

# Hattiesburg -Petal -Forrest – Lamar Metropolitan Planning Organization

## Prospectus for Transportation Planning

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Adopted  
February 6, 2013

This document was prepared in cooperation with the United States Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Mississippi Department of Transportation, the City of Hattiesburg, the City of Petal, Forrest County and Lamar County, Mississippi.

**HATTIESBURG-PETAL-FORREST-LAMAR  
METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION OF THE  
HATTIESBURG-PETAL-FORREST-LAMAR METROPOLITAN PLANNING ORGANIZATION  
POLICY COMMITTEE CONCERNING THE PROSPECTUS**

WHEREAS, the United States Department of Transportation by promulgation or rules and regulations, 23 CFR 450 Subpart A, has unified individual planning requirements of the Federal Transit Administration and the Federal Highway Administration resulting in urban transportation planning technical analyses and documentation requirements; and

WHEREAS, the Mississippi Department of Transportation and the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization, in cooperation with operators (City of Hattiesburg) of publicly owned transit services, shall cooperatively undertake a continuing, comprehensive transportation planning and programming process for the metropolitan area in accordance with state and local goals for urban planning, the provisions of 23 U.S.C. 134, 49 U.S.C. App. 1607, and 23 CFR 450, as amended, and in accordance with provisions of this Prospectus; and

WHEREAS, the Governor of the State of Mississippi has in cooperation with local officials designated the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Policy Committee as being responsible, together with the State, for carrying out the provisions of 23 U.S.C. 134; and

NOW, THEREFORE, BE IT RESOLVED, that the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Policy Committee does hereby repeal the previous Prospectus and approve and adopt this new Prospectus.

Adopted this 6th day of February, 2013 by the Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization and approved by the Executive Director of the Mississippi Department of Transportation.

In witness whereof, the HPFL-MPO and the MDOT have executed this Agreement on 6th day of February, 2013.

**HPFL-MPO POLICY COMMITTEE CHAIRMAN**

\_\_\_\_\_ Date: \_\_\_\_\_  
Mayor Johnny L. DuPree, Ph.D, HPFL-MPO Chairman  
City of Hattiesburg, Mississippi

**HPFL-MPO POLICY COMMITTEE MEMBERS**

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Chris Bowen  
Forrest County, Mississippi

\_\_\_\_\_ Date: \_\_\_\_\_  
Mayor Hal Marx  
City of Petal, Mississippi

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Joe Bounds  
Lamar County, Mississippi

Attest:

\_\_\_\_\_ Date: \_\_\_\_\_  
Andrew Ellard  
Executive Director, HPFL-MPO

**MISSISSIPPI DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_ Date: \_\_\_\_\_  
Melinda L. McGrath  
Executive Director

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_  
Jeff Ely, State Engineer  
MDOT, State Planning Engineer

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## **Chapter One – Introduction**

### **A. Need for the Prospectus**

The Hattiesburg Urbanized Area Transportation Planning Prospectus outlines the organization and procedures for transportation planning in the Hattiesburg, Petal, Forrest and Lamar Urbanized Area including the mutual responsibilities of various entities in carrying out the planning process.

### **B. Significant Transportation Issues Facing the Area**

As the Hattiesburg region continues to grow, new transportation issues will continue to develop. The Metropolitan Planning Organization (MPO) is the forum where member entities cooperatively resolve these issues.

Some of the significant issues facing the area are:

- 1) Balancing the needs and requirements of all the various modes of travel (e.g., transit and private automobile, walking, biking, air and rail)
- 2) Managing area congestion. The MPO has the responsibility to develop and manage a regional transportation program to allocate funding for the implementation of transportation projects and services, and to develop a congestion management system through effective management of new and existing transportation facilities.

### **C. Organization Name**

The name of the regional transportation planning organization created under this Prospectus shall be the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO).

## Chapter Two -- Organization and Management Decision Making Forum

### A. **Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Policy Committee (HPFL-MPO Policy Committee)**

The Hattiesburg Urbanized Area transportation planning process will function under a staff structure. The organization structure for the HPFL-MPO is as follows:

The metropolitan planning organization structure places responsibility for policy direction with the HPFL-MPO Policy Committee, which constitutes the forum for cooperative decision making by principal elected officials of general-purpose local government. Membership of the Policy Committee is attached as **Appendix A**. Final responsibility for transportation planning and programming is vested with the Policy Committee, which may act without recommendation of the Technical Committee, provided a reasonable time has been afforded to the Committee for recommendation.

The Policy Committee may adopt Bylaws and Rules governing meeting process and procedure for itself and any committees of the Metropolitan Planning Organization. Current Bylaws are attached as **Appendix B**.

In order for the Policy Committee to function properly it shall establish another committee responsible for daily administration of all transportation activities. This committee shall be called the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Technical Committee.

The Policy Committee will meet on a quarterly basis in order to set policy guidelines, and review transportation planning activities in the Hattiesburg Urbanized Area to consider recommendations by committees and to make decisions as appropriate.

### B. **Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Technical Committee (HPFL-MPO Technical Committee)**

The HPFL-MPO Technical Committee consists of the administrative and technical leadership of functional agencies, authorities, commissions, departments, divisions, and bureaus of the entities comprising the Policy Committee. Organizations not represented on the Policy Committee may also serve on the HPFL-MPO Technical Committee (e.g., representatives from area airports, railroads, universities). The Chairman of the HPFL-MPO Technical Committee is the Director of the City of Hattiesburg, Department of Federal and State Programs. By virtue of position and legislated authority, a representative of each administration of the U.S. Department of Transportation shall be a non-voting member of the HPFL-MPO Technical Committee.

The HPFL-MPO Technical Committee, with policy direction from the HPFL-MPO Policy Committee, is responsible for daily implementation of all transportation planning activities. The members of the staff, by virtue of their position, implement transportation planning policies and procedures, and coordinate with respective agency professionals for application. The HPFL-MPO Technical Committee, as a group, receives plans, programs, and transportation documentation for prior review and recommendation to the HPFL-MPO Policy Committee for action. The HPFL-MPO Executive Director may appoint ad-hoc committees as needed to organize, coordinate, evaluate, and document transportation planning, programming, and reporting requirements necessary for orderly program implementation and certification. Membership of the HPFL - MPO Technical Committee is attached as **Appendix C**.

- a. The HPFL-MPO Technical Committee shall conduct business as prescribed in the latest edition of Robert's Rules of Order. The presence of a simple majority of the HPFL-MPO Technical Committee voting membership or designated representatives at Technical Committee meetings shall constitute a quorum for business transaction.

**C. Public Participation**

Rather than a single citizen advisory group, mechanisms are to be provided for citizen involvement in specific phases of the planning process. Opportunity for public participation will occur during the local transportation planning process regarding specific projects. The HPFL-MPO Technical Committee will recommend and the HPFL-MPO Policy Committee will adopt with or without modification, particular procedures for public participation.

To ensure the greatest opportunity for public involvement throughout the planning process, the HPFL-MPO has prepared and maintains a Public Participation Plan that provides for accessible information, timely public notification and full public access to key decisions. The Public Participation Plan supports early and continuing involvement of the public.

**D. HPFL-MPO Executive Director**

The Federal and State Programs Director of the City of Hattiesburg shall serve as the MPO Executive Director. To ensure consistency, supervision of the MPO transportation planning staff and coordination of transportation planning activities of participants in the Hattiesburg Urbanized Area Transportation Planning Process are the responsibility of the Executive Director. In the absence of a Director of the City of Hattiesburg Department of Federal and State Programs the Mayor of Hattiesburg shall designate a temporary alternate MPO Executive Director.

The Executive Director of the HPFL-MPO shall be responsible for ensuring the coordination, direction, and supervision of the transportation planning process. The Executive Director shall take directions from and be accountable to the MPO Policy Committee and shall

effectuate this direction through HPFL-MPO Staff, Local Planning, or study committees as applicable.

#### **E. Procedure for Management Coordination**

The Executive Director is responsible for on-going coordination of the Hattiesburg Urbanized Area transportation planning process. The Policy Committee's direction and guidance is disseminated to the Executive Director and Technical Committee, with subsequent action being delegated to the local planning staffs or study subcommittees as appropriate, or contracted to consulting firms as necessary.

Required actions resulting from individual agency requests and/or legislative mandate are initiated by the responsible participating agency representative of the HPFL-MPO Technical Committee or designated representative. Any action initiated shall be consistent with Unified Planning Work Program Tasks or amendment thereof.

The HPFL-MPO Technical Committee is responsible for inter-agency coordination. The Executive Director and staff have the responsibility for scheduling and coordination meetings, the assembly of required data, preparation of meeting agenda, recording proceedings of meetings and dissemination of proceedings.

Meetings of the Technical Committee will be once every other month, unless no items are scheduled for consideration. HPFL-MPO Policy Committee meetings will be scheduled as needed to set policy guidelines, and review transportation planning activities, generally on a quarterly basis. Inter-agency 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.



## **Chapter Three -- Functional Responsibility of Participating Agencies**

### **A. FEDERAL**

#### **1. 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, State of Mississippi division is responsible, through Mississippi Department of Transportation Planning 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 annual audit.

#### **2. Federal Transit Administration**

The Federal Transit Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid monies available through FTA Circular 8100 I. C. Consolidated Planning Grant pertaining to Section 5303 & 5304 - Flex allocation for public transportation planning, capital improvement, 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 receipt 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. A regional representative of the Federal Transit Administration serves on the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Technical Committee.

#### **3. Other Federal Agencies**

Other Federal Agencies, such as the Federal Aviation Administration, U.S. Corps of Engineers, Federal Railroad Administration and Environmental Protection Agency may provide the HPFL-MPO with review and advisory assistance on an as needed basis, and may serve as non-voting members of the HFFL-MPO Technical Committee.

## **B. STATE**

### **1. Mississippi Department of Transportation**

The Mississippi Department of Transportation is responsible for preparation of long-range, coordinated, statewide transportation plans; 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 Mississippi Department of Transportation must cooperate and coordinate their respective actions and programs very closely.

The Department discharges its legislated and delegated responsibility as follows:

### **2. MDOT Planning Division**

The Planning Division is responsible for ensuring that any program or project involving state or Federal funds or aid is based on a continuing, comprehensive, transportation planning process carried on cooperatively by the state and local communities. The Planning Division is also responsible for the ongoing data collection program which provides inventories of all public roads; development of transportation plans, needs and programs; administering and conducting transportation research programs; and liaison between the Department of Transportation and Federal Highway Administration.

## **C. LOCAL**

### **1. Chief Elected Officials**

The Chief Elected Official of each participating local government, being concerned with wide range transportation policy decisions; serve on the Policy Committee of the HPFL-MPO; **Appendix A** attached, lists all Policy Committee members, including each Chief Elected Official.

Coordination and communication with the appropriate local legislative body (City Council and County Boards) is the responsibility of the HPFL-MPO Executive Director.

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

Chief Administrative and Technical positions, i.e., Public Works Director, Planning Director, Engineers, Traffic Engineer, the Mass Transit Manager, and regional service providers are directly concerned with the implementation of transportation policy decisions. These individuals are designated to serve as the HPFL-MPO Technical Committee (See **Appendix C**).

Coordination and communication among the Technical Committee is the responsibility of the HPFL-MPO Executive Director and HPFL-MPO staff. Insuring consistency between local planning and implementation documents and the plans, strategies and implementation by the HPFL-MPO is the fundamental role of these administrative/technical representatives.

### **3. Other Governmental and Quasi-Governmental Agencies**

Other transportation agencies or providers may also provide input to the MPO due to their technical expertise or unique role as transportation providers. Generally these organizations will be represented on the HPFL-MPO Technical Committee and will provide input to the HPFL-MPO Policy Committee through the HPFL-MPO Technical Committee.

## **Chapter Four --Planning Process**

### **A. Transportation Planning Functions and Process**

The MPO transportation planning process began in the Hattiesburg Urbanized Area in 1982 and has evolved over time in response to federal and state mandates as well as local initiatives. The HPFL-MPO has the responsibility for insuring long term continuing, comprehensive and coordinated transportation planning for the study area.

To meet this requirement, the MPO is responsible for the following:

- Preparation of an annual Unified Planning Work Program (UPWP) identifying the major tasks to be accomplished by the MPO each fiscal year. Each participant in the process provides the HPFL-MPO Executive Director a detailed description of tasks to be accomplished, schedule for completion and estimated cost. Prior to submittal to the Mississippi Department of Transportation the MPO Technical and Policy Committee will review and approve the UPWP.
- Development of the appropriate information and databases upon which informed transportation decisions could be made.
- Preparation of a Transportation Improvement Program (TIP) identifying and prioritizing projects to be implemented during the time period of the Program and meeting federal and state requirements. This document provides a description of each project, estimated costs, and year in which implementation activity is scheduled.
- Development and maintenance of a Long-Range Transportation Plan and associated documents identifying needed transportation improvements and services in the study area. This plan shall meet the appropriate state and federal requirements.
- Management of Transportation System Management projects. These projects can be of various modal areas and identified in the UPWP. The projects can include, but are not limited to, transit service improvements, traffic operational improvements, minor street improvements to increase capacity; bikeways; pedestrian amenities; and fringe parking facilities or carpooling. These projects must be included in the TIP in order to be implemented.

### **B. Study Area**

The study area, or metropolitan area, for the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization shall be call Hattiesburg Urbanized Area. (See **Appendix D**)

### **C. Amendments to Prospectus**

This Prospectus may be amended by a majority vote of the HPFL-MPO Policy Committee membership. Amendment proposals must be presented in writing at a Board meeting for consideration and may be adopted at an ensuing meeting.

#### **D. Administration**

The HPFL-MPO Executive Director, through direction of the HPFL-MPO Policy Committee and the HPFL-MPO Technical Committee, is responsible for performing the administrative tasks required to maintain coordination of the transportation planning process, and the HPFL-MPO Technical Committee is responsible to the HPFL-MPO Policy Committee for maintaining coordination of program implementation on a continued basis. The HPFL-MPO Executive

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 the HPFL-MPO Policy Committee 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 maintaining certification.

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**APPENDIX A****HPFL-MPO Policy Committee Membership****Voting Members:**

Mayor	City of Hattiesburg, Mississippi
Mayor	City of Petal, Mississippi
President	Board of Supervisors Lamar County, Mississippi
President	Board of Supervisors Forrest County, Mississippi
Executive Director	Mississippi Department of Transportation

**Non-Voting Members**

Regional Administrator	Federal Highway Administration - Jackson, Mississippi
Regional Administrator	Federal Transit Administration – Atlanta, Georgia
Executive Director	HPFL – MPO

## APPENDIX B

### By-Laws of the HPFL - MPO

Article I	–	Name/Study Area
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#### Article I – Name/Study Area

The name of the organization shall be the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (MPO). The study area (planning area) of the MPO includes the Urbanized Area of Hattiesburg, Mississippi and those areas likely to be urbanized in the future, as defined and depicted in the MPO's Prospectus for Transportation Planning.

#### Article II – Composition

The HPFL-MPO Policy Committee shall be composed of the following elected officials and agency officers:

Mayor	City of Hattiesburg, Mississippi
Mayor	City of Petal, Mississippi
President	Board of Supervisors Lamar County, Mississippi
President	Board of Supervisors Forrest County, Mississippi
Executive Director	Mississippi Department of Transportation
Regional Administrator	Federal Highway Administration
Regional Administrator	Federal Transit Administration
Executive Director	Hattiesburg-Petal-Forrest-Lamar MPO



### Article III – Responsibilities

The HPFL-MPO Policy Committee provides direction and decision-making by which the Executive Director, through the Technical Committee and MPO staff, may effectively manage the MPO.

1. Provide administrative and fiscal control.
2. Review and approval of all transportation planning and programming.
3. Establish study committees as required to ensure cooperative, comprehensive and continuing transportation planning.
4. Ensure proper allocation of planning and Surface Transportation Program funds in accordance with the updated TIP.
5. Carry out the provisions of 23 CFR 450 and 500 and 49 CFR 613 which calls for a continuing, comprehensive and coordinated transportation planning and programming process in metropolitan areas.
6. The Policy Committee will initiate and request the necessary studies and programs are conducted to enable the development of area wide goals and objectives. Such goals and objectives must be formulated in the context of comprehensive, continuous, cooperative urban planning and should not be limited to transportation planning.
7. To review and approve or adopt (or disapprove, or refuse to adopt, as the case may be) all recommendations, programs, plans, data and other pertinent material submitted by the Technical Committee for action by the Policy Committee. This responsibility includes, but is not limited to, the following items:
  - b) The Prospectus
  - c) The annually-prepared Unified Transportation Planning Work Program;
  - d) The Transportation Plan for the urbanized area;
  - e) The Transportation Improvement Program (TIP)
8. To amend in part or in full any previously approved or adopted program, plan, or other pertinent material, including, but not limited to, the items listed under responsibility number two.
9. To approve for membership and alternative membership all appointments to the Technical Committee proposed by each participating governmental unit, governmental agency, or private transportation company, in accordance with the provisions for membership on the Technical Committee specified in this Prospectus. The Policy Committee may also terminate the membership of any member or alternative member previously approved for membership.
10. To establish or amend the boundary (cordon lines) for the Hattiesburg Urbanized Area Transportation Planning Process, upon recommendation by the Technical Committee. In accordance with the joint FHWA/FTA regulations, the Transportation Planning Process shall, as a minimum, encompass the current urbanized area, plus that area likely to become urbanized during the period covered by the long-range element of the Transportation Plan.

#### **Article IV – Organization**

1. The MPO Policy Committee Chairman and Vice-Chairman rotate annually in October, among the Chief Elected Officials on an alphabetical basis as follows:

The order for chairmanship will be voting members of:

- (1) Forrest County
- (2) City of Hattiesburg
- (3) Lamar County
- (4) City of Petal

The order for the Vice-Chairmanship will be voting members of:

- (1) City of Hattiesburg
- (2) Lamar County
- (3) City of Petal
- (4) Forrest County

2. The term of office shall be for one (1) year or until such time as new officers are elected. Members of the MPO Policy Committee will hold their positions on the Committee as long as they hold their positions with their respective agencies.

3. The HPFL-MPO Executive Director or MPO staff appointee shall serve as the secretary (non-voting) for the Policy Committee.

4. A Vice Chairman serving an unexpired term of a designated Chairman does not advance the rotation for the Chairmanship. The Vice Chairman serving prematurely as the Chairman will still be in rotation to serve as the Chairman in the following year.

#### **Article V - Duties of Chair**

1. The Chairman has the authority to call meetings of the Policy Committee, and preside over all regular and special meetings. The Vice-Chairman will preside in the absence of the Chairman.

2. The Chair shall authenticate, by his/her signature, all resolutions adopted by the Policy Committee.

3. The Chair, or his/her designated representative, may represent the Policy Committee at hearings, conferences or other events as required.

4. Should the designated Chair find it necessary to take temporary or permanent leave from duties as the Chair, or if circumstances arise that prevent the Chair from serving as the Chair either temporarily or permanently, the following succession plan shall apply:
  - a. If the Chief Elected Official has been replaced either temporarily or permanently by their respective jurisdiction, the replacement Chief Elected Official will assume the Chair role.
  - b. If the Chief Elected Official is planning a temporary leave of absence that does not include replacement – either temporary or permanent – by their jurisdiction, the Vice Chair will assume all Chair duties and authorities until such time that the Chair is able to resume all Chair duties, or until the rotation of Chief Elected Officials.
  - c. In order for the Vice Chair to assume all duties and authorities, aside from presiding over meetings, a majority of the Policy Committee must vote to convey those duties and authorities, but such duties and authorities will be returned to the rightful Chair upon his/her return to duties (given that the Chair position has not rotated during the absence)
  - d. If at any time a jurisdiction replaces a Chief Elected Official either temporarily or permanently, the replacement Chief Elected Official will assume the duties and authorities for the remainder of the term without required action of the Policy Committee.

#### **Article VI – Policy Committee Meetings**

1. The HPFL-MPO Policy Committee shall meet at least quarterly to accomplish administrative control of the planning process and maintain certification.
2. Each Policy Committee member may designate, in writing, a representative to serve at meetings during said member's absence. Such assigns will hold voting authority of the member they represent.
3. The presence of a simple majority of the HPFL-MPO Policy Committee voting membership or designated representatives at MPO meetings shall constitute a quorum for business transaction.
4. Each voting member of the Policy Committee member shall have one vote.
5. Special Meetings may be called by the HPFL-MPO Executive Director or any Policy Committee member. Written notification of the time, place and purpose of the meeting shall be mailed to each member at least three (3) days prior to the meeting. At a special meeting, only the business designated as the purpose of the meeting may be transacted.
6. Committee members may opt, in writing to the Executive Director to receive notification of all meetings and correspondence by email in lieu of mail.

## Article VII – Technical Committee Meetings

The MPO shall operate with the assistance of a Technical Committee, which will provide the Policy Committee with recommendations based upon the planning, engineering, and transit expertise of its membership.

### 1. Membership:

**Appendix C**, attached includes a list of voting members and ex-officio members of the Technical Committee. Voting members include the senior engineer (or equivalent) and senior planner (or equivalent) from each local government agency member and Mississippi Department of Transportation. \*The Executive Director is a member of the Technical Committee, but shall only vote when necessary to break a tie. Ex-officio members include representatives from Hub City Transit, Federal Highway Administration, Federal Transit Administration, Area Development Partnership, Southern Mississippi Planning and Development District, Illinois Central Railroad, Norfolk Southern Corporation, University of Southern Mississippi, William Carey University, Hattiesburg/Laurel Regional Airport, and other elected or administrative staff from the participating governmental agencies.

Members of the MPO Technical Committee will hold their positions on the Committee as long as they hold their positions with their respective agencies.

### 2. Responsibilities:

- a. To make recommendations to the MPO Policy Committee concerning all programs, plans, data and other material pertinent to the Transportation Process. This responsibility includes but is not limited to:
  - i. The Prospectus
  - ii. The annually prepared Unified Transportation Planning Work Program
  - iii. The Transportation Plan
  - iv. The Transportation Improvement Plan (TIP) and Annual Element (AE)
- b. To make recommendation to the MPO Policy Committee for the amendment, in part or in full, of any previously approved or adopted program, plan, or other pertinent material.
- c. To periodically reassess the boundary of the Hattiesburg Urbanized Area to ensure that the boundary accurately reflects, based on the latest indications, the area likely to be urbanized (i.e., closely settled) within a period of (20-25 years), and thereby covered by the long-range element of the Transportation Plan. The expansion or other relocation of this boundary line requires a majority vote by the members attending a meeting of the Technical Committee before a recommendation can be forwarded to the Policy Committee.
- d. To recommend the allocation of MPO funds for the urbanized area.
- e. The MPO Technical Committee may review the proposals of transportation planning engineering consultants (or other types of firms as appropriate) when it

becomes necessary to retain such consultants to perform tasks as part of the Transportation Planning Process. Unless Federal contractual procedures permit the selection of a consultant based upon only one proposal, this responsibility applies to all projects to be performed by consultant. When Federal contractual procedures allow the solicitation of a proposal from a single consultant, and time limitations or other considerations necessitate the expeditious selection of a consultant, the MPO may contact (upon authorization by the Policy Committee) with a consultant without soliciting more than one proposal.

### 3. Organization

The Executive Director of the HPFL-MPO shall serve as the Chairman of the Technical Committee and will preside over all meetings. In the absence of the Executive Director, the senior-most MPO staff member present will preside over Technical Committee meetings. The Chairman will appoint a MPO staff member to record the minutes of the meeting.

### 4. Duties of Chair

- a. The Chairman has the authority to call meetings of the Technical Committee and preside over all regular and special meetings.
- b. Upon approval or recommendations by the Technical Committee, the Chairman will deliver recommendations to the Policy Committee for consideration.
- c. When it becomes necessary to review the proposals of transportation planning and engineering consultants, a four (4) person MPO Technical Subcommittee shall be selected for the task by the Chairman – one person from each local political jurisdiction. Parties with a conflict of interest in such reviews are expected to reveal any such conflict and recuse him/herself.

### 5. Meetings

- a. The HPFL-MPO Technical Committee shall meet at least quarterly.
- b. Each voting Technical Committee entity shall submit a list annually of representatives that may vote on behalf of the entity. The list should rank individuals in a preferred order (if the first person on the list is absent, the voting authority will go to the next person on the list that is present for that entity).
- c. The presence of a simple majority of the HPFL-MPO Technical Committee voting membership or designated representatives at TC meetings shall constitute a quorum for business transaction.
- d. Each voting member of the Technical Committee shall have one vote.
- e. Committee members may opt, in writing to the Executive Director, to receive notification of all meetings by email in lieu of mail.
- f. Each motion shall be recorded in the minutes and seconded by a Committee member.
- g. The Chairman will cast the deciding vote when a tie vote occurs.

- h. If a member will not participate in a discussion and vote before the committee because of a conflict of interest, the member shall be excused and the Secretary shall record the Member's name and reason in the Minutes.
- i. When a vote is required between meeting of the MPO Technical Committee, the following procedure will apply:
  - A ballot will be mailed (or emailed if the member has indicated the preference) to all voting members and shall include these items:
    1. Name of the Committee Member
    2. Motion and/or project description and required information
    3. Space for voting either for, against, or to abstain from the motion and/or project.
    4. Date which the ballot must returned to the MPO Agency Staff at the City of Hattiesburg Department of Planning and Community Development.
    5. Space for Committee Member's signature (n/a if emailed).
- j. When it becomes necessary to review the proposals of transportation planning and engineering consultants, a four (4) person MPO Technical Committee, one from each political jurisdiction, shall be selected for this task. Selection shall be the responsibility of the Technical Committee Chairman.

#### **Article VIII – Rules of Order**

1. The HPFL-MPO Policy Committee shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these By-Laws.

#### **Article IX – Amendment to By-Laws**

1. These By-Laws can be amended at any regular meeting of the HPFL-MPO Policy Committee by a majority vote of the voting membership, provided that the amendment has been submitted in writing at the previous regular meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization Policy Committee does hereby repeal the previous By-Laws and approve and adopt these new By-Laws.

Adopted this 6th day of February, 2013 by the Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization.

**APPENDIX C****HPFL-MPO Technical Committee Membership****Voting Members:**

Director of Engineering	City of Hattiesburg
Director of Urban Development	City of Hattiesburg
City Engineer	City of Petal
Senior Planner	City of Petal
Senior Planner	Forrest County
County Engineer	Forrest County
Senior Planner	Lamar County
County Engineer	Lamar County
State Engineer Planning Division	Mississippi Department of Transportation
Assistant State Planning Engineer	Mississippi Department of Transportation
*Executive Director	Hattiesburg-Petal-Forrest-Lamar MPO

**Non – Voting Members:**

Hub City Transit	City of Hattiesburg
City Administrator	City of Hattiesburg
Alderman	City of Petal
County Representative	Forrest County
County Representative	Lamar County
District VI Engineer	Mississippi Department of Transportation
President	University of Southern Mississippi
President	William Carey University
Executive Director	Hattiesburg/Laurel Regional Airport
HCT Manager	Hub City Transit (City of Hattiesburg)
President	Area Development Partnership
Administrator	Federal Highway Administration
Region Representative	Federal Transit Administration
Director	Illinois Central Railroad
Director	Norfolk Southern Corporation
Executive Director	Southern Mississippi Planning and Development District

\*Executive Director will only vote to break a tie.

APPENDIX D

Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
Planning Boundary Area

