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WILLIAMSPORT AREA TRANSPORTATION STUDY  
METROPOLITAN PLANNING ORGANIZATION

# BYLAWS

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# ARTICLE 1: NAME AND PURPOSE

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## Section 1: Name

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The name of the organization shall be the Williamsport Area Transportation Study, (WATS) Metropolitan Planning Organization, (MPO) hereinafter referred to as the WATS MPO.

## Section 2: Purpose

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The purpose of the WATS MPO shall be to serve as the official transportation planning organization for the County of Lycoming, designated by the Governor of the Commonwealth of Pennsylvania under current and applicable federal laws and regulations. The entire geographical coverage area of the County of Lycoming, PA shall be defined as the planning area. Such federal laws and regulations establish five core functions of an MPO that include the following:

- Establish a setting: Establish and manage a fair and impartial setting for effective regional decision-making in the planning area.
- Identify and evaluate alternative transportation improvement options: Use data and planning methods to generate and evaluate alternatives. Planning studies and evaluations are included in the MPO Unified Planning Work Program, (UPWP).
- Prepare and maintain a Metropolitan Transportation Plan: Develop and update a long range transportation plan for the planning area covering a planning horizon of at least 20 years that fosters:
  1. Mobility and access for people and goods
  2. Efficient system performance and preservation
  3. Good quality of life
- Develop a Transportation Improvement Program (TIP): Develop a short-range (four year) program of transportation improvements based on the long range transportation plan. The TIP should be designated to achieve the area's goals, using spending, regulating, operating, management and financial tools.
- Involve the public: Continually involve the general public and other affected constituencies in the essential functions listed above.

# ARTICLE II: MEMBERSHIP

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## Section 1: Coordinating Committee

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The parties hereby establish the governing body of the WATS MPO as the Coordinating Committee.

The Coordinating Committee shall consist of eleven (11) voting members, as follows:

- PennDOT Engineering District 3-0 Executive
- PennDOT Deputy Secretary for Planning
- Lycoming County Commissioner
- Lycoming County Commissioner
- Mayor, City of Williamsport
- Council Member, City of Williamsport
- River Valley Transit General Manager
- SEDACOG Joint Rail Authority Executive Director
- Williamsport Regional Airport Executive Director
- Lycoming County Association of Township Officials Representative
- Lycoming-Sullivan Boroughs Association Representative

The PennDOT Engineering District 3-0 Executive shall serve as Chair of the Coordinating Committee.

The Coordinating Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Each member organization shall so designate the individual(s) serving on the Coordinating Committee as their voting member(s) at the beginning of each calendar year and provide written documentation to the WATS MPO Chair for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated voting member in the case where the designated voting member is unable to attend a specific meeting.

In addition to the 11 voting members, the Coordinating Committee shall include two (2) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration

Non-voting members of the Coordinating Committee shall receive WATS MPO reports and meeting notices and agendas, shall be entitled to participate in WATS MPO discussions, but shall serve without vote.

## Section 2: Technical Committee

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The parties hereby establish a Technical Committee which shall provide recommendations to the Coordinating Committee for approval related to transportation strategies, plans and projects, using technical analysis, specialized knowledge, and citizen input on specific issues.

The Technical Committee shall consist of seven (7) voting members, as follows:

- PennDOT Center for Program Development and Management Representative
- PennDOT Engineering District 3-0 Representative
- Lycoming County Planning and Community Development Director
- Lycoming County Planning Commission Member
- River Valley Transit General Manager
- Williamsport Regional Airport Executive Director

- City of Williamsport Engineer/Community Development Director

The PennDOT Center for Program Development and Management Representative shall serve as Chair of the Technical Committee.

The Technical Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Each member organization shall so designate the individual serving on the Technical Committee as their voting member at the beginning of each calendar year and provide written documentation to the WATS MPO Chair for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

In addition to the 7 voting members, the Technical Committee shall include three (3) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration
- Fullington Trailways Company

Non-voting members of the Technical Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

### Section 3: Formation of Subcommittees

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The WATS MPO Coordinating Committee may establish advisory committees, ad hoc work groups, special purpose task forces or steering committees to gather specialized experience, technical advice and input that may be needed to help carry forth transportation planning related activities under the jurisdiction of the WATS MPO transportation planning process.

### Section 4: Transit Advisory Committee

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The WATS MPO has established a Transit Advisory Committee that is comprised of WATS members, transit providers and various social service organizations to provide input and recommendations to the WATS MPO on public transit issues and needs in Lycoming County.

### Section 5: Bicycle and Pedestrian Advisory Committee

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The WATS MPO has also established a Bicycle and Pedestrian Advisory Committee comprised of public officials and private organizations and consumers to provide input and recommendations to the WATS MPO Coordinating Committee and Technical Committee on bicycle and pedestrian safety and mobility needs in Lycoming County.

The Bicycle and Pedestrian Advisory Committee shall consist of eleven (11) voting members, as follows:

- Lycoming County Planning and Community Development Department Representative
- PennDOT District 3-0 Representative

- PennDOT Center for Program Development and Management Representative
- Lycoming County Health Improvement Coalition Representative
- Susquehanna Valley Velo Club
- Williamsport Bicycle Club
- PTA/PTO president from a county school district school
- River Valley Transit
- STEP, Inc. Office of Aging
- Lycoming College
- Pennsylvania College of Technology

In addition to the 11 voting members, the Bicycle and Pedestrian Advisory Committee shall include four (4) non-voting members, as follows:

- SEDA-COG MPO
- Federal Highways Administration
- PennDOT Bicycle Pedestrian Coordinator
- Pennsylvania Department of Conservation and Natural Resources, Recreation and Parks Regional Advisor
- Lycoming County Association of Township Officials Representative
- Lycoming-Sullivan Boroughs Association Representative

Bicycle and Pedestrian Advisory Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

Non-voting members of the Bicycle and Pedestrian Advisory Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

## ARTICLE III: AUTHORITY

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### Section 1: Duties and Responsibilities

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It shall be the duty and responsibility of the WATS MPO to direct and control the policies and objectives of the transportation planning and programming process, with due regard to the requirements and recommendations of its represented agencies of government, in order to accomplish and maintain the WATS MPO's eligibility for federal and state transportation funds, and help implement the WATS MPO Long Range Transportation Plan, Transportation Improvement Program and other plans and programs under WATS MPO responsibility.

### Section 2: Quorum

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Actions of the WATS MPO shall be by a majority vote of designated voting members or their alternates present at a publicly held meeting and entitled to vote, provided that a quorum is

present at the beginning of the meeting. For the Coordinating Committee, a voting quorum shall be met with six (6) voting members or their alternates present at the public meeting. For the Technical Committee, a voting quorum shall be met with four (4) voting members or their alternates present at the public meeting. In the event of a tie vote, the Chair of each respective committee casts the tie-breaking vote within that committee. No quorum is necessary to convene meetings of advisory committees unless determined by the Coordinating Committee.

### Section 3: E-Ballot and Phone Ballot

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On occasions when formal actions need to be expedited without convening a public meeting, an electronic mail ballot and/or phone ballot may be conducted in accordance with the WATS MPO approved Public Participation Plan. The Lycoming County Planning and Community Development Department staff will determine the appropriateness of the voting technique used to poll WATS voting members. The result of the vote will not be considered valid until a voting majority has been obtained. All WATS voting members will be afforded five business days to review information provided and cast their vote. The Lycoming County Planning and Community Development Staff will notify all WATS voting members of the result. The voting action will be re-affirmed by vote at the next regularly scheduled WATS MPO public meeting.

### Section 4: Executive Session

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The WATS MPO may recess into executive session only for purposes authorized under the PA Open Records Act and shall be conducted in the manner prescribed by the Act.

## ARTICLE IV: PROVISIONS

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### Section 1: Vacancies

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Vacancies on the WATS MPO Coordinating or Technical Committees shall be filled by an appointment by the responsible member organization, as more fully discussed in [Article II – Membership](#).

### Section 2: Removal of Members

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Removal of any member, or their representative, of the WATS MPO [Coordinating Committee](#) or the [Technical Committee](#), due to failure to attend meetings, or for other reasons, shall be at the discretion of the appointing authority. Absence from three (3) consecutive meetings or less than 50% attendance over a twelve (12) month period will result in a letter being issued by the WATS Coordinating Committee Secretary to the appointing authority apprising them of the situation.

# ARTICLE V: ADMINISTRATIVE DUTIES

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## Section 1: Administrative Staff

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The administrative duties of the WATS MPO shall be conducted by the Lycoming County Planning and Community Development Department. The primary staff contact for the Department on WATS MPO administrative matters shall be the Lycoming County Transportation Supervisor who will act as WATS Secretary.

## Section 2: Administrative Duties

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The Lycoming County Planning and Community Development Department shall be responsible for the following primary WATS MPO administrative duties.

- Develop and conduct all transportation planning work tasks contained in the WATS MPO approved Unified Planning Work Program contract that is executed between the County of Lycoming and PennDOT. The County of Lycoming may subcontract with the City of Williamsport to perform the Federal Transit Administration funded UPWP transit planning work tasks undertaken by River Valley Transit.
- Schedule, publicly advertise and convene all WATS MPO public meetings, as needed, in accordance with the PA Open Records Law and WATS MPO approved Public Participation Plan. All official business of the WATS MPO will take place at publicly advertised meetings to ensure opportunity for public comment. Prepare and distribute meeting agendas and related materials for review by WATS MPO members no later than 5 calendar days prior to the public meeting. Prepare meeting minutes for distribution to WATS MPO members for review no later than 15 calendar days following the public meeting. WATS MPO will generally convene public meetings on a quarterly basis (once every three months) at the Lycoming County Commissioners Board Room, Lycoming County Executive Plaza, 330 Pine Street, Williamsport, PA 17701. Exceptions as to meeting dates, times and locations may be considered in order to provide timely response to actions related to WATS MPO duties and responsibilities.
- Ensure that all WATS MPO adopted plans, programs and policies are implemented.

## Section 3: WATS Website

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The WATS MPO website will be maintained at [www.lyco.org/WATS-MPO](http://www.lyco.org/WATS-MPO).

## Section 4: WATS Mailing Address

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All WATS MPO administrative records and files shall be maintained at

Lycoming County Department of Planning and Community Development  
48 West Third Street  
Williamsport, PA 17701.

## Section 5: WATS Administrative Costs

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WATS MPO administrative related costs borne by the County of Lycoming and the City of Williamsport shall be reimbursable in accordance with the WATS MPO approved UPWP (Unified Planning Work Program) related contract terms and conditions executed between the County of Lycoming, PennDOT and City of Williamsport.

## ARTICLE VI: AMENDMENT PROCEDURE

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Proposed amendment to these bylaws shall be distributed to the WATS MPO Coordinating Committee for an official vote of approval by a voting majority of members present at a publicly advertised meeting convened by the WATS MPO where a voting quorum is achieved.

## ADOPTION

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These foregoing bylaws were adopted by the WATS MPO Coordinating Committee at a public meeting held this 18<sup>th</sup> day of November, 2019.

BY: \_\_\_\_\_  
Sandra Tosca, WATS MPO Chair

ATTEST: \_\_\_\_\_  
John Lavelle, WATS Secretary