, full public access to key decisions, and supports early and continuing involvement of the public.

## **3.0 MPO Partners**

There are a variety of agencies that participate on the committees and Board of the Nashville Area MPO. These agencies are Federal, state, regional and local. Below are descriptions of each agency by type, and the role of each agency in the MPO process.

### **3.1 Federal Agencies**

#### ***Federal Highway Administration***

The Federal Highway Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid highway monies available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. The Federal Highway Administration is responsible, through State Division Office, for issuing to the State all regulations and guidelines relative to expenditure of Federal-aid highway monies; monitoring all highway planning, programming and implementation activities; and exercising fiscal control of all Federal-aid highway expenditures through an annual audit.

The Federal Highway Administration provides a degree of liaison between state transportation agencies and regional Federal modal agencies. The Division Office has non-voting membership on the Nashville Area Metropolitan Planning Organization TCC and Executive Board.

#### ***Federal Transit Administration***

The Federal Transit Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid monies available through grant allocation for public transportation planning, capital improvement, demonstration and operations pursuant to the provisions of Title 49, United States Code. The Federal Transit Administration, through the Regional Office, is responsible for issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to expenditure of Federal Transit funds, monitoring public transportation planning and demonstration projects, and exercising fiscal controls. The Region VI Office has non-voting membership on the Nashville Area Metropolitan Planning Organization TCC and Executive Board.

#### ***Other Federal Agencies***

Other federal agencies such as the Federal Aviation Administration, U. S. Corps of Engineers, Federal Railroad Administration, Coast Guard and Environmental Protection Agency may provide the Nashville Area MPO with review and advisory assistance on an as needed basis.

### **3.2 State Agencies**

#### ***Tennessee Department of Transportation***

The Tennessee Department of Transportation is responsible for preparation of long range, coordinated, statewide transportation plans; development of a data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a manner that will serve the State and local communities effectively and efficiently; and cooperation with local government in the development of long-range transportation plans.

The MPO and the Tennessee Department of Transportation must cooperate and coordinate their respective actions and programs very closely.

TDOT discharges its legislated and delegated responsibility as follows:

### **TDOT Long Range Planning Division**

The Long Range Planning Division is responsible for ensuring that any program or project involving state or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the state and local communities. The Long Range Planning Division is also responsible for the ongoing data collection program that provides inventories of all transportation modes and needs, development of transportation plans, needs, and programs, administering and conducting transportation research programs, and serving as liaison between TDOT and FHWA.

### **TDOT Project Planning Division**

The Project Planning Division is one of four divisions under the Chief of Environment and Planning. This Division is comprised of three offices: Short Range Planning Office, Conceptual and National Environmental Policy Act (NEPA) Planning Office and Safety Planning and Travel Data Office. It is primarily responsible for the management, development and planning of all Travel Data Operations and Short Range Planning, Conceptual Planning, NEPA Planning Guidelines, and all statewide project planning studies for State, Federal and local federal aid highways and the Highway Rail Grade Crossing Program. The Project Planning Division is a vital component in achieving the mission of TDOT's Strategic Management Plan.

### **TDOT Public Transportation, Waterways, and Rail Division**

The Public Transportation, Waterways, and Rail Division is responsible for formulating programs of financial and technical assistance for comprehensive planning, development, and administration of public transportation facilities and services, studying public transportation problems and providing technical assistance to local governments, encouraging research and experimentation in developing new area mass transportation facilities and services, recommending policies, programs, and actions designed to improve utilization of urban and commuter mass transportation facilities in keeping with the goals of the long range statewide transportation plan, and administering the program of public transportation capital grants provided by the State.

### **TDOT Program Development and Project Management Division**

The Program Development and Project Management Division is comprised of four offices.

Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules.

Local Programs Development is responsible for the coordination of various state and federal programs with local governments.

Program Operations is responsible for establishing project funding authorizations and serves as the Liaison with the Federal Highway Administration.

Project Management is responsible for the development and delivery of selected transportation projects as well as administration of the State Industrial Access Program (SIA).

### ***Tennessee Department of Environment and Conservation (TDEC)***

#### **TDEC Air Pollution Control Division**

The Division of Air Pollution Control is directed to maintain the purity of the air resources of the State of Tennessee consistent with the protection of normal health, general welfare, and

physical property of the people while preserving maximum employment and enhancing the industrial development of the State. The Division of Air Pollution Control establishes emission standards and procedures required to monitor industries in the State. These standards and procedures are established and carried out through the Tennessee Air Pollution Control Board which adopts regulations, holds hearings, and initiates court actions to enforce such regulations.

The Clean Air Act Amendments (CAA) of 1977 and of 1990 requires the coordination of transportation and air quality planning processes to ensure that local transportation plans and programs are consistent with state air quality plans (called State Implementation Plans, or SIPs) which indicate how metropolitan areas and states will meet or maintain air quality standards. Relative to transportation and transportation related air quality, the Division of Air Pollution Control is responsible for emissions inventories, emissions budgets, air quality modeling, attainment demonstration, control strategy implementation plan revisions, regulatory transportation control measures (TCMs), updated motor vehicle emission factors, meeting all U.S. Environmental Protection Agency (EPA) reporting requirements related to air quality, and responding to all comments concerning the SIP.

EPA designates areas as nonattainment or maintenance for any of the pollutants specified by the CAA. On November 14, 1994, the State of Tennessee through the Division of Air Pollution Control submitted a Maintenance Plan and a request to the EPA to redesignate the Middle Tennessee area from moderate nonattainment to attainment for ozone. Effective on October 30, 1996, EPA approved the Maintenance Plan and redesignation from moderate ozone nonattainment to attainment. The MPO is required to ensure that neither the transportation system as a whole nor individual transportation projects cause new air quality violations or worsen existing violations. This evaluation is known as Transportation Conformity and essentially compares the projected Plan emissions to the emission budgets allowed by EPA for the maintenance area.

The TDEC Air Pollution Control Division has established procedures relative to the roles and responsibilities of the MPO, State, FHWA, FTA, and EPA in complying with the transportation and transportation air quality requirements of the Clean Air Act and Federal Transportation Act. These procedures are prescribed in *Tennessee Code Chapter 1200-3-34 - Conformity* and will be adhered to by all parties pursuant to this Prospectus.

### **3.3 Regional Agencies**

#### ***Greater Nashville Regional Council***

The Greater Nashville Regional Council (GNRC) is a joint regional council of governments and development district organization and the regional review clearinghouse. GNRC has the authority: (1) to prepare broad plans for the development of the region, including comprehensive land use plans, plans for transportation, schools, and other public facilities, and overall economic development programs; (2) to review and make recommendations on projects which affect regional development; (3) to prepare and disseminate data on the economic and community resources of the region; (4) to receive and expend funds for planning, research, coordination, and other activities of the work program; (5) to cooperate and coordinate activities with local and state planning agencies and with Federal agencies responsible for planning; (6) to recommend projects which will enhance the development of regional resources; and (7) to contract with local planning agencies for preparation of specific documentation and plans.

Many of these functions and responsibilities require close coordination with transportation facilities and services. The council's role is to assist in the close coordination of their responsibilities and the transportation planning process.

### ***Regional Transportation Authority***

The Regional Transportation Authority was created in 1988 by state legislation to “develop a plan for providing mass transit services in the authority.” Its legislation authorizes it either to operate those services directly or to contract with other existing entities to do so. RTA covers nine counties, including Davidson, Rutherford, Sumner, Williamson, Wilson, Cheatham, Maury, Dickson, and Robertson and all cities within those counties. Membership is optional and based on dues participation.

RTA’s transportation role in the Nashville Area MPO area is:

1. To provide transit services for clients with recurring work trips that take them between counties, or from rural portions of MPO counties that cannot be reasonably served by other existing fixed-route transit systems.
2. To maintain a database and provide ridematching for carpools, vanpools or commuter bus service for clients traveling in and between counties in the MPO area.
3. To participate as an MPO member in studies of regional transit corridors, contributing data from ridematching and other commuter programs.
4. To act as lead agency in implementing regional transit projects, from the Locally Preferred Alternative (LPA) stage through construction.

### ***Mid-Cumberland Human Resource Agency***

The Mid-Cumberland Human Resource Agency is a nonprofit, tax-exempt organization (501(c)(3)) whose governing body is composed of citizen representatives and elected officials from the counties they serve: Rutherford, Sumner, Williamson, Wilson, Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart and Trousdale.

The agency provides a mass public transportation service known as the Mid-Cumberland Regional Transit System. This is primarily a van-based system that provides transportation to the general public, with emphasis on senior citizens and persons with disabilities. Most of the system’s funding comes through the Tennessee Department of Transportation with local match requirements. Various agencies and organizations also contract with MCHRA to subsidize the cost of rides for their clients, particularly those who serve people with a greater economic need.

MCHRA’s transportation role in the Nashville Area MPO region is to provide planning input and service for clients who travel within and between areas where they are not served by another transit authority, and whose trips do not qualify for commuter vans operated by the Regional Transportation Authority. Priority is given to clients with disabilities that prevent them from using an existing fixed-route system, and who are not located within areas where they might be eligible for paratransit services from MTA, the Franklin Transit Authority, or the Murfreesboro Transit Authority.

### **3.4 Local Partners**

#### ***Local Governments***

The Chief Elected Official of each MPO jurisdiction is concerned with a wide range of transportation policy decisions. These officials, because of their role, serve as the Executive Board of the Nashville Area Metropolitan Planning Organization (Appendix A).

Coordination and communication with the appropriate local legislative body (City Council or Commission and County Commission) is the responsibility of the Executive Board Representative from that jurisdiction.

The unique nature of Metropolitan Government creates the need to place both the chief elected official (Mayor) and the Vice Mayor in the role of president of the Council on the Executive Board. These positions approximate the roles of County Executive and Mayor for the Metropolitan Government of Nashville and Davidson County.

#### ***Administrative and Technical Officials/Advisory Boards and Commissions***

Chief Administrative and Technical positions i.e., City Managers, Planning Directors, Public Works Directors, Traffic Engineers and regional service providers are directly concerned with the implementation of transportation policy decisions. These individuals are designated to serve as the Technical Coordinating Committee (Appendix B). Should any such positions become vacant and/or reclassified, the Executive Board Member for that respective MPO jurisdiction may designate, in writing, an alternate representative.

Coordination and communication with Advisory or Technical Boards and Commissions (Planning Commissions, Traffic Commissions, Public Works Commissions, etc.) is the responsibility of the Administrative and Technical Officials serving on the Technical Coordinating Committee. Insuring consistency between local planning and implementation documents (General Plan, Major Street Plan, Capital Improvements Program, etc.) and the plans, strategies and implementation by the MPO is the fundamental role of these administrative and/or technical representatives.

Generally, the chief administrative official will be a member of the TCC. In some jurisdictions where the chief administrative official is elected, it may be necessary to place several department heads on the TCC to insure adequate coordination and representation.

#### ***Metropolitan Transit Authority***

The Metropolitan Transit Authority provides transit services within Metropolitan Nashville/Davidson County, including fixed-route bus service and ADA-accessible paratransit service to eligible clients who live within a certain distance of the fixed bus routes. MTA also has the authority to operate transit services outside Davidson County on a contractual basis. For example, MTA currently serves as operator for the regional Relax 'n Ride commuter bus service through contract with the Regional Transportation Authority.

Short-term transit planning and some mid-range transit planning are carried out within MTA and coordinated with the Metropolitan Nashville/Davidson County Departments of Planning and Public Works, with project-specific assistance as requested from the MPO. Long-range transit planning efforts in Davidson County are led by the MPO in cooperation with MTA and Metro Departments of Planning and Public Works.

MTA plays an active role as participant in regional transit corridor studies and other plans for regional systems that include Davidson County.

### ***Franklin Transit Authority***

The Franklin Transit Authority provides fixed-route, ADA-accessible trolley service in the downtown Franklin and Cool Springs area, with deviations up to three-quarters of a mile from regular routes for clients who call ahead.

Short-range transit planning for this system is conducted by a private contractor for the City of Franklin. Long-range transit planning efforts are the responsibility of the MPO in cooperation with the Franklin Transit Authority and local governments in the affected area(s). The Franklin Transit Authority plays an active role as participant in regional transit corridor studies that involve Williamson County.

### ***Murfreesboro Public Transportation Department***

The City of Murfreesboro provides fixed-route, ADA-accessible transit service in the City of Murfreesboro with deviations up to three-quarters of a mile from regular routes for clients who call ahead through its Public Transportation Department. The Department carries out short-range and some mid-range transit planning duties. Long-range transit planning efforts are the responsibility of the MPO in cooperation with the Department and local governments in the affected area(s). The Murfreesboro Public Transportation Department plays an active role as participant in regional transit corridor studies that involve Murfreesboro and Rutherford County.

## **3.5 Other Agencies**

Other transportation agencies or providers may also provide input to the MPO due to their technical expertise or unique role in the transportation community. Generally these organizations will be represented on the TCC and will provide input to the Executive Board through the TCC.

### ***The Transportation Management Association Group***

The TMA Group is a non-profit, 501(c) (3) organization which specializes in transportation demand management to address congestion, mobility and air quality concerns within Williamson County. On behalf of Franklin and Williamson County, TMA operates and manages 20 commuter vans and a Guaranteed Ride Home service for vanpools and carpools for work trips that originate, pass through, or end in Williamson County. It also provides ridematching referrals to the Regional Transportation Authority.

Other ongoing activities include developing Intelligent Transportation Systems programs; advocacy for bicycle and pedestrian interests; and commuting market research. The TMA Group's role in the Nashville Area MPO planning process is to contribute data from its programs that support transportation planning in Williamson County and to share findings that may be applicable to efforts in other parts of the region to decrease single-occupant auto use.

## **4.0 MPO Planning Funds**

All planning tasks, including MPO staff time and consultant studies, performed by the MPO are listed in the annually adopted Unified Planning Work Program (UPWP) and are funded by one or more of the following funding sources.

### ***FHWA Section 112 funds (also known as "PL," or metropolitan planning funds)***

Federal metropolitan planning funds can be used for up to 80% of a project, with a required 20% match, typically provided by local governments.

### ***State Planning and Research (SPR) funds***

SPR funds are federal dollars from the State Planning & Research Program administered by the Tennessee Department of Transportation. Some SPR funds may be allocated to the MPO to supplement planning funds for the non-urbanized portion of the MPO. A 20% match is required that, typically provided by either TDOT or local jurisdictions.

### ***FTA Section 5303 funds***

Section 5303 funds are federal funds designated for transit planning and research activities. Up to 80% federal funds can be used for a project. The remaining 20% match is typically divided between state and local government, with each contributing 10%.

### ***Other federal or state funding***

In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, those funds need to be shown in the tables, such as FTA Section 5307 funds.

### ***Local Match Funds***

All federal grant funds require a minimum 20% non-federal match. The MPO receives funding from member jurisdictions in one of three ways:

- 1) In-kind contributions are provided by the MPO sponsor (Metro Nashville) to leverage federal planning (PL) funds to pay for MPO staff salaries, benefits, and operating expenses.
- 2) On April 26, 2007 the MPO Executive Board adopted a policy that establishes annual dues to provide the required matching funds for regional studies conducted by consultants. The policy requires each MPO member jurisdiction to pay a fair share contribution to the MPO on a proportionate basis using population distribution as published by the most recent decennial census.
- 3) Additional contributions are provided by MPO members to cover special efforts that affect a particular agency or jurisdiction, or on an as needed basis agreed upon by the Executive Board.

# **RULES AND BYLAWS OF THE NASHVILLE AREA MPO**

## **Article 1. Name**

The name of the organization shall be the "Nashville Area Metropolitan Planning Organization Executive Board."

## **Article 2. Composition and Voting**

1. The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Nashville Area Transportation Planning Program as identified in the Prospectus.
2. No action on a motion properly before the Executive Board shall be considered valid when the determining majority of votes are cast by a single governmental jurisdiction, except under the provisions of 'critical issue' in paragraph 3 below.
3. Upon the announcement of a 'critical issue' (that being an issue judged by any voting members or their representatives to be of major importance to their governmental jurisdiction) then the number of votes for any member of the Executive Board will be as shown in Appendix D. The number of votes for each member of the Executive Board shown in Appendix D shall be based on the population of the MPO study area represented by each member and will be based on the latest decennial federal census information.

The 'critical issue' provision may be called only in relation to action by the Board on the adoption of the Transportation Improvement Plan (TIP) or Long Range Plan or part thereof, and amendment to either the TIP or Long Range Plan (or part thereof) or any amendment to the Prospectus of the MPO or these bylaws.

If 'critical issue' has been called there cannot be a vote by the Executive Board on the amendment until thirty (30) days thereafter from the announcement of the issue of critical importance unless that member announcing the critical issue so agrees.

Any 'critical issue' must be approved by a two-thirds (2/3) population proportional vote of the Executive Board.

## **Article 3. Duties**

The Executive Board is the forum for cooperative transportation decision making in the Nashville Area. The Board has the following responsibilities:

1. Administrative and fiscal control.
2. Review and final approval of all transportation planning and programming.
3. Establish study committees as required to ensure cooperative, comprehensive, and continuing transportation planning. The Board may establish temporary committees by motion of the body to study specific issues or may establish standing subcommittees by resolution.
4. Develop and adopt a public participation program and to consider public input prior to making decisions.

5. Adopt an annual Unified Planning Work Program to establish member dues for the upcoming fiscal year. Each member's share of regional dues will be calculated by multiplying the total non-federal match requirement for regional studies paid for by federal grant funds including, but not limited to, FHWA Section 112 Federal Planning (PL) funds, State Planning and Research (SPR) funds, and FTA Section 5303 funds by the respective member's percentage of the region's total population as indicated by the most recent decennial U.S. Census.
6. Any issue pertinent to the purposes and functions of the Executive Board may be brought before the Board by the Technical Coordinating Committee or by any subcommittee that the Executive Board may create. Any minority or objecting report or issue may be brought before the Board by any member of the Technical Coordinating Committee.
7. Establish a joint Financial/Audit Committee to monitor the expenditure of Planning, Congestion Mitigation and Air Quality, and Surface Transportation Program funds. The Financial/Audit Committee shall consist of the Chairperson and Vice-Chairperson of the Executive Board, the Chairperson of the Technical Coordinating Committee (TCC), a member of the TCC appointed by the Chairperson of the TCC, and a representative of the Metropolitan Planning Commission for a total of five (5) members.
8. The Financial/Audit Committee shall monitor the completion of the work program, review and approve all requests for reimbursement under the approved Unified Planning Work Program. The Financial/Audit Committee shall provide the Executive Board a work program status report on a quarterly basis.
9. The Financial/Audit Committee will also monitor the projects and services funded under the Transportation Improvement Program and shall provide the Executive Board a TIP status report on a quarterly basis.
10. Decisions of the Financial/Audit Committee may be appealed to the Executive Board.
11. Members of the Committee may designate, in writing, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.
12. Chairperson of the Financial/Audit Committee shall be the Chairperson of the Executive Board. Vice-Chairperson shall be the Chairperson of the TCC.
13. Requests for reimbursement must be submitted by the jurisdiction requesting reimbursement at least two (2) weeks prior to the Financial/Audit committee meeting.
14. The Financial/Audit Committee shall meet on a monthly basis, unless no business is scheduled for the Committee.

## **Article 4. Organization**

1. The Executive Board shall elect a Chairman and Vice-Chairman from its membership. Such election shall be by a majority of that membership.
2. Election of Officers shall take place on the first meeting of the calendar year (annual meeting) and the term of office shall be for one year or until such time as new officers are elected.

3. Officers may succeed themselves, with no limitation to number of terms, contingent upon eligibility as the result of being a principal elected official.

## **Article 5. Duties of Chairperson**

1. The Chairperson, or in his/her absence the vice-chairperson, shall preside at all meetings of the Executive Board. In the event neither officer is present, the chairperson's representative or the vice-chairperson's representative shall preside.
2. The Chairperson shall authenticate, by his signature, and the Secretary shall attest, all resolutions adopted by the Executive Board and the approved minutes of each meeting.
3. The Chairperson shall have the right to debate and vote on any issue before the Board.
4. The Chairperson or his/her designated representative shall represent the Board at hearings or meetings as required.
5. The MPO Director shall serve as Secretary of the Executive Board.
6. Should the office of Chairperson or Vice-Chairperson become vacant, the Board shall, at its next regular meeting, elect a successor for the unexpired term of office.

## **Article 6. Meetings**

1. The Executive Board shall meet regularly as required to accomplish administrative and policy direction of the planning process. The Board shall, at its annual meeting, establish an anticipated schedule of meetings for the upcoming year.
2. Each Executive Board member may designate, in writing, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.
3. The presence of a majority of the Executive Board membership or designated alternates at Board meetings shall constitute a quorum for business transaction.
4. Special Meetings may be called by the MPO Director or any member. Written notification of the time, place and purpose of the meeting shall be mailed to each member at least seven (7) days prior to the meeting. At a special meeting, only the business designated as the purpose of the meeting may be transacted.
5. Amendments to the agenda must be approved by a two-thirds vote of a quorum of the Board.
6. All meetings of the Executive Board are open to the public and are to be advertised in a newspaper of general circulation in the metropolitan area at least seven (7) days prior to the meeting.
7. The voting on all questions coming before the Board shall be by voice vote. The Secretary or any member may ask for a roll call vote and the ayes and noes shall be entered upon the minutes of such meeting. When "critical issue" has been called, all voting shall be by roll call. If a motion on a question fails, deliberation shall continue until a motion of definitive action is offered and passed.
8. Each action of the Board shall be recorded in the Minutes and supporting documentation retained. All Minutes shall be available to the public.

9. The Board may defer action on any item provided the reason for deferral is reflected in the motion to defer. All deferrals shall be to the next meeting of the Board. No item may be deferred more than twice.
10. The Grounds for disapproval of any motion shall be stated in the motion and recorded in the Minutes of the Board.

## **Article 7. Rules of Order**

1. The Executive Board shall conduct business as prescribed in Robert's Rules of Order unless prescribed otherwise by these Bylaws.
2. The chairperson of the Executive Board shall appoint the Board's Parliamentarian.
3. The Board is the final authority as to the meaning of these rules. Occasionally, the Board may make an exception to these rules for extraordinary cases, setting out the reasons therefore. The "critical issue" provisions of these Bylaws may not be excepted.

## **Article 8. Amendment to Bylaws**

1. These Bylaws may be amended by an affirmative vote of a quorum of the Board (unless critical issue has been called). A Bylaws change shall be presented for consideration at any Board meeting with adoption being deferred until a subsequent meeting.

## **Article 9. Effective Date**

1. Any other rules, procedures, or Bylaws of the Board previously adopted are repealed.
2. These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Secretary to the Board.

APPROVED ON THE 19TH DAY OF MAY 1993; AMENDED ON THE 17TH DAY OF NOVEMBER, 1993; AMENDED ON THE 21ST DAY OF JUNE, 2000; AMENDED ON THE 18TH DAY OF SEPTEMBER, 2002; AMENDED ON THE 15TH DAY OF AUGUST, 2007.

---

The Honorable Don Fox  
Chairman, MPO Executive Board

---

Michael Skipper  
Secretary, MPO Executive Board

## **APPENDIX A. EXECUTIVE BOARD MEMBERSHIP**

<b>Member</b>	<b>Representing</b>
Governor	State of Tennessee
Mayor	City of Brentwood
Mayor	City of Fairview
Mayor	City of Gallatin
Mayor	City of Franklin
Mayor	City of Goodlettsville
Elected Official	Greater Nashville Regional Council
Mayor	City of Hendersonville
Mayor	City of LaVergne
Mayor	City of Lebanon
Mayor	Metropolitan Government of Nashville and Davidson County
Vice-Mayor	Metropolitan Government of Nashville and Davidson County
Mayor	City of Millersville
Mayor	City of Mt. Juliet
Mayor	City of Murfreesboro
Mayor	City of Portland
County Mayor	Rutherford County
Mayor	Town of Smyrna
Mayor	City of Springfield
Mayor	City of Spring Hill
County Executive	Sumner County
City Administrator	City of White House
County Mayor	Williamson County
County Mayor	Wilson County
*Division Administrator	Federal Highway Administration ( <i>Ex-officio</i> )
*Director, Region IV	Federal Transit Administration ( <i>Ex-officio</i> )

---

\*Nonvoting members

## APPENDIX B. TCC MEMBERSHIP

Member	Representing
City Manager	City of Brentwood
City Manager	City of Fairview
Planning Director	City of Franklin
City Planner	City of Gallatin
Planning Director	City of Goodlettsville
Planning Director	City of Hendersonville
City Administrator	City of LaVergne
City Planner	City of Lebanon
City Manager	City of Millersville
City Manager	City of Mt. Juliet
Director	Metro Nashville Department of Public Works
Executive Director	Metro Nashville Planning Commission
Executive Director	Metro Nashville Transit Authority
President	Metro Nashville Airport Authority
Traffic Engineer	Metro Nashville Traffic & Parking Commission
Director	Metro Nashville Department of Finance
Director	Metro Nashville Health Department Pollution Control
Traffic Director	City of Murfreesboro
Public Transp. Director	City of Murfreesboro
Planning Director	City of Portland
Planning Director	Rutherford County
City Engineer	Town of Smyrna
City Manager	City of Springfield
City Manager	City of Spring Hill
City Administrator	City of White House
Planning Director	Sumner County
Planning Director	Williamson County
Planning Director	Wilson County
Executive Director	Greater Nashville Regional Council
Executive Director	Regional Transportation Authority
Director	TDEC Air Pollution Control Division
Director	TDOT Planning Division
Director	TDOT Public Transportation, Waterways and Rail Division
Executive Director	The Transportation Management Association Group
*Division Administrator	Federal Highway Administration
*Director, Region IV	Federal Transit Administration

---

\*Nonvoting members

## **APPENDIX C. MPO STAFF ROSTER**

**Michael Skipper, MPO Director**

Program Administration, Regional Coordination, Transportation-Land Use Policy, Transportation Financing Options

**Lou Edwards, Administrative Assistant**

Meeting Minutes, Contract Coordination, Legal Ads and Notices

**Félix Castrodad, Transportation Planner II**

Transportation Improvement Program, Transit Planning

**Leslie Thompson, Transportation Planner II**

Bicycle & Pedestrian Planning, Socio-Cultural Resource Planning

**Max Baker, Transportation Planner**

Freight Planning, ITS Planning, Data Analysis, GIS Analysis

**Matt Meservy, PE, Transportation Engineer II**

Congestion Management Process, Travel Demand Modeling, Air Quality Modeling, Land-Use Modeling

**Chin-Cheng Chen, Engineering Associate**

Travel Demand Modeling, Air Quality Modeling, Land-Use Modeling

## APPENDIX D. EXECUTIVE BOARD VOTING WEIGHTS

If any member of the MPO Executive Board calls a “critical issue,” then the vote on that item shall be weighted according to population as determined by the latest decennial census. Any “critical issue” must be approved by a two-thirds majority vote using the population proportional weighting method. A two-thirds majority equals 133 votes.

<b>Member</b>	<b>2000 Census</b>	<b>Votes</b>
Metro Nashville/Davidson	560,736	100
Goodlettsville	13,780	2
Rutherford Co.	68,951	12
LaVergne	18,687	3
Murfreesboro	68,816	12
Smyrna	25,569	5
Sumner Co.	45,051	8
Gallatin	23,230	4
Hendersonville	40,620	7
Millersville	5,308	1
Portland	8,458	2
White House	7,220	1
Williamson	50,298	9
Brentwood	23,445	4
Fairview	5,800	1
Franklin	41,842	7
Spring Hill	7,715	1
Wilson Co.	56,208	10
Lebanon	20,235	4
Mt. Juliet	12,366	2
Springfield	14,329	3
GNRC	--	1
State of Tennessee	--	1
<b>TOTAL</b>	<b>1,118,664</b>	<b>200</b>

\* County populations are calculated by subtracting the population of their cities that are also MPO members.

## **APPENDIX E. 2007 MPO POLICIES**