

BYLAWS OF THE ATTRIBUTABLE
FUNDS COMMITTEE OF THE
MID-OHIO REGIONAL PLANNING COMMISSION

ARTICLE I
MORPC Attributable Funds Committee

Section 1. NAME

The name of this committee shall be the Attributable Funds Committee of the Mid-Ohio Regional Planning Commission (AFC).

Section 2. PURPOSE AND ORIGIN

The purpose of the Attributable Funds Committee is to provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Community Advisory Committee (CAC) of the Mid-Ohio Regional Planning Commission (MORPC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors. Its origin is to formalize the ad hoc process used at the time of adoption of these bylaws, bringing together members of these committees and other constituencies to work collaboratively to create and update the processes.

Section 3. MEMBERSHIP

There shall be two classes of membership, permanent members and ad interim members.

Membership shall consist of a designated representative or their designated alternate from the committees or organizations listed below:

Permanent Members

- MORPC Committees:
 - *Transportation Policy Committee*: 1 appointed by the Chair of the Transportation Policy Committee
 - *Community Advisory Committee (CAC)*: 2 appointed by the Chair of CAC
 - *Transportation Advisory Committee (TAC)*: All members as identified in the current TAC bylaws with voting rights as listed in the TAC bylaws
 - *MORPC Sustainability Advisory Committee (SAC)*: 2 appointed by the Chair of the SAC and representing transportation-related SAC Working Groups

- *Columbus and Franklin County Metropolitan Park District (Metro Parks)*: 1 as appointed by the Executive Director of Metro Parks (non-voting)

- *Sierra Club*: 1 as appointed by the Chair of the Central Ohio Group (non-voting)
- *Rails-to-Trails Conservancy*: 1 as appointed by Midwest Regional Office Director (non-voting)
- *Clean Fuels Ohio*: 1 as appointed by the Executive Director of CFO (non-voting)
 - MORPC staff: 3 as appointed by the Executive Director (non-voting)

Ad Interim Members

Representatives of communities which have a future commitment of MORPC-attributable federal funding or which submitted final application(s) for MORPC-attributable federal funding on the most recent deadline date, except for those communities that already have representation through Permanent Member seats: 1 per community applicant appointed by the chief executive of that community.

On the day after the most recent deadline date for the final application for MORPC-attributable federal funds, the chief executive of each community submitting one or more applications for funding in the application round for that deadline date (except for those communities that already have representation through Permanent Member seats) shall have the right to appoint one representative to serve on the Attributable Funds Committee for a term ending at the latter of the next final application round deadline date or the date upon which they no longer have a future commitment of MORPC-attributable federal funding.

The Transportation Policy Committee may appoint other such members whose broad technical knowledge and experience in transportation planning or related field would enhance the development and application of the funding allocation process.

Section 4. DUTIES AND RESPONSIBILITIES

1. Provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Community Advisory Committee (CAC) of the Mid-Ohio Regional Planning Commission (MORPC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.
 - i. Review the procedures used to allocate MORPC-attributable federal funds to projects and project sponsors - methodology, projections, assumptions and recommended policies and procedures - before submission to the Transportation Policy Committee, TAC, and CAC. This includes review of the Principles and Procedures for managing these funding programs and recommending modifications to them.
 - ii. This committee is also charged with evaluating and recommending projects for funding by application of the above procedures.
2. Establish special subcommittees as may be required to provide supplemental personnel and advice necessary for the development and carrying out the intent of its duties and responsibilities.

ARTICLE II
Organizational
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Section 1. OFFICERS

The officers shall consist of a chair, vice-chair and a secretary and shall be the same as the officers of the Transportation Advisory Committee.

Section 2. DUTIES OF OFFICERS

1. Chair: To preside at all meetings of AFC and to appoint subcommittees as needed.
2. Vice-Chair: To perform the duties of the chair in the chair's absence.
3. Secretary: To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by TAC.
4. Temporary Chair: In the absence of the chair and vice-chair a temporary chair shall be selected by the members present.

ARTICLE
III
Meetings

Section 1. REGULAR MEETINGS

The AFC shall meet when called to do so by the chair or the Director of Transportation Systems and Funding.

Section 2. NOTICE

Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of meeting date, whenever practical.

Section 3. AGENDA

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the secretary at least 10 days prior to the meeting to be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at AFC's prerogative.

Section 4. QUORUM

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

ARTICLE IV
Subcommittees

Section 1. FORMATION

Subcommittees may be formed to provide supplemental advice on specific issues. These subcommittees shall be responsible to AFC.

Section 2. MEMBERSHIP

Subcommittee members and chair shall be appointed by the chair of AFC and shall be composed of any person with recognized competence in the specific issue in question.

Section 3. DUTIES

Subcommittee will perform the specific tasks assigned to it and will report its advice and recommendations to AFC.

Section 4. MEETINGS

Subcommittee shall meet as determined by the chair of the subcommittee.

ARTICLE V
Conflict Resolution

Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommendations or any other aspect which cannot be resolved, a full report expressing the subcommittee and staff's viewpoints will be presented to AFC by the chair of the subcommittee. The AFC shall decide the issue.

Section 2. ATTRIBUTABLE FUNDS COMMITTEE

If conflict should arise between the staff and AFC regarding procedure, methodology, projections, assumptions, recommendations or any other issue which cannot be resolved, a full report expressing AFC's viewpoints will be presented to the CAC and TAC by the chair of the AFC or by the Executive Director at the request of the chair. The CAC and TAC shall individually decide the issue as part of their considerations of the recommendations of the AFC.

ARTICLE VI

Amendment to the Bylaws & Rules of Order

Section 1. HOW AMENDED

These articles may be amended by a majority vote of the AFC subject to approval of the Transportation Policy Committee, CAC, and TAC.

Section 2. RULES OF ORDER

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

ARTICLE VII

Code of Ethics & Procedures

Section 1. CODE OF ETHICS

All members shall understand and be governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94 (attached).

Approved by the CAC, TAC and Policy Committee of the Mid-Ohio Regional Planning Commission July 2011 by Resolution T-16-11.

Approved by the CAC, TAC and Policy Committee of the Mid-Ohio Regional Planning Commission December 2013 by Resolution T-20-13.

Approved by the CAC, TAC and Transportation Policy Committee of the Mid-Ohio Regional Planning Commission April 2018 by Resolution T-2-18.