

BYLAWS of the PIONEER VALLEY JOINT TRANSPORTATION COMMITTEE

(Ratified on July 15, 2015)

1.1 The Role of the Joint Transportation Committee

The Pioneer Valley Joint Transportation Committee (JTC) is the region's transportation advisory group for the Pioneer Valley Metropolitan Planning Organization (MPO). The JTC was established by the 3-C (~~Comprehensive, and Continuing, Cooperative~~ **Continuing, Cooperative and Comprehensive**) Memorandum of Understanding (MOU), which emphasizes a ~~comprehensive, cooperative and continuing~~ **continuing, cooperative and comprehensive** process for transportation planning and programming. The committee is designed to assist the MPO in incorporating **community government and** citizen participation in transportation decisions which provides a mechanism for federal, state, and local input into the regional transportation planning process. Each member community is asked to appoint two representatives (a representative and an alternate) to the committee. The Pioneer Valley MPO also requests that other transportation organizations in the region appoint a representative to the JTC.

The JTC meets monthly on the second Wednesday of the month, all meetings are open to the public and interested parties are encouraged to attend. Meetings are posted on the PVPC website at www.pvpc.org. MPO staff **members** will have an opportunity to comment on individual transportation plans, expectations, and concerns and incorporate them into the regional planning process. The planning program and the various functional elements of the planning process are developed cooperatively with the committee and ultimately reviewed by the committee prior to action by MPO. The JTC is responsible for coordination of all regional transportation related plans and programs in cooperation with PVPC staff.

1.2 Responsibilities of the Pioneer Valley JTC:

The JTC is responsible for making recommendations to the MPO or other entities involved in transportation planning for the region. Each item requiring MPO action is initially referred to the JTC for review and recommendation. The chairperson of the JTC is responsible for transmittal of the JTC recommendation to the ~~3-C signatories~~ **MPO**. Dissenting views are reported along with the majority viewpoint. JTC responsibilities are as follows:

- Convene public meetings and hearings to develop, review, and advise the MPO on transportation related items.
- Maintain a diverse interaction from public and private representatives while also providing a forum for discussing transportation matters on a regular basis.
- Review and advise the MPO on the Pioneer Valley Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP).

- Maintain and update basic policies governing the conduct of the 3-C planning process.
- Ensure that the 3-C process is open and broadly participatory.
- Resolve issues and controversies related to the implementation of the 3-C process through consensus building.
- Recommend planning priorities.
- Recommend multimodal transportation project priorities.
- Recommend the implementation of specific programs to the legally established agency.
- Disseminate important legislation to local elected officials and key decision-makers through various community meetings.
- Represent and vocalize the region's issues and concerns at MPO meetings.
- Provide comments for improving the public participation process to better meet the needs of the region.
- ~~Educate the committee regarding the Metropolitan Transportation Planning Process by discussing different topics at each JTC meeting with an open forum for questions and answers~~
- Provide an open forum on a wide range of transportation-related topics that promote and foster the Metropolitan Transportation Planning Process.

1.3 Composition of the JTC

The JTC was formed under provisions out-lined in the Memorandum of Understanding current 3-C MOU, and is the prime policy advisory body regarding transportation planning issues to the Pioneer Valley Metropolitan Planning Organization (MPO). As such, the JTC is composed of the following:

1. One representative and one alternate from each of the 43 communities comprising of the Pioneer Valley Regional Planning district (Voting Members).
2. Staff representatives of the Pioneer Valley Planning Commission (Ex-Officio).
3. A representative of from the Massachusetts Department of Transportation (MassDOT) Highway Division (MHD) for District One and District Two Offices as appointed by the Commissioner of the Department District Highway Director (Voting Member: 1 vote total each office).
4. A representative of Executive Office of Transportation (EOT) MassDOT Office of Transportation Planning as appointed by the MassDOT Secretary of Transportation and Chief Executive Officer (MassDOT Secretary and CEO) (Ex-Officio).
5. Representatives of the other appropriate state agencies as invited appointed by the MassDOT Secretary and CEO (Ex-Officio).
6. A representative of the Pioneer Valley Transit Authority (PVTa) as appointed by the PVTa Administrator (Voting Member).
7. A representative of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as appointed by their respective Administrators (Ex-Officio).

8. Other public and private representation as appointed by the JTC or the MassDOT Secretary and CEO through the process outline in Section 1.4 of the Bylaws (Voting Member).
9. Representatives of public and private institutions, consumer groups and associations appointed by either the PVPC or by the Commissioner of the MHD acting in consultation with the other signatories (Voting Member).
10. A representative of the Pioneer Valley Transit Authority (PVTA) (Voting Member).
11. A representative of Federal Highway Administration (FHWA) (Ex Officio)
12. Airport Representative (Voting Member)
13. Motor coach industry represented by Peter Pan (Voting Member)
14. Rail Freight industry represented by the Pioneer Valley Rail Road (Voting Member)
15. University of Massachusetts by Umass Transit (Voting Member)
16. Mobility Impaired Representative by Jennifer Lee (STAVROS) (Voting Member)
17. Bicycle Representative by MassBike (Voting Member)
18. Pedestrian Representative by Betsy Johnson (WalkSpringfield / Dan Call Westfield Greenway) (Voting Member)
19. Economic Development Council of Western Massachusettes (Voting Member)

The current JTC membership is shown in Table 1.

1.4 Appointment and Term of Members

1. Voting Community Representatives of the JTC will be appointed by the Chief Elected Official of each community. Designated voting representatives of other organizations listed under article 6 of section 1.3 of these Bylaws, will be appointed by the appropriate authority from each organization.
2. Voting members of organizations listed in section 1.3 articles 6, 7, 8, 9, 10, 11, and 12 will be appointed by that organization to a term determined by the above mentioned organization
3. The term of each voting community representative will be two years, one year, at which point the PVPC will contact the Chief Elected Official of each Community and appropriate authority of other organizations in January of each calendar year to identify if the current voting member and alternate will request a written response stating whether that Community will have a new representative or the same representative will continue to serve. The A Chief Elected Official, Administrator or other appropriate authority may change their representatives representation on the JTC at any time via written request to the PVPC.
4. The JTC is required to appoint one voting member to be Chairperson of the JTC. The Committee shall appoint a Chairperson every two years. The Committee may also appoint a Vice Chairperson under the same terms as the Chairperson.

Table 1 – Current Pioneer Valley JTC Members and Alternates

Community	Member	Alternate
Agawam	Christopher Golba	Michelle Chase
Amherst	Guilford Mooring	Jason Skeels
Barnes Municipal Airport	Eric Billowitz	Vacant
Belchertown	Steven Williams	Gary Brougham/Douglas Albertson
Blandford	Josh Garcia	Vacant
Brimfield	Judith Carpenter	Vacant
Chester	John Murray	Vacant
Chesterfield	Matt Smith	Vacant
Chicopee	Elizabeth Botelho	Vacant
Cummington	Rob Dextraze	Vacant
East Longmeadow	Bruce Fenney	Vacant
Easthampton	Dan Murphy	Vacant
Goshen	Vacant	Vacant
Granby	David Derosiers	Vacant
Granville	Doug Roberts	Mathew Streeter
Hadley	Christian Stanley	Chris Okafor
Hampden	Vacant	Vacant
Hatfield	Phil Genovese	Garrett Barry
Holland	Brian Johnson	Larry Mandell
Holyoke	Michael McManus	Jeffrey Burkott/Robert Peirent
Huntington	Charles Dazelle	Vacant
Longmeadow	Mario Mazza	Richard Foster
Ludlow	Vacant	Elie Villeno
MassBike	Gary Briere	Marvin Ward
MassDOT District 1	Mark Moore	Peter Frieri
MassDOT District 2	Paula Simmons	Jeff Hoynoski
Middlefield	Rodney Savery, Jr.	Vacant
Mobility Impaired Representative	Carmen Rosado (STAVROS)	Vacant
Monson	John Morrell	Evan Brassard
Montgomery	Curtis Bush, Jr.	Vacant
Northampton	Wayne Feiden	Maggie Chan
Palmer	Gerry Skowronek	Vacant
Pelham	Rick Adamcek	Vacant
Pedestrian Representative	Betsy Johnson - WalkSpringfield	Dan Call – Westfield Greenway
Peter Pan Bus Lines	Peter Picknelly, Jr.	Vacant
Pioneer Valley Railroad	David Pederson	Vacant
Pioneer Valley Transit Authority	Paul Burns	Vacant
Plainfield	Merton Taylor Jr.	Vacant
Russell	Vacant	Vacant
South Hadley	Vacant	Vacant
Southampton	Randall Kemp	Vacant
Southwick	Randy Brown	Richard Grannells
Springfield	Andrew Krar	Christopher Cignoli/Peter Shumway
Tolland	James Deming	Kathleen Cowles
University of Massachusetts	Glen Barrington	Vacant
Wales	Bruce Cadieux	Jeff Vanais
Ware	Gilbert St. George-Sorel	Vacant
Western Massachusetts EDC	Vacant	Vacant
Westfield	Mark Cressotti	Jeremy Cigal
Westhampton	David Blakesly	Arthur Pichette
West Springfield	James Czach	Vacant
Wilbraham	Tonya Bosch	Dena Grochmal
Williamsburg	Vacant	Nick Dines
Worthington	Charley Rose	Peggy O'Neal

1.4.1 Appointment/Removal of Members

From time to time the JTC may wish to expand its membership to maintain diversity and include new transportation agencies and organizations. The following outlines the process to add and remove membership from the JTC:

1. The JTC can elect to add new membership by:
 - a. Soliciting letters of interest from organizations and industries as defined through action at a JTC meeting.
 - b. Developing a recommendation on new members and their trial membership period (if any). This will require a majority vote of the members present.
 - c. Confirmation of the new member after the agreed trial period (if any) through a majority vote of members present.
 - d. Presentation of the new member to the MPO for endorsement. Upon endorsement by the MPO, the new member will have full voting privileges as defined in the Bylaws.
2. Official Groups and Organizations may petition the JTC for membership and voting privileges on written request from the appropriate authority. The JTC will not consider requests from private corporations or the general public. The JTC will decide to accept or reject these requests at a regular monthly meeting using the process defined above.
3. The JTC may elect to remove voting membership rights from organizations that have failed to attend at least one meeting over the course of a calendar year. This will require one month advance notification of the organization and a two-thirds majority vote of the JTC members present at the meeting.

1.5 Subcommittees

To assist the JTC with its actions and responsibilities, subcommittees within the JTC are established on an as-needed basis. These subcommittees meet to discuss specific topics of interest and each provides advice to the larger group. With MPO Staff assistance, these groups study problems and provide information for JTC decision making. These subcommittees are primarily composed of JTC members but may include non-JTC members whose interest and skills will benefit the committee. Current subcommittees include:

- TIP Subcommittee
- Bicycle/Pedestrian/Complete Streets Subcommittee.

1.6 JTC Meetings

Meetings are held monthly at the offices of the PVPC on the second Wednesday of every month. All notices shall be written and emailed to all members of the JTC no less than (7) days prior to the day designated for the meeting which is the subject of the notice in accordance with Chapter 397 of the General Laws of Massachusetts (The Open Meeting Law).

1. Quorum shall consist of 11 voting community members of at the JTC. A lack of a quorum shall not prevent the members of any regularly scheduled meeting from coming to order, making motions, discussing informational agenda items or

- discussing ~~or passing~~ a motion to continue said meeting at a later date in accordance with Chapter 40B, Section 4, of the General Laws of Massachusetts.
2. Majority vote shall be tallied based upon the majority of JTC members present and voting so long as a quorum for the meeting has been successfully achieved and continues to exist. Each ~~voting representative~~ member or organization with voting privileges is entitled to one vote per voting topic. If both the member and alternate are in attendance, only one may vote. All votes are equal. There will be no proxies.
 3. ~~Alternate Community members may attend and contribute to all meetings, but do not have voting powers if the primary member for said Community is present, each community is allowed one vote per voting topic.~~
 4. All procedural questions of the JTC not specifically addressed by these Bylaws shall be resolved in accordance with Robert's Rules of Order (as revised), provided that the rules contained therein are not inconsistent with the Bylaws or special rules of the JTC.
 5. Ex-Officio members will have equal non-voting rights on the JTC.
 6. Agendas for regularly scheduled JTC meetings may be changed by the Chair up to 48 hours before the time of the meeting. Public officials may request in writing to have items placed on the agenda up to Nine (9) days before the meeting.

1.7 Public Participation

The current MPO public participation policies will be followed by the JTC

1.8 Ratification of the Bylaws

Ratification of the Bylaws will be by the endorsement of this draft document by the MPO at the July 15, 2015 meeting.

1.9 Amendments of the Bylaws

These Bylaws may be amended by a two-thirds vote of the members of the JTC present and voting at a duly convened meeting so long as the text of the proposed amendment appears in the notice of the meeting and was presented to the Committee at its previous meeting. ~~Amendments to these Bylaws can only be made by a two-thirds voting member vote.~~ These Bylaws will be reviewed following every Federal Certification Review of the MPO or as deemed necessary by the MPO.

1.10 Meeting Cancellation Policy

The PVPC and the Chair of the JTC have the right to cancel a meeting up until two hours prior to the start of said meeting. ~~In the case that~~ If a meeting is cancelled, all agenda items will be handled at the next scheduled JTC meeting.