

FRONTIER METROPOLITAN PLANNING ORGANIZATION

BY-LAWS

PREPARED BY:

FRONTIER METROPOLITAN PLANNING ORGANIZATION STAFF IN
COOPERATION WITH THE CITIES AND TOWNS OF:

ALMA, ARKOMA, BARLING, BONANZA, CENTRAL CITY,
FORT SMITH, GREENWOOD, KIBLER, LAVACA, MOFFETT, POCOLA, AND VAN BUREN

AND

CRAWFORD AND SEBASTIAN COUNTIES IN ARKANSAS
LE FLORE AND SEQUOYAH COUNTIES IN OKLAHOMA

AND

ARKANSAS DEPARTMENT OF TRANSPORTATION
OKLAHOMA DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
FEDERAL TRANSIT ADMINISTRATION WESTERN
WESTERN ARKANSAS INTERMODAL AUTHORITY
WESTERN ARKANSAS PLANNING AND DEVELOPMENT DISTRICT
FORT SMITH TRANSIT DEPARTMENT
FORT SMITH REGIONAL AIRPORT
FORT CHAFFEE REDEVELOPMENT AUTHORITY

August 2022



RESOLUTION 22-7

A RESOLUTION TO APPROVE & AMEND THE BY-LAWS AND RULES OF PROCEDURE OF THE FRONTIER METROPOLITAN PLANNING ORGANIZATION

WHEREAS, The Agreement for the Organization of the Frontier Metropolitan Planning Organization was made on the 27th day of May 2011, between those signatory governmental subdivisions of the State of Arkansas and the State of Oklahoma for the metropolitan planning organization (MPO) providing transportation planning services for the metropolitan planning area (MPA); and

WHEREAS, The Frontier MPO was formed under the Interlocal Cooperation Act of the State of Arkansas, being Act 430 of 1967, as amended, codified at A.C.A. 25-20-101, et seq. and the Interlocal Cooperation Act of the State of Oklahoma, being Title 74, Oklahoma Statutes, Sections 1001, et seq., as amended permits and authorizes the parties hereto to form an organization for the discharge of any responsibility that such party may be able to perform by authority of law or its Charter; and

WHEREAS, The Agreement was made in accordance with Title 23 U.S.C. and Title 49 U.S.C. and implementing regulations, the designation of the MPO was made between units of local government and the Governors of the States of Arkansas and Oklahoma; and

WHEREAS, The Agreement designated the Frontier MPO to be responsible for the direction, coordination, and administration of the continuing, comprehensive, and cooperative transportation planning process in the Fort Smith, AR-OK Urbanized Area under Title 23 U.S.C. and Title 49 U.S.C., as amended; and

WHEREAS, The Agreement formalized the current cooperative efforts between Frontier MPO, the member jurisdictions, Arkansas Department of Transportation (ArDOT), and the Oklahoma Department of Transportation (ODOT) for the production and execution of the Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Annual Listing of Obligated Projects (ALOP), the Public Participation Plan (PPP), and the ongoing transportation planning process in general; as well as comply with the requirements of the current Federal Transportation Bill, all successors of this Act and subsequent regulations, and all other applicable laws and regulations; and

WHEREAS, that all other provisions of the Bylaws as adopted shall remain in effect and the foregoing amendment shall be incorporated into the standing Bylaws of the Frontier Metropolitan Planning Organization.

IT IS HERE DETERMINED TO BE NECESSARY AND DESIREABLE THAT THE FOLLOWING BY-LAWS AND RULES OF PROCEDURE BE ADOPTED.



Approved and adopted by the Frontier MPO Policy Board and signed this day of: August 22, 2022

A handwritten signature in black ink, appearing to read "Doug Kinslow", written over a horizontal line.

Mayor Doug Kinslow, City of Greenwood
Chairman, FMPO

Attest:

A handwritten signature in blue ink, appearing to read "Reese M. Brewer", written over a horizontal line.

Reese M. Brewer, CTL
FMPO Transportation Director

SECTION I - NAME

The Name of the Organization shall be the Frontier Metropolitan Planning Organization, hereinafter referred to as the MPO.

SECTION II - LOCATION OF THE FRONTIER METROPOLITAN PLANNING ORGANIZATION

The principal offices of the MPO shall be the same as the principal offices of the Western Arkansas Planning and Development District. The registered agent shall be the Executive Director of the Western Arkansas Planning and Development District or her successor.

SECTION III - METROPOLITAN PLANNING AREA

The Metropolitan Planning Area is the Fort Smith Urbanized Area and the contiguous geographic area that is likely to become urbanized within a 20-year forecast period. The geographic boundary of the metropolitan planning area shall be periodically evaluated by the MPO Policy Board. Changes to the boundary shall be approved by a majority of the quorum.

SECTION IV - FRONTIER METROPOLITAN PLANNING ORGANIZATION POLICY BOARD AND TECHNICAL COMMITTEE MEMBERSHIP

The Frontier MPO Board, which shall also be known as the Frontier MPO Policy Board, will be the general governing and superintending body of the MPO. Membership on the Frontier Policy Board of the MPO shall consist of: representation for each of the below listed units of local government with the representatives being the chief elected officials of these units of local government or his/her designees; representatives of Western Arkansas Intermodal Authority and Fort Smith Regional Airport Commission as designated by those entities; and representatives of the ArDOT and representatives of the ODOT as designated by those highway departments. The Arkansas Department of Transportation, the Oklahoma Department of Transportation and the Fort Smith Transit Department shall sit as special members, each with the following voting privileges: Fort Smith Transit shall be represented by the Transit Director and shall have one (1) vote ; The Arkansas Department of Transportation shall have two (2) representatives: the Planning and Research Engineer and the District 4 Engineer or their respective designees , each of whom shall have one (1) vote; and the Oklahoma Department of Transportation Planning Engineer or his/her designee shall have one (1) vote.

However, in the case of Leflore County and Sequoyah County, the representative of each county shall be the District 1 Commissioner of the respective county, or in the event the District 1 Commissioner of a county cannot serve or does not serve, for whatever reason, then the representative for the county shall be a designee from the electorate of the County as designated by the county commissioners.

Western Arkansas Planning and Development District (WAPDD) shall have two non-voting members, one of which shall be the Executive Director or his /her designee and the other member shall be the Financial Officer. Additional ex-officio memberships may be conferred by a simple majority of the voting members of the Policy Board at any regular or special meeting.

Each member of the Frontier MPO Policy board may appoint one member to represent them on the Frontier Technical Committee. Frontier Policy Board members may serve on both the Policy Board and Technical Committee as defined in Section VIII.

The MPO Board may from time to time change the composition of its Board and Technical Committee membership listed below. As a result, the City of Fort Smith’s Mobility Coordinator will be added to the Technical Committee. The Mobility Coordinator focuses on developing a comprehensive, citywide, multi-mobility and multi-modal plan for the Fort Smith community.

In Arkansas	Number of Voting Members per Entity	
	Policy Board	Technical Committee
Arkansas Department of Transportation	2	2
Crawford County	1	1
Sebastian County	1	1
The City of Alma	1	1
The City of Barling	1	1
The City of Bonanza	1	1
The City of Central City	1	1
The City of Fort Smith	1	2
The City of Greenwood	1	1
The City of Kibler	1	1
The City of Lavaca	1	1
The City of Van Buren	1	1
Western Arkansas Intermodal Authority	1	1
Fort Smith Regional Airport Commission	1	1
Fort Smith Transit Department	1	1
Fort Chaffee Redevelopment Authority	1	1
Total Voting Members – August 22, 2022	23	24

In Oklahoma	Policy Board	Technical Committee
Oklahoma Department of Transportation	1	1
Leflore County	1	1
Sequoyah County	1	1
Town of Arkoma	1	1
Town of Pocola	1	1
Town of Moffett	1	1

Participating MPO Transportation Agencies (non-voting)

Federal Highway Administration, FHWA, Arkansas Division
Federal Highway Administration, FHWA, Oklahoma Division
Federal Transit Administration, (FTA)
Fort Smith Regional Chamber of Commerce
Van Buren Chamber of Commerce
Western Arkansas Planning and Development District

Membership Privileges and Responsibilities

1. Representation and participation by representatives of its own choosing at all meetings of the Frontier MPO.
2. Representation on special committees involving some or all of such member's territory.
3. Access to planning services as described in the approved and adopted Frontier MPO Unified Planning Work Program and other community and regional planning services.

Vacancies - Manner of Reappointment

In the event of a death, resignation or non-election of a Member Elected Official, the succeeding Official shall become the Policy Board member upon assuming office. Representatives of Elected Officials serve at the discretion of the Elected Official.

In the case of any changes in positions of the representative members of the Arkansas Department of Transportation, the Oklahoma Department of Transportation and Fort Smith Transit, the successor to that position shall become the representative member of the agency. To this end, the Policy Board Member from these agencies is one of position or office as determined by the individual agency.

SECTION V - FRONTIER MPO POLICY BOARD

Meetings

The Frontier MPO Policy Board shall at a minimum meet **quarterly** and shall meet as needed to perform the functions of the MPO. All meetings shall be open to the public.

Notification

The Frontier MPO Director, defined below in Section XIII and hereinafter referenced to as the MPO Director, shall be responsible for notifying board members of upcoming meetings. The notice shall state the day, time, and place of the meetings. Included in the notice shall be the proposed agenda, minutes of the previous meetings, and copies of proposed resolutions and reports. Notice to Policy Board members shall be provided at the same time that resolutions and reports are placed for public comment. Public notice of upcoming meetings, agenda items and solicitation of public comments will follow the MPO's adopted public involvement procedures.

Quorum

Fifty-one percent (51%) of the voting members, of whom at least three (3) shall be elected officials, shall constitute a quorum of the Policy Board. Representatives who are delegated by elected officials shall be counted in the quorum attendance. A majority vote of the quorum at any meeting shall be sufficient to authorize any action on behalf of the Policy Board. No votes taken in the absence of a quorum shall be deemed as action of the Policy Board. However, a meeting may be adjourned in the absence of a quorum.

Proxies

In the case of an absence, an Alternate may represent an official member of the Policy Board and shall have one (1) vote. The form of such proxy shall be written by the Policy Board member with electronic submittals acceptable. The proxy holder shall be counted in the quorum. A Policy Board member may serve as proxy for one other Policy Board member. The proxy shall stand as a voting member for purpose of establishing a quorum.

Meeting Minutes

The Frontier MPO staff shall record, produce, and maintain minutes of all Policy Board meetings and conduct correspondence and necessary administrative duties.

Mail-out Ballots

Mail-out, electronic, or faxed ballots may be used for amending the UPWP or the TIP on a case-by-case basis as well as other time sensitive Frontier MPO business matters. Copies of the ballots will become part of the record of Frontier MPO activities and a summary of the vote will be included as an addendum to minutes of the previous meeting.

SECTION VI - DUTIES OF THE FRONTIER MPO POLICY BOARD

In addition to other regional plans and programs as determined by the Policy Board, the Policy Board shall be responsible for the following documents, including relevant updates and amendments: the Unified Planning Work Program (UPWP); the Transportation Improvement Program (TIP); the Frontier Metropolitan Transportation Plan (MTP); and all public hearings of said documents required by the Public Involvement Policy. The Policy Board may authorize additional maps, transportation studies and documents, which shall upon completion be made available for public comment following public involvement procedures.

The Policy Board is responsible for establishing policies and procedures for conducting the continuing phase program consistent with the Frontier Metropolitan Transportation Plan and related Federal Highway Administration and Federal Transit Administration guidelines. The Policy Board shall seek recommendations on technical issues from the Technical Committee or subcommittees or focus groups established for such purposes. The Policy Board shall be authorized to establish any necessary subcommittees or focus groups in order to effectively undertake transportation functions as designated by the Policy Board.

Community Assistance

The Frontier MPO may undertake for the Planning Commission of any cooperating municipality or the Planning Board or Commission of any cooperating county the study, planning, mapping and other reports on public improvements or the use of land within the boundaries of said public bodies. Any study, planning, mapping, or other report so undertaken shall be on advice or recommendation of, and subject to adoption by, such Planning Commission or County Planning Board.

Policy Board Records and Administration

The MPO Director shall keep and maintain all records of the proceedings of the Policy Board and conduct correspondence and necessary administrative duties.

SECTION VII - COST SHARING

Members of Frontier MPO shall pay annual dues in the amount of \$.17 per capita for their respective jurisdiction's population as shown in the latest U.S. Census of Population, with the county government bearing the remainder of the dues in the MPO area not paid by incorporated places.

Failure to pay such assessments by any member within ninety (90) days of receiving notice from Frontier MPO of its being due shall be grounds for revocation of membership in the MPO of the delinquent member.

SECTION VIII - OBLIGATION FOR DUES ON WITHDRAWAL OR ADMISSION

In the event of withdrawal by a member from the MPO, said member shall be entitled to no return of any annual dues or portion thereof, hitherto paid; in the event of admission of a new member during the fiscal year, said new member shall pay a pro rata share of the annual dues required for the balance of the fiscal year yet remaining.

SECTION IX - OFFICERS AND COMMITTEES OF THE POLICY BOARD

Officers

The Policy Board shall elect a Chairman and Vice Chairman every other year at the first meeting of the calendar year in odd numbered years. The Chairman and Vice Chairman shall be from different jurisdictions. Nominations will be received from the floor and seconded until nominations are closed.

Chairman

The Chairman shall preside and shall have voting privileges on matters at all meetings and public hearings of the Policy Board. The Chairman shall be a non-voting member of any subcommittees formed within this body. The Chairman shall certify by signature all resolutions, plans and reports adopted by the Policy Board. The term of office shall be two years. In the event that the Chairman is unable to serve, the Vice Chairman shall assume the office of Chairman and call a special election at the next meeting to fill the office of Vice Chairman for the remaining portion of the term.

Vice Chairman

The Vice Chairman will perform all duties of the Chairman in the absence of the Chairman. Term of office shall be two years. Should the Vice Chairman be unable to serve as Vice Chairman, the Chairman shall call a special election at the next meeting to fill the office of Vice Chairman for the remaining portion of the term.

If both Chairman and Vice Chairman are unable to serve, the MPO Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.

Secretary

The Policy Board shall appoint the Secretary of the Frontier MPO. The Secretary may be, but need not be, a member of the Frontier MPO. The term of office for the Secretary shall be at the will and pleasure of the Policy Board.

Executive Director

The Executive Director of the Western Arkansas Planning and Development District shall concurrently serve as the Executive Director of the Frontier MPO.

Finance Officer

The Finance Officer of the Frontier MPO shall be the Financial Officer of the Western Arkansas Planning and Development District. The Finance Officer shall prepare all financial reports for the Policy Board. The Financial Officer shall not have voting privileges regarding any issue, question, or matter that comes before the Policy Board.

Presiding Officer

In the event the Chairman and Vice Chairman are both absent from a meeting with a quorum present, the attending members shall elect a Presiding Officer to conduct the meeting until the conclusion of the meeting or until the Chairman or Vice Chairman arrive. The Chairman and Vice Chairman along with the Presiding Officer retain their ability to vote on Policy Board matters.

Executive Officers

The Executive Officers (Chairman, Vice Chairman, Secretary, Executive Director, and Financial Officer) specifically designated above, and their successors in office, shall act, and they are hereby empowered to act, as trustees for the benefit of the signatory parties hereto for the purposes of acquiring, holding, disposing of, transferring, leasing, purchasing, selling, and otherwise managing, administering, and dealing with real and personal property, and in handling and administering funds of the Frontier Metropolitan Planning Organization, and for the purposes of contracting with the Federal Government, the various State Governments and subdivisions thereof; and other third persons, and in applying for grants, receiving and expending funds (including, but not limited to, Federal funds) to be used by or for the Frontier Metropolitan Planning Organization for the benefit of the signatory parties hereto, and do all other things, perform all acts and to sign

all documents necessary and incident thereto. All contracts and other agreements shall be signed by such Executive Officers as such trustees, and all property acquired and held for the benefit of the Frontier Metropolitan Planning Organization and the signatory parties hereto shall be so held in the name of such Executive Officers, and their successors in office. The acts of said trustees in managing and administering the property held for the benefit of the Frontier Metropolitan Planning Organization, in the entering into contracts and agreements with references thereto, in administering the funds of the Organization, in applying for grants, and otherwise acting on behalf of the Organization, shall be done pursuant to resolution adopted through voting procedures described in the meeting procedures above.

Special Committees and Standing Committees:

Membership and Duties

All special committees of the Frontier MPO, except those identified under Special Subcommittees and Focus Groups of the Frontier MPO Technical Committee, shall be appointed by the Chairman with the approval of Policy Board. The Vice Chairman shall coordinate the activities of these committees and shall be responsible for their progress. Special committees shall include, at a minimum, one (1) member of the Policy Board in addition to the Chairman of the Policy Board who shall be a non-voting member.

Policy Board Attendance Policy

This policy is intended to support full contribution of all board members. All policy board members receive a copy of this official policy. This policy is reviewed once a year, signed by the Policy Board member, and maintained in each member's file.

Definition of Committee Attendance Requirement

Policy Board attendance problem occurs if any of the following conditions exist in regard to a member's attendance to regular scheduled Policy Board Meeting.

1. The member has two un-notified absences in a row.
2. The member has three notified absences in a row.
3. The member misses one third of the total number of Policy Board meetings in a twelve-month period.

If an attendance issue exists, then the MPO Director will present the members name to the Policy Board for their approval for the removal and re-appointment of a replacement board member.

Reports

All reports of special committees appointed by the Chairman shall be in writing to the Policy Board for authorization of issuance, approval of content or recommendations for further study before being acted upon.

SECTION X - THE FRONTIER MPO TECHNICAL COMMITTEE

Each member of the Frontier MPO Policy board may appoint one member to represent them on the Frontier Technical Committee. Frontier Policy Board members may serve on both the Policy Board and Technical Committee.

Purpose and Authority

The Frontier MPO Technical Committee is established as an advisory committee to the Frontier MPO Policy Board. The purpose of the Technical Committee is to analyze and study transportation issues and make recommendations to the Frontier Policy Board. The purpose is also to provide a linkage between planning and implementation among the region's transportation professionals that maintain, operate, and manage the region's transportation system.

The Frontier MPO Policy Board may request the Frontier MPO Technical Committee to make recommendations regarding the Unified Planning Work Program (UPWP); the Transportation Improvement Program (TIP); the Frontier Metropolitan Transportation Plan (MTP); conduct public hearings of said documents as required by the Public Involvement Policy; and study other transportation issues as requested.

Presiding Official

The Presiding Official of the Frontier Technical Committee shall be the Frontier MPO Director or his or her designee. The Presiding Official, which is the Frontier MPO Director shall be a voting member of the Technical Committee.

Quorum

Fifty-one percent (51%) of the voting members shall constitute a quorum of the Technical Committee. A majority vote of the quorum at any meeting shall be sufficient to authorize any action on behalf of the Technical Committee. No votes may be taken without a quorum present. A meeting may be adjourned in the absence of a quorum.

Technical Committee Attendance Policy

This policy is intended to support full contribution of all technical committee members. All committee members receive a copy of this official policy. This policy is reviewed once a year, signed by the technical committee member, and maintained in each member's file.

Definition of Committee Attendance Requirement

A committee –attendance problem occurs if any of the following conditions exist in regard to a committee member's attendance to regular scheduled Technical Committee Meeting.

4. The member has two un-notified absences in a row.
5. The member has three notified absences in a row.
6. The member misses one third of the total number of Technical Committee meetings in a twelve month period.

If an attendance issue exists, then the MPO Director will present the Technical Committee members

name to the Policy Board for their approval for the removal and re-appointment of a replacement Technical Committee member.

Meetings of the Technical Committee

The Technical Committee shall meet at least quarterly or as frequently as necessary to perform its functions. Meetings will be separate from those of the Policy Board unless meetings are informational only.

It shall be the duty of the MPO Director to send notices of meetings to each Technical Committee member. The notice shall state the day, time, and place of the meetings. Included in the notice shall be the proposed agenda, minutes of the previous meeting, and copies of all proposed resolutions and reports. The MPO Director shall arrange a place for the meeting and assure that the time, date, and place of the meeting shall be convenient for the members of the Technical Committee.

The MPO Director and Staff shall ensure that proper and timely announcements of all meetings of the Technical Committee are made and that the media are specifically invited to all meetings, Frontier MPO Staff shall ensure that all meetings are open to the public and will encourage all interested parties to attend.

Each voting member of the Technical Committee shall have one (1) vote. In case of a member's absence, a written proxy having one (1) vote may represent an official member of the Technical Committee. A majority vote of a quorum at any duly called or special meeting shall be sufficient to authorize any action taken on behalf of the Technical Committee. Actions and recommendations of the Technical Committee shall be presented to the Policy Board for approval.

The MPO Director shall keep and maintain all records of the proceedings of the Technical Committee and its subcommittees and focus groups and conduct correspondence and necessary administrative duties.

Special Subcommittees and Focus Groups

The MPO Director may establish special subcommittees or focus groups to study, review, and make recommendations to the Technical Committee pertaining to any transportation planning issues within or affecting the Frontier MPO Area. The MPO Director shall prepare a list of prospective appointees to a subcommittee or focus group and submit the list to the Policy Board Chairman for review and comment prior to the establishment of any subcommittee or focus group. Special subcommittee or focus group findings shall be presented to the Technical Committee for review and comment prior to submittal to the Policy Board. Subcommittees shall include at least one (1) member of the Technical Committee.

Mail-out Ballots

Mail-out, electronic, or faxed ballots may be used for amending the Unified Planning Work Program, Transportation Improvement Program, and other time sensitive MPO business or administrative matters on a case-by-case basis. Copies of the ballots will become part of the record of Frontier MPO activities and a summary of the vote will be included as an addendum to minutes of the previous meeting.

SECTION XI - FRONTIER MPO FINANCIAL PROVISIONS

Financial System

The Frontier Metropolitan Planning Organization shall share a common integrated financial system with Western Arkansas Planning and Development District, Inc.

1. All staff shall be hired through Western Arkansas Planning and Development District, Inc. and all employment/tax/reports are filed under TIN 71-0396361.
2. All financial data shall be audited jointly and an audit report shall be issued each year containing the composite information.
3. The annual information return IRS Form 990 shall include all of the financials, as audited.

Authority To Receive Grants

The Frontier MPO may accept, receive, and expend funds and services from the Federal Government or its agencies, from departments, agencies, and instrumentalities of state or local government or from civic sources, trusts, foundations, or similar organizations and contract with respect thereto, and provide such information and reports as may be necessary to secure such financial aid. The MPO Director shall maintain records of all such applications and expenditures.

Expenditure And Disbursements

Persons authorized to sign checks for the Western Arkansas Planning and Development District (as fiscal agent of the Frontier MPO), shall sign all checks or demands for money and notes of the Frontier MPO.

SECTION XII - COMMUNITY PLANNING SERVICES

Membership Privileges

Any city, town, or county which is a member of the Frontier MPO shall be entitled to the following:

1. Consultation with local planning officers or with staff members of the Frontier MPO.
2. A review regarding any preliminary plan of a subdivision of a limited area, as determined by the MPO Director, filed with the municipality in which the subdivision is proposed in regards to its anticipated transportation impacts.
3. The attendance by any MPO staff member as determined by the MPO Director, at meetings of the municipal planning commission or legislative body to render service and assistance on specific local transportation matters.

Agreement For Community Planning Services

The MPO Director is hereby authorized to undertake for the planning commission of any member municipality or planning board of any member county, in addition to the services mentioned above the study, planning or mapping of, or reporting on public improvements or use of development of land within the boundaries of such municipality or other political subdivision, which affect the development of the Region as a whole or which do not begin or terminate within such municipality or other such political subdivision, the cost thereof to be paid by the political subdivision in accordance with these Bylaws and Rules of Procedure.

Any and all charges for services rendered pursuant to an Agreement for Community Planning Services shall be determined on the basis of cost of staff time, materials, and travel plus a percentage for overhead to be determined by computing the percentage of the Frontier MPO's total current budget committed to overhead expenses.

SECTION XIII - PERSONNEL

The Executive Director of the Western Arkansas Planning and Development District shall concurrently serve as the Executive Director of the Frontier MPO. Personnel policies of Western Arkansas Planning and Development District related to salaries, fringe benefits, travel, and any other matters bearing upon the cost of staff services are incorporated herein by reference. The Executive Director of the Western Arkansas Planning and Development District Inc., shall authorize the employment of the MPO Director as well as other staff, and fix his or her compensation, subject to approval by the Western Arkansas Planning and Development District Board of Directors. Prior to the employment of the MPO Director, the Executive Director of the Western Arkansas Planning and Development District Inc. shall consult with the Frontier MPO Policy Board Chairman, Vice-Chairman, and Secretary.

Duties

The MPO Director shall have charge of and manage the active business operations of the Frontier MPO; shall superintend and control the work done by employees and sign all reports and recommendations of the Frontier MPO under the direction of the Policy Board and shall keep active accounts of all property passing through his/her hands and shall do and perform all other duties incident to his/her office and other such duties as may from time to time be assigned to or requested by the Policy Board.

Travel Authorization and Compensation

In the event that it becomes necessary for one (1) or more officers or employees of the MPO to travel outside the Region of the Frontier MPO on Frontier MPO business, the following conditions shall apply:

1. All overnight and out-of-state travel and expenses shall be authorized in advance by the Executive Director of the Western Arkansas Planning and Development District. In addition to the travel authorization mentioned above, any and all out-of-state travel under a federal and/or state funded planning or administrative grant program shall be preauthorized and approved in accordance with the respective rules and regulations of such planning or administrative grant programs.
2. All employees shall be reimbursed for the normal use of their private and personal vehicles on Frontier MPO business inside or outside of the Frontier MPO Region.

SECTION XIV-AMENDMENT PROCEDURES

Amendments to the Frontier MPO By-laws shall be by not less than a majority vote (51% or greater) of all voting members of the Frontier MPO Policy Board, provided that official notice of the proposed amendment is included in the notice of the meeting.

SECTION XV- INCLUSION OF STATUTE AND SEVERANCE CLAUSE

All applicable statutes of the States of Arkansas and Oklahoma are included in these Bylaws and Rules of Procedure and are made a part hereof.

The invalidity of any section or provision of the Agreement for the Organization of the Frontier Metropolitan Planning Organization or these Bylaws and Rules of Procedure shall not invalidate any other section or provision thereof as though set out word for word herein.

Approved: August 22, 2022

Signed: 

Mayor Doug Kinslow, Chairman, Frontier MPO Policy Board

Attest: August 22, 2022

Signed: 

Reese M. Brewer, Director, Frontier MPO