



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION**  
**BY-LAWS: ADOPTED DECEMBER 2013**  
**AMENDED: APRIL 27, 2022**

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# SIERRA VISTA MPO BY-LAWS

**APPROVED**

Adopted on December 18, 2013  
SVMPO Board of Directors

Amendment One on November 18, 2015  
Amendment Two on January 18, 2018  
Amendment Three on November 15, 2018  
Amendment Four on September 19, 2019  
Amendment Five on November 21, 2019  
Amendment Six on May 21, 2020  
Amendment Seven on September 17, 2020  
Amendment Eight on March 31, 2021  
Amendment Nine on April 27, 2022

## Mission Statement

The Sierra Vista Metropolitan Planning Organization is a regional policy and planning agency serving the City of Sierra Vista, the Town of Huachuca City and Cochise County, in partnership with the Arizona State Department of Transportation. We share information and build consensus among our member jurisdictions on regional transportation plans and projects.

# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BY-LAWS

AS LAST AMENDED April 27, 2022

## SECTION I: OBJECTIVE

The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of the SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assist development of the greater Sierra Vista community.

## SECTION II: SVMPO PLANNING AREA

The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, the Town of Huachuca City incorporated limits, and unincorporated areas of Cochise County, as shown in the SVMPO Boundary Map, attached hereto.

## SECTION III: ORGANIZATION

Jurisdictions that make up the SVMPO include the City of Sierra Vista, the Town of Huachuca City, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Director; and technical staff makes up a Technical Advisory Committee (TAC). In addition, there may be other advisory subcommittees or special committees such as technical subcommittees or a citizen task force. Each group is defined below:

### A. BOARD OF DIRECTORS.

The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Town of Huachuca City, Cochise County and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of the Arizona Department of Transportation. It is the function of the Board of Directors to act as a policy-making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

#### 1. Membership

- (a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as a primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a suitably qualified employee designated by the State

Transportation Board’s SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).

- (b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification of any changes shall be provided in a timely manner to the SVMPO Director.
- (c) The number of eligible members on the Board of Directors shall be as follows:

<b>JURISDICTION</b>	<b>NUMBER OF VOTING MEMBERS</b>
<b>City of Sierra Vista</b>	<b>3</b>
<b>Town Huachuca City</b>	<b>1</b>
<b>Cochise County</b>	<b>1</b>
<b>State Transportation Board</b>	<b>1</b>

- (d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and the appropriate governmental unit shall appoint another member.
- (e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Town of Huachuca City, Cochise County, and the State Transportation Board.

## **2. Voting**

- (a) Each voting member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary voting member at any particular meeting, his/her vote may be cast by a designated alternate member from the same jurisdiction.
- (b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

## **3. Officers**

- (a) The members of the SVMPO shall elect the following officers: Chair and Vice-Chair. Election of officers will occur at the first meeting of the calendar year, every other year, or, if needed, an election may be set at the first available regularly scheduled meeting to fill vacancies in these positions, should they occur. In the absence of the Chair, or upon his/her inability to act or serve, the Vice-Chair shall have the powers of the Chair. The Chair and Vice-Chair will serve without compensation and shall serve for a period of two years.
- (b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The

Chair develops the Agenda for all Board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Director such signatures it deems appropriate and necessary.

- (c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the closeout of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).
- (d) The SVMPO Chair shall have the authority to delegate to the SVMPO Director necessary actions to implement SVMPO Board approved Plans, Programs and Activities and shall direct the SVMPO Director to hire and manage SVMPO staff and to solicit, select and contract for professional services through the Board approved Hosting Agreement and Amendments.
- (e) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

#### **4. Responsibilities**

- (a) The SVMPO Board of Directors is responsible for all actions, agreements, and functions to be carried out by the Sierra Vista Metropolitan Planning Organization
- (b) The SVMPO is responsible for the development of the following essential products:
  - 1. Long Range Regional Transportation Plan;**
  - 2. Transportation Improvement Program (TIP);**
  - 3. Public Participation Plan; and**
  - 4. Unified Planning Work Program and Budget;**
- (c) Other products deemed essential may be authorized by the Board of Directors and specified in the Unified Planning Work Program and Budget.

#### **5. Meetings**

- (a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.
- (b) The guideline for the parliamentary procedures used at meetings shall generally follow Robert's Rules of Order, except as otherwise modified herein, or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. Majority (i.e., **four**) voting members of the SVMPO Board shall constitute a quorum for the transaction of business.

- (d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the Open Meeting Laws of Arizona. Members will be notified of all meetings.
- (e) Remote participation by members, or alternates, for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

**B. TECHNICAL ADVISORY COMMITTEE (TAC).**

The SVMPO’s Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Director is a non-voting member of the TAC and will provide necessary administrative support.

The TAC has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program and Budget,, and any related issues as specified by the SVMPO’s Board of Directors, and to so advise the Board of Directors on appropriate actions that may be taken. The TAC works closely with SVMPO staff, providing guidance and direction for the development of the annual Unified Planning Work Program and Budget and work activities defined therein.

**1. Membership.**

- (a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:

<b>JURISDICTION</b>	<b>NUMBER OF MEMBERS</b>
<b>City of Sierra Vista</b>	<b>3</b>
<b>Town of Huachuca City</b>	<b>1</b>
<b>Cochise County</b>	<b>2</b>
<b>Transit Agency</b>	<b>1</b>
<b>Arizona Dept. of Transportation</b>	<b>1</b>

**City of Sierra Vista** - Three (3) City staff positions, appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

**Town of Huachuca City** – One (1) Town staff position, appointed by the Town Manager.

The person appointed to the TAC shall be a staff member of the Town of Huachuca City with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

**Cochise County** – Two (2) County staff positions, appointed by the County Director.

The persons appointed to the TAC shall be staff members of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

**Transit Representative** – One (1) Transit staff position

The transit staff position will be selected by the largest transit agency in the SVMPO region and shall be a person with specific knowledge of transit planning to advise and provide recommendations to the SVMPO Board of Directors.

**Arizona Department of Transportation** - One (1) ADOT staff position, typically from the ADOT Multimodal Planning Division, assigned to the SVMPO region.

The persons appointed to the TAC may, by a written statement to the SVMPO, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

- (b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and subjects of particular technical expertise.

## 2. Voting

Each member of the Technical Advisory Committee is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by a designated alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

## 3. Responsibilities

The SVMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

## 4. Meetings

- (a) The guideline for parliamentary procedures at meetings shall generally be Robert's Rules of Order, except as otherwise modified herein, or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. Majority (i.e. **five**) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The TAC shall meet on a regular basis as determined by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.

- (d) Remote participation by TAC members or alternates for all TAC meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

## C: ADVISORY SUBCOMMITTEES

SVMPO committees may be created by the SVMPO Board of Directors, as deemed necessary. An Advisory Subcommittee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such committee will be responsible to the SVMPO Board of Directors.

**1. Formation:** At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, Advisory Subcommittees may be formed to investigate some particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

**2. Powers and Duties:** The SVMPO Board of Directors shall define the duties, and authorize the power of all Advisory Subcommittees. Advisory Subcommittees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Advisory Subcommittees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

**3. Membership:** Membership on an Advisory Subcommittee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee, or their designee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on an Advisory Subcommittee.

## SECTION IV: FINANCES

**A: Fiscal Year.** The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.

**B: Funding.** The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.

**C: Jurisdiction Funding Match:** Funding from member jurisdictions will be apportioned annually based upon population (50%) and the number of federally functionally classified lane miles (50%) within each jurisdiction. Jurisdiction match requirements will be included for approval in the annual Work Program and Budget.

Population shall be determined in December of the decennial Census year, as released by the Bureau of the Census, and in December as determined by the mid-decade population estimate, as released by the Dept. of Commerce or State agency charged with setting population estimates and projections; Federal Functional Classified Centerline Miles shall also be set every five years, concurrent with population data releases described above, as shown by the approved Federal Highway Administration maps, and described by the Arizona Dept. of

Transportation for state-wide planning purposes, or as otherwise directed by the SVMPO Board in response to changes in SVMPO boundaries, annexations or additions to Centerline Miles within the SVMPO boundaries.

**D: Audit.** The Chair shall call for an annual audit of the financial affairs of the SVMPO to be made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO Board members.

## SECTION V: SVMPO STAFF

The SVMPO staff consists of an MPO Director and supporting staff personnel as designated by the Board.

**A. Director.** The SVMPO Director shall be the administrative head of the SVMPO, under the direction and control of the Board. He or she shall be responsible for the administration of all affairs of the SVMPO which are under his or her control. In addition to his or her general powers as administrative head, it shall be his or her duty and he or she shall have the powers set forth in the following:

- 1. Authority over employees.** It shall be the duty of the Director, and he or she shall have authority to hire, terminate, control, order, and give directions to all employees of the SVMPO. SVMPO staffing needs shall be set forth in the Unified Work Program and Annual Budget.
- 2. Financial reports.** It shall be the duty of the Director to coordinate with the Board, and the SVMPO Fiscal Agent, as per approved Hosting Agreements and Amendments, to keep the Board fully apprised of the status of the MPO revenues and expenditures in such form and at such times, as requested by the Board of Directors.
- 3. Budget.** It shall be the duty of the Director to prepare and submit to the Board the proposed Unified Work Program and Annual Budget with proposed annual staffing and anticipated staffing expenditures for approval.
- 4. SVMPO Staffing:** Potential staffing position and salary ranges shall be set forth in a Classification and Compensation table, as described in Exhibit A of these By-Laws. The Director shall be responsible to develop and provide position definitions/essential functions, tasks, knowledge/skills/other characteristics, and qualifications to the SVMPO Fiscal Agent Human Resources department for recruitment activities and to keep the Board apprised of pending staff changes.

## SECTION VI: AMENDMENT OF BYLAWS

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.

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## Summary of SVMPO By-Law Amendments

Originating By-Laws/December 18, 2013	Creation of the Sierra Vista MPO, Identifying Planning Area; MPO Organizational Structure for the Board of Directors and the Technical Advisory Committee.
Amendment One/November 18, 2015	Revised the description of eligible members to the Technical Advisory Committees and designated powers of appointment to member jurisdiction County Directors and City Managers.
Amendment Two/January 18, 2018	Expanded the SVMPO boundaries and added the Town of Huachuca City as an additional member jurisdiction.
Amendment Three/November 15, 2018	Added a second Cochise County (Community Development) and a Transit member to the Technical Advisory Committee.
Amendment Four/September 19, 2019	Clarified that elections for two year terms for Chair and Vice-Chair would be held every other year.
Amendment Five/November 21, 2019	Added Jurisdictional Funding Match formula for MPO operating expenses; restructured Advisory Subcommittees.
Amendment Six/May 21, 2020	Added definitions of how match calculations would be made for the two match formula factors: population and federally classified roadways.
Amendment Seven/September 17, 2020	Changed the status of the State Transportation Board/ADOT member from non-voting to voting.
Amendment Eight/March 31, 2021	Adjusted quorum numbers to reflect changed Board membership; added language designating authority related to hiring and managing SVMPO staff and for soliciting and contracting for professional services; added new section on SVMPO staffing as Section V, minor formatting and grammar/punctuation revisions.
Amendment Nine/April 27, 2022	Add to Section V language on SVMPO Staff as set forth in the addition of an Exhibit A as a SVMPO specific Classification and Compensation; revised SVMPO Director to the new title of SVMPO Director throughout document.

*Sierra Vista Metropolitan Planning Organization*

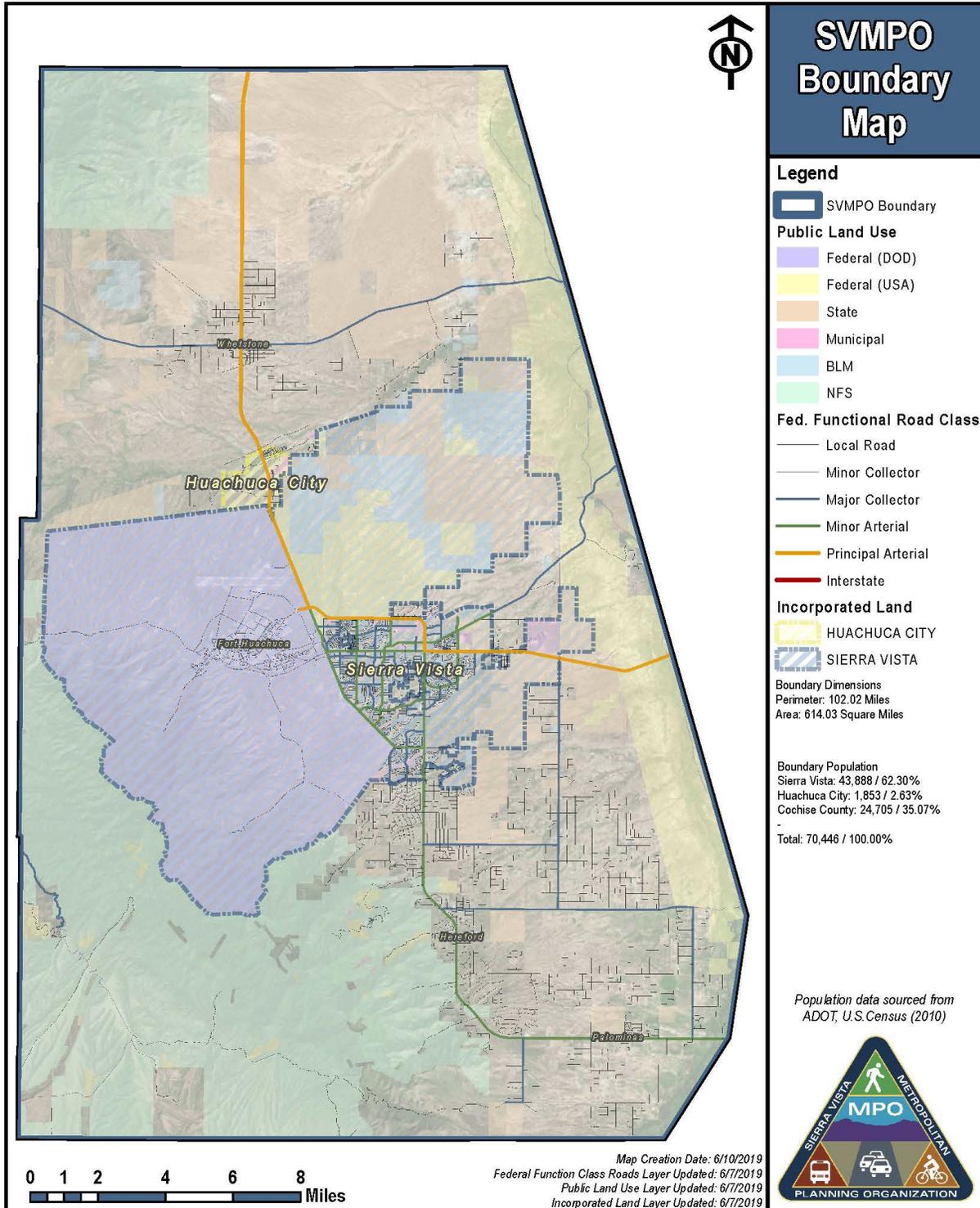
*401 Giulio Cesare Ave*

*Sierra Vista, AZ 85635*

[www.SVMPO.org](http://www.SVMPO.org)

## SVMPO Boundary Map and Location

The SVMPO reaches to the international border with Mexico to the south, the Pima County and Santa Cruz County boundaries to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. There are two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. The MPO includes federal and state-owned lands, including the Coronado National Forest, Coronado National Monument and Fort Huachuca.



## EXHIBIT A: SVMPO CLASSIFICATIONS AND COMPENSATION TABLES

TITLE	FT/PT	MIN	MED	MAX
<b>SVMPO DIRECTOR</b>	FT EXEMPT	\$38.25	\$48.50	\$58.75
<b>SENIOR REGIONAL TRANSPORTATION PLANNER</b>	FT EXEMPT	\$35.00	\$41.25	\$47.50
<b>REGIONAL TRANSPORTATION PLANNER</b>	FT/PT	\$25.00	\$31.25	\$37.50
<b>TRANSPORTATION ENGINEER SPECIALIST</b>	FT/PT	\$35.00	\$43.25	\$51.50
<b>REGIONAL PLANNER</b>	FT/PT	\$17.50	\$22.50	\$27.50
<b>REGIONAL TRANSPORTATION PLANNER INTERN</b>	PT	\$15.00	\$16.25	\$18.50
<b>ADMINISTRATIVE SPECIALIST</b>	PT	\$15.25	\$20.50	\$25.75
<b>COMMUNICATION SPECIALIST</b>	PT	\$17.25	\$22.50	\$27.75
<b>FINANCIAL ACCOUNTANT</b>	PT	\$19.25	\$24.50	\$29.75