

**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)  
POLICY COMMITTEE BYLAWS**  
(Revised March 2024)

**ARTICLE I. NAME OF ORGANIZATION**

**Section 1.** The name of the organization shall be the Jackson Area Comprehensive Transportation Study (JACTS) Policy Committee, an Inter-Municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the “Policy Committee”.

**ARTICLE II. PURPOSE AND RESPONSIBILITY**

**Section 1.** **Purpose.** The Policy Committee is established to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative, and comprehensive (3-C) transportation planning process in accordance with and to implement the provisions of the applicable sections of the Federal Highway Act of 1962, the Urban Mass Transportation Act of 1964, and successive legislation and regulations to these Acts. The Policy Committee shall constitute a forum of cooperative transportation decision making by principal elected officials of general purpose local governments organized to develop area-wide multi-modal transportation plans and programs. The study area is defined by the adopted Metropolitan Area Boundary, or MAB, which encompasses all of Jackson County. The Policy Committee will be assisted in its work by the Technical Advisory Committee (TAC) and Region 2 Planning Commission staff.

**Section 2.** **Responsibility.** The Policy Committee shall:

- Approve policy for a 3-C transportation planning process for the Jackson MPO by coordinating local, county, regional, and state plans and programs.
- Review and adopt the MPO Long Range Transportation Plan (LRTP) and update as necessary.
- Review and adopt the MPO Transportation Improvement Program (TIP) and review the allocation of federal eligible projects within each year of the TIP.
- Review and approve the MPO unified Planning Work Program that details work activities and proposed budget.
- Adopt and implement a Public Participation Process that outlines the promotion and utilization of public involvement and is described in the Participation Plan.
- Act on recommendations of the JACTS TAC.

- Ensure the efficient and effective Use of Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Federal Transit Administration (FTA) Section 5303 funds.
- Annually certify that the Transportation Planning Process is meeting the requirements of 23 Code of Federal Regulations 450.

### **ARTICLE III. MEMBERSHIP**

**Section 1. General.** The membership of the Policy Committee shall consist of a duly appointed representative from each local unit of government comprising the Jackson Urbanized Area as defined by the 2020 U.S. Census (this would include cities and townships) and one (1) representative from the Michigan Department of Transportation.

**Section 2. New Members.** New members and non-voting members may be added to the Policy Committee upon approval of the majority of the representatives present at any meeting where such membership is proposed. The addition of a voting member to the Policy Committee constitutes a change in the bylaws and the appropriate procedure must be followed.

**Section 3. Voting Members.** The Policy Committee will consist of agencies within the Jackson Urbanized Area. Voting members shall consist of one (1) representative (unless otherwise noted) from the following units/agencies:

1. Jackson County Department of Transportation;
2. City of Jackson (2 representatives);
3. Region 2 Planning Commission Executive Committee (appointed by the Executive Committee; must be a resident of Jackson County);
4. Michigan Department of Transportation – Statewide Planning;
5. Jackson Area Transportation Authority;
6. Jackson County Airport – Reynolds Field;
7. Jackson County Board of Commissioners;
8. Blackman Charter Township;
9. Leoni Township;
10. Napoleon Township;
11. Sandstone Charter Township;
12. Spring Arbor Township;
13. Summit Township; and
14. JACTS Technical Advisory Committee (Chair or Vice-Chair).

**Section 4. Non-Voting Members.** Non-voting members of the Policy Committee shall be as follows:

1. The staff representative from the Federal Highway Administration – Michigan Division who is assigned to JACTS.
2. The staff representative from the Federal Transit Administration who is assigned to JACTS.

**Section 5. Alternate Representatives.** Each member of the Policy Committee may designate, by name and in writing, one alternate representative. A listing of alternate representatives will be maintained and kept current. Alternates of voting members will be eligible to vote only in the absence of that member; however, alternates are encouraged to attend all meetings and stay up-to-date on Committee business.

#### **ARTICLE IV. OFFICERS**

**Section 1. General.** The Policy Committee shall have two officers consisting of a Chairperson and a Vice-Chairperson.

**Section 2. Duties of the Chairperson.** The Chairperson will preside over all meetings of the Committee, appoint such committees as shall be deemed necessary, appoint standing committees with the approval of the voting membership, and perform such duties as may be delegated by the membership. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all committees, if not otherwise assigned as a member of a subcommittee.

**Section 3. Duties of the Vice-Chairperson.** The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, the Recording Secretary (as defined in Article V, Section 1) shall perform the duties of the Chair. If the Recording Secretary so chooses, a temporary Chairperson shall be elected by a majority of the members present.

**Section 4. Election of Officers.** These positions shall be filled at the discretion of the Committee membership, by a majority vote, at the first meeting of the calendar year.

**Section 5. Vacancy of Office.** If a vacancy occurs in any office during the year, the membership may fill the vacancy at any regular meeting by a simple majority

vote of those present.

**Section 6.** **Terms of Office.** The terms of office shall be for one calendar year or until a successor is elected.

#### **ARTICLE V. RECORDING SECRETARY**

**Section 1.** The Recording Secretary of the Policy Committee shall keep a record of all transactions, resolutions, and findings and shall distribute notifications and agendas of meetings to committee members at least five (5) working days prior to their occurrence. Minutes of the Policy Committee shall be distributed, by the Recording Secretary, to all Policy Committee members. The Recording Secretary shall be a member of the JACTS staff. The Recording Secretary shall perform the duties of the Chair in the absence of both the Chairperson and Vice-Chairperson (as defined in Article IV, Section 3).

#### **ARTICLE VI. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES**

**Section 1.** **Establishing Subcommittees/Advisory Committees/Task Forces.** The Policy Committee may establish such subcommittees, advisory committees, and/or task forces as it deems necessary and appropriate. This includes any standing subcommittees already in existence and any other special subcommittees established to address specific functional areas or individual issues as deemed appropriate.

#### **ARTICLE VII. MEETINGS AND AGENDAS**

**Section 1.** **Regular Meetings.** The schedule of regular meetings of the Policy Committee for each calendar year shall be established at the final meeting of the previous calendar year. These meetings shall take place at a time and location established by the Policy Committee.

**Section 2.** **Special Meetings.** Special meetings may be called by the Chairperson, by a majority vote of the membership, or upon written request to the Chairperson by three (3) or more representatives of voting members of the Policy Committee.

**Section 3.** **Changes in Meetings.** In the event that a regular meeting falls on a holiday, or needs to be changed due to other circumstances, a substitute meeting date may be set for the Policy Committee. A cancellation or change in the date of a scheduled meeting shall be communicated to the members as promptly as possible.

**Section 4.** **Open Meetings.** All Policy Committee meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act".

**Section 5.** **Notices of Meetings.** Notices of all regular meetings, including agenda, will be mailed, or communicated via electronic or another medium, to members no later than five (5) days prior to the meeting. Notices of special meetings may be communicated to the representatives by electronic media or telephone. Notices of special meetings may be communicated to the representatives within a shorter time frame than five (5) days, but in no event shall such notice be provided less than 18 hours before a special meeting.

**Section 6.** **Agenda.** An agenda shall be provided to Committee members as provided for in Section 5. above. The Chairperson has the responsibility to determine the draft agenda. Responsibility for determining and setting the agenda may be delegated by the Chairperson to the JACTS agency staff.

**Section 7.** **Order of Business.** The order of business for regular Policy Committee meetings shall be as follows:

1. Call to Order
2. Introductions (if necessary)
3. Public Comment
4. Election of Officers (if applicable)
5. Approval of the Minutes
6. Status Updates of Individual Agencies
7. Old Business
8. New Business
9. Other Business
10. Public Comment
11. Adjournment

## **ARTICLE VIII. RULES.**

**Section 1.** **General.** Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

**Section 2.** **Quorum.** A quorum shall be required before any formal action can be taken on agenda items. The presence of one-third (1/3) of the fifteen (15) voting members shall constitute a quorum for the purpose of conducting business. If a quorum is present at any time during the meeting, a quorum shall be considered to exist

throughout the meeting.

**Section 3. Actions by the Policy Committee.** Except where otherwise specifically stated, formal adoption of a motion, resolution, or other action shall be with the assent of a simple majority of those present at the meeting, with at least a quorum of the voting membership present at such meeting. Any item not included on the agenda as provided in advance requires a two-thirds (2/3) majority of those present at the meeting.

**Section 4. Advisory Actions.** The Policy Committee may be polled by telephone, electronic, or other means on advisory matters. If such a poll is taken, a record of the results shall be presented at the next scheduled meeting.

#### **ARTICLE IX. AMENDMENTS**

**Section 1. Procedure of Amendment.** These bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Policy Committee by a majority vote of the voting membership. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken. The Secretary shall provide a copy of the proposed changes to each member the Policy Committee so that they will have them at least five (5) days prior to the meeting.

**Section 2. Continuation and/or Conflict.** These bylaws will remain in full force and effect until such time as amendments are made and approved, or until such time as the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

These bylaws were adopted by the JACTS Policy Committee on May 19, 2011.

Revisions adopted by action of the JACTS Policy Committee on March 21, 2024.