



ADAMS COUNTY TRANSPORTATION PLANNING ORGANIZATION

DRAFT BYLAWS, POLICIES AND PROCEDURES

Originally Adopted: August 3, 2000

Revised: June 25, 2014

January 24, 2024

ARTICLE I - NAME

The entity responsible for maintaining a cooperative, continuous and comprehensive transportation planning process for Adams County, Pennsylvania shall be known as the Adams County Transportation Planning Organization (ACTPO).

ARTICLE II - PURPOSE

Section 1: The Adams County Transportation Planning Organization (ACTPO) was established on October 26, 1998 between the Pennsylvania Department of Transportation and the County of Adams per Agreement No. 520609. ACTPO shall serve as the Metropolitan Planning Organization (MPO) covering the entire political subdivision boundary of Adams County in accordance with Title 23 U.S.C. Section 34 and Title 49 U.S.C. Section 1607.

Section 2: The purpose of ACTPO shall be to complete studies, prepare plans and to establish and control policies relative to meeting the primary responsibilities of an MPO, as specified in federal law and regulations, including but not limited to:

1. Allocation of federal and state funds for surface transportation projects.
2. Establishment of transportation priorities for Adams County based on applicable data, studies, and long-term planning policies and goals.
3. Provide for effective public involvement throughout the planning process.
4. Increase the safety and security of the transportation system for motorized and non-motorized users.

Section 3: ACTPO shall consist of a single committee which shall serve as the decision-making body responsible for meeting the federal regulations, requirements and technical recommendations relative to MPOs.

ARTICLE III – MEMBERSHIP

Section 1: The governing body of ACTPO shall consist of 13 voting members. Voting members shall be appointed by each entity with a voting seat and shall serve at the discretion of the organization they represent. The voting members are as follows:

Voting members: 13 Total

PennDOT – Two (2) Votes

- Central Office, Program Center
- District 8-0

Adams County Government – Three (3) Votes

- County Commissioner – One (1) Vote
- County Planning Commission – One (1) Vote
- Adams Economic Alliance – One (1) Vote

Municipalities – Six (6) Votes

- Boroughs Association – Three (3) Votes¹
- Townships Association – Three (3) Votes²

Community Associations – One (1) Vote

- Gettysburg Adams Chamber of Commerce – One (1) Vote

Transportation Providers – One (1) Vote

- Susquehanna Regional Transportation Authority – One (1) Vote

Section 2: Organizations with voting seats may appoint an alternate representative in addition to the primary voting member to ensure full meeting attendance.

Section 3: A minimum of one (1) appointed voting member from the Adams County Boroughs Association shall represent one of the following Boroughs within an Urban Area (UA) designated by the most recent decennial census, with representation of the Hanover Urban Area preferred but not mandatory:

Hanover UA:

- McSherrystown
- New Oxford

Littlestown UA:

- Littlestown

Gettysburg-Cumberland UA:

- Gettysburg

Section 4: A minimum of one (1) appointed voting member from the Adams County Townships Association shall represent one of the following Townships within an Urban Area (UA) designated by the most recent decennial census, with representation of the Hanover Urban Area preferred but not mandatory:

Hanover UA:

- Berwick
- Conewago
- Hamilton
- Mt. Pleasant
- Oxford

Littlestown UA:

- Germany
- Union

Gettysburg-Cumberland UA:

- Cumberland
- Mt. Joy
- Mt. Pleasant
- Straban

Section 5: ACOPD staff, as permanent secretary, shall contact organizations with a voting seat following the General Election in municipal election years to facilitate the process for member reappointment.

Section 6: In addition to the 13 voting members, ACTPO shall include non-voting members. All non-voting members shall receive reports, agenda and meeting handouts and shall be entitled to participate in meeting discussions, but shall serve without a vote. Non-voting members shall include, but not be limited to, advisory and planning partners identified as “stakeholders” in the most recent version of the Public Participation Plan (PPP).

ARTICLE IV – OFFICERS

Section 1: The staff of the Adams County Office of Planning and Development (ACOPD) shall serve as the staff and advisors to ACTPO and perform transportation planning activities as defined through the annual Unified Planning Work Program developed in support of federal, state and local priorities.

Section 2: The officers of ACTPO shall be a Chair and Vice-Chair. Both positions shall be elected at the first meeting in each calendar year. Officer terms shall be until the next election. There shall be no limit on the length of term or number of terms a voting member may hold any office. If the Chair position becomes vacant, the Vice-Chair will assume the role of Chair. The Chair will be the spokesperson for ACTPO and will respond to the public.

Section 3: The staff of the ACOPD shall serve as permanent recording secretary and shall record and prepare the minutes of each meeting.

Section 4: The Chair shall be responsible for conducting the ACTPO meetings. The Vice-Chair shall conduct the duties of the Chair in their absence.

ARTICLE V – MEETINGS

Section 1: ACTPO shall hold meetings as necessary, but no less than quarterly. Meetings, unless otherwise noted, shall be held on the fourth Wednesday of the month. In the event of inclement weather, if the Gettysburg Area School District cancels school or is on a delay the ACTPO meeting is canceled.

Section 2: All meetings will be held at an ADA accessible Adams County facility, room availability permitting. When feasible, meetings will be held using a hybrid format with both an in-person and virtual option for participation.

Section 3: ACTPO meetings shall be open to the public and all materials presented at the meeting or provided to the members prior to the meeting shall be made available to the public.

Section 4: Meeting notices shall be provided to the membership no less than one week prior to the meeting.

Section 5: All meetings shall be advertised in the Gettysburg Times and announced on the Adams County website. The notice advertising each meeting will include the location to attend in-person and connection information for virtual participation.

Section 6: The quorum for a meeting to be official shall be seven (7) voting members.

ARTICLE VI – PROCEDURES

Section 1: Actions of ACTPO shall be by a majority vote of the members present and eligible to vote.

Section 2: When formal actions need to be expedited without convening a meeting, an electronic mail and/or telephone ballot may be conducted. ACOPD staff shall conduct all electronic mail/telephone ballots. ACOPD staff will review the issues at hand and determine the appropriateness of a mail or electronic mail ballot. All relevant materials to the issue at hand will be distributed to all voting members by staff. Voting members will be given five (5) business days to submit their vote. Results will not be considered valid unless a majority vote has been obtained. ACOPD staff will notify voting members of the result. The action will be re-affirmed at the next regular ACTPO meeting.

Section 3: Sub-committees (i.e. work groups, task forces, study groups, etc.) may be formed when the use of entire ACTPO membership is not suitable or practical. Approval of the committee membership shall be made by vote during an advertised meeting. The sub-committee shall terminate when no longer needed.

Section 4: Proposed amendments to these bylaws or any bylaw changes shall be distributed to ACTPO for a vote at a scheduled meeting or through electronic mail. Adoption of a change shall be by majority vote of the voting members.

Section 5: In accordance with current federal regulations for metropolitan transportation planning, ACTPO shall prepare and periodically update and adopt or amend the following studies and/or plans. Actions taken with respect to these documents shall be consistent with policies and procedures developed by the Pennsylvania Department of Transportation and the Federal Highway Administration.

- Long Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan
- Coordinated Public Transit-Human Services Transportation Plan
- Other transportation related plans and programs that may be required by state or federal regulations or directives.

Section 6: Only the approved version of the Secretary's meeting minutes shall serve as the official record. When possible, meetings will be recorded and posted on the ACTPO webpage for later viewing.

ARTICLE VII – EFFECTIVE DATE

These bylaws shall become effective immediately after enactment by the Adams County Transportation Planning Organization.

ATTEST:

Chair

Date

Vice-Chair

Date