



# Operational Bylaws

Amended through May 12, 2025



**CITY OF COLUMBUS - BARTHOLOMEW COUNTY PLANNING DEPARTMENT**  
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- September 14, 2015

Revisions:

- February 12, 2017 (Resolution 2017-03): Revised rules for the Citizens Advisory Committee.
- August 9, 2021 (Resolution 2021-06): Established policy for electronic participation for meetings.
- May 12, 2025 (Resolution 2025-06): Revised formality of Technical Committee and Citizens Advisory Committee.

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## **BACKGROUND**

Federal Regulations require the establishment of Metropolitan Planning Organizations (MPO) in urban areas where the population exceeds 50,000 people (Title 23 CFR Section 450.310 – Metropolitan planning organization designation and redesignation). Objectives of an MPO is to conduct transportation planning, to encourage and promote the development of transportation systems, to embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

The Governor of Indiana designated the Columbus Area Metropolitan Planning Organization (CAMPO) as the MPO for the City of Columbus and Bartholomew County on February 27, 2004. Locally, the Columbus Area Metropolitan Planning Organization fulfills the MPO mission as an intergovernmental transportation policy group that manages the federal funding of transportation projects for the Columbus Urbanized Area and Bartholomew County. The Columbus Area MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public.

The Policy Board (PB) consists of elected and non-elected municipal, county and state officials. The Technical Committee (TC) includes federal, state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) is intended to represent the broad cross-section of Columbus and Bartholomew County citizen interests related to transportation throughout the MPO. All MPO decisions are approved by the Policy Board upon the advice of the Technical Committee. The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process.

## **PREAMBLE**

The following constitutes the bylaws which shall serve to establish, organize, and guide the proper functioning of the Columbus Area Metropolitan Planning Organization. This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

## CHAPTER 1: GENERAL PROVISIONS

### 1.1 Organization Name

The name for the Metropolitan Planning Organization is the Columbus Area Metropolitan Planning Organization. It may also be referred to as CAMPO.

### 1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of the Policy Board, which is the decision-making body of CAMPO, and two advisory committees: Technical Committee and Citizens Advisory Committee.

### 1.3 MPO Staff and Responsibilities

The City of Columbus – Bartholomew County Planning Department shall serve as the staff for CAMPO. The MPO Director/Manager shall be the Planning Department staff member designated as such by the City of Columbus – Bartholomew County Planning Director. The Planning Director may also assign other staff members to support the MPO Manager and otherwise execute the responsibilities of CAMPO. The removal, replacement, and/or re-assignment of the MPO Manager and any other staff members supporting CAMPO shall be at the discretion of the Planning Director. The Planning Director, MPO Manager, and any other Planning Department staff members supporting CAMPO activities will be considered employees of the City of Columbus, consistent with the organizing documents applicable to the Planning Department, and shall be subject to the personnel policies of the City. The CAMPO staff is/are responsible for facilitating the input of the Technical Committee and implementing the decisions of the Policy Board.

### 1.4 Policies

- A. Applicability:** All transportation policies shall apply to all committees and participants of the Columbus Area Metropolitan Planning Organization.
- B. Committee Review:** The Technical Committee shall be afforded sufficient time to comment on drafts prior to action by the CAMPO Policy Board.
- C. Adoption:** Reports, programs, and plans become official documents following adoption by resolution by the CAMPO Policy Board.
- D. Multimodal Consideration:** All CAMPO committees shall proceed with their respective responsibilities and duties with proper consideration, at all times, for all modes of transportation and associated facilities.
- E. Coordination:** All studies undertaken by CAMPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the planning area.
- F. Efficient Development:** Transportation planning activities shall be used to promote efficient development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.
- G. Publications:** All published data and/or reports shall be available to the public and stakeholder agencies.

## CHAPTER 2: POLICY BOARD

### 2.1 Purpose:

The purpose of the Metropolitan Planning Organization Policy Board shall be to serve the Columbus Metropolitan Planning Area as the official decision making body for transportation planning matters.

### 2.2 Responsibilities

The responsibilities of the Policy Board shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Committee;
- D. To encourage participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and other plans and reports;
- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary;
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

### 2.3 Powers of the Board

The powers of the Policy Board shall be as follows: Discuss any questions or any matter within the scope of its stated purpose, make recommendations for action to the governmental units involved in order to coordinate, to the fullest extent possible, local programs, and minimize duplications or unnecessarily inconsistent expenditures of funds by the respective governmental units. Powers of the Board shall also be consistent with the "Functions of the Board" and the "Powers of the Board" noted in the "Agreement for Cooperative Action between the City of Columbus, Bartholomew County, and the Town of Edinburgh", adopted 2024 or any such updated agreement.

### 2.4 Membership

**A. Members:** The membership of the Policy Board shall be as follows:

- 1. Columbus Mayor,
- 2. Columbus City Council member,
- 3. Columbus Plan Commission member,
- 4. Bartholomew County Council member,
- 5. Bartholomew County Commissioners member,
- 6. Bartholomew County Plan Commission member,
- 7. Town Manager of Edinburgh (*if Edinburgh chooses to join the MPO per Agreement between the City of Columbus, Bartholomew County, and the Town of Edinburgh*),
- 8. INDOT Seymour District, Deputy Commissioner,
- 9. Federal Highway Administration Division Administrator (non-voting), and
- 10. Federal Transit Administration Division Administrator (non-voting).

- B. Terms:** The voting members of the Policy Board shall serve terms on the Board that coincide with the terms of their respective offices, or unless the body they represent appoints a different member.
- C. Proxy:** Each member of the Policy Board may appoint a proxy for a particular meeting.
  - 1. Representation: The proxy shall be from the same agency, jurisdiction, board, commission, institution or organization which the member represents.
  - 2. Notification: The member shall be responsible for notifying the proxy of the meeting.
  - 3. Powers: The proxy's powers shall be the same as the member, with the exception of the Chair. If the Chair of the Policy Board is absent or a proxy is appointed, then the Vice-Chair, if present, shall conduct the meeting.
- D. Alternate Representation:** If the designated Policy Board representative is unable to serve on the Policy Board, an alternate representative may be appointed by and from the same board, commission, institution, or organization to serve the term of the regular designee. The alternative representative's contact information and length of substitution shall be provided to the staff. If an appointment from a represented commission, board, or council has not been made, the president or chairperson of that board, commission, institution, or organization shall be the Policy Board representative until one is designated.
- E. Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Board shall require an amendment to these Bylaws as outlined in Section 5.0. Any Policy Board membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration. Further, such changes shall be consistent with the "Agreement for Cooperative Action between the City of Columbus, Bartholomew County, and the Town of Edinburgh", adopted 2024 or any such updated agreement.

## 2.5 Officers

- A. Officers and Duties:** The Policy Board shall elect the following officers; the officers shall have the following duties:
  - 1. Chair: Preside over the meetings of the Policy Board.
  - 2. Vice-Chair: In the absence of the Chair, to preside over the meetings of the Policy Board.
- B. Eligibility:** Officers shall be chosen from the voting members of the Policy Board.
- C. Elections:** Election of officers shall occur in the first meeting of each year. This can be delayed or waived by vote, with the previous year's officers retaining their roles.

## 2.6 Meeting Notice and Procedure

- A. Schedule:** Meetings of the Policy Board shall be scheduled by CAMPO staff, be open to the public, and be held on a generally quarterly basis or as needed for special business.
- B. Meeting Notice:** At least forty-eight (48) hours' notice shall be provided. Notice shall be consistent with the provisions in the adopted Public Participation Plan. Notice may also be delivered electronically to media outlets and members of the public that have filed a formal request for notice of CAMPO meetings. The agenda and other materials provided to the Policy Board shall be available on the CAMPO website and made available by hardcopy or other media upon request.
- C. Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of the CAMPO Policy Board. Any point of order applicable to the deliberations, and not contained herein, shall be governed by Robert's Rules of Order.

- D. Quorum:** A quorum shall consist of four (4) voting members of the Policy Board or their proxies. No action shall be taken by the Policy Board without a quorum.
- E. Cancellation:** The Policy Board may be cancelled based on the following criteria. In such cases, the CAMPO staff shall give notice to the members of the Board, those having business before the Board, and to the public via the CAMPO website.
  - 1. Quorum: Whenever a quorum is not available for a regular or special meeting, the MPO Manager may cancel such meeting, and all business scheduled for such meeting will automatically be continued to the next regular or special meeting.
  - 2. Lack of Business: Whenever there is a lack of business for consideration, the MPO Manager may cancel a regular meeting or special meeting.
  - 3. Emergency: In the event of a natural disaster, snow emergency or similar causes, the MPO Manager may cancel a regular meeting or special meeting, and all business scheduled for such meeting will automatically be continued to the next regular or special meeting.
- F. Voting:** All motions before the Policy Board shall be decided by a majority vote of all members (4 votes), regardless of the number of members actually present at any meeting. Unless otherwise specified in these Bylaws, all votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. In the event of a tie vote, the motion before the Board shall fail.
- G. Minutes and Resolutions:** CAMPO staff shall generate meeting minutes and share them with the Policy Board at the next available meeting. The presiding officer shall sign approved meeting minutes and approved resolutions and the CAMPO Manager shall attest.

## **2.7 Order of Business**

The business of the Policy Board shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to order by the Chair
2. Roll call of members
3. Approval of minutes of the previous meeting
4. Reports from County Engineer and City Engineer
5. Reports from CAMPO staff
6. Old Business
7. New Business
8. Discussion Items
9. Communications from Board members on matters not included in the agenda
10. Adjournment

## **2.8 Electronic Participation**

Participation by Policy Board members at meetings by electronic means, rather than in-person, is permitted consistent with Indiana Code Section 5-14-1.5-3.5 as detailed below. All associated provisions of Indiana Code, including definitions, shall apply. If any provision of this Section is in conflict with another provision of these Rules, in the event of any member participating by electronic means, these provisions shall control.

- A. Requirements:** Subject to subsection B below, any member may participate in a meeting by any electronic means of communication that allows all participating members to simultaneously communicate with each other; and, other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.



1. A member who participates by an electronic means of communication shall be considered present and may participate in final action only if the member can be seen and heard.
  2. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.
- B. Number and Frequency:** At least fifty percent (50%) of the members must be physically present at a meeting at which any member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.
1. A member may not attend more than fifty percent (50%) of the meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to: (a) military service; (b) illness or other medical condition; (c) death of a relative; or (e) an emergency involving actual or threatened injury to persons or property.
  2. A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to: (a) military service; (b) illness or other medical condition; (c) death of a relative; or (e) an emergency involving actual or threatened injury to persons or property.
- C. Minutes:** The minutes of a meeting at which any member participates by electronic means of communication must:
1. Identify each member who:
    - a. was physically present at the meeting;
    - b. participated in the meeting by electronic means of communication; and
    - c. was absent; and
  2. Identify the electronic means of communication by which:
    - a. members participated in the meeting; and
    - b. members of the public attended and observed the meeting, if it was not an executive session.
- D. Staff Notification:** Members desiring electronic attendance should notify CAMPO staff no later than one (1) week prior to a scheduled meeting so arrangements for technology may be made.
- E. Declared Emergency:** If an emergency is declared by the governor under Indiana Code Section 10-14-3-12 or the mayor or county commissioners (as applicable) under Indiana Code Section 10-14-3-29, members are not required to be physically present for a meeting until the emergency is terminated.
1. Members may participate in a meeting by any means of communication provided that:
    - a. at least a quorum of the members participate in the meeting by means of electronic communication or in person.
    - b. the public may simultaneously attend and observe the meeting unless it is an executive session.
  2. The minutes of the meeting must comply with subsection C above.
  3. All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

## CHAPTER 3: TECHNICAL COMMITTEE

### 3.1 Purpose

The purpose of the Technical Committee is to provide the CAMPO Policy Board with technical support concerning the development of documents and the implementation of specific projects contained therein.

### 3.2 Responsibilities

The responsibilities of the Technical Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Board to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To discuss and recommend alternative transportation plans and programs to the Policy Board, and
- D. To comment and make recommendations on drafts of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and other plans and reports.

### 3.3 Membership

- A. **Members:** The membership of the Technical Committee shall include, but not be limited to, the following agencies:
  - 1. Bartholomew County Engineer
  - 2. Columbus City Engineer
  - 3. Columbus/Bartholomew County Planning Director
  - 4. Columbus Transit Transportation Director
  - 5. Columbus Chief of Police
  - 6. Columbus Municipal Airport Director
  - 7. Columbus City Utilities Director
  - 8. Columbus/Bartholomew County GIS Coordinator
  - 9. Columbus Parks & Recreation Director
  - 10. Bartholomew Consolidated School Corporation Transportation Director
  - 11. A Freight Carrier Representative
  - 12. INDOT Office of Asset Planning and Management Representative
  - 13. INDOT Office of Transit Representative
  - 14. INDOT Seymour District Representative
  - 15. Federal Highway Administration Representative
  - 16. Federal Transit Administration Representative
  - 17. Town Manager of Edinburgh (*unless Edinburgh chooses to join the MPO per Agreement between the City of Columbus, Bartholomew County, and the Town of Edinburgh*)
- B. **Terms:** The members of the Technical Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- C. **Alternate Representation or Proxy:** If the designated Technical Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Committee, an alternate representative may be appointed by and from the same department, board, commission, institution, or organization to serve the term of the regular designee. The alternative representative's contact information and length of

substitution shall be provided to the CAMPO staff. Also, a proxy may be sent to a particular Technical Committee meeting from the same agency, jurisdiction, or organization which the member represents.

- D. **Additional Members:** The CAMPO Manager may invite additional representatives to aid in the review of transportation projects.

### 3.4 Meeting Procedure

- A. **Schedule:** Meetings of the Technical Committee shall be scheduled by CAMPO staff and be held on a generally quarterly basis or as needed for special business.
- B. **Business:** The agenda of the Technical Committee shall be consistent with the items to be subsequently reviewed by the Policy Board.
- C. **Chairperson:** The CAMPO Manager or their designee shall serve as chairperson of the committee.
- D. **Committee Action:** The Technical Committee shall not take any formal action but rather provide feedback on projects, plans, and other items brought before the committee. No formal meeting minutes are required. Any comments shared at the Technical Committee meeting will be reported to the Policy Board by the CAMPO staff.
- E. **Cancellation:** Whenever there is a lack of business for consideration, or natural disaster, snow emergency or similar causes, the MPO Manager may cancel a regular meeting or special meeting. In such cases, the CAMPO staff shall give notice to the Committee members and those having business before the Committee.

## CHAPTER 4: CITIZENS ADVISORY COMMITTEE

### 4.1 Purpose

The purpose of the Citizens Advisory Committee is to serve as the formal means through which active citizen participation provides the Policy Board with public input on official decision making for transportation planning matters.

### 4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Board, the Technical Committee, and the staff; and
- C. To keep the Policy Board, the Technical Committee, and the staff apprised of concerns in relation to transportation issues within the planning area.

### 4.3 Membership

The membership of the Citizens Advisory Committee shall be comprised of residents of the City of Columbus and Bartholomew County who are interested in participating in the transportation planning process, with the goal of a diverse committee that represents all areas of the Metropolitan Planning Area. The Citizens Advisory Committee is not a standing committee, but rather is assembled on an as-needed basis and is disbanded when the applicable plan is complete.

### 4.4 Meeting Procedure

- A. **Schedule:** Meetings of the Citizens Advisory Committee shall be scheduled by CAMPO staff on an as-needed basis.
- B. **Business:** The Citizens Advisory Committee shall be an advisory group for MPO plans or plan updates, specifically the long-range plan, currently called the Metropolitan Transportation Plan (MTP). CAMPO staff may determine if any other plan update would benefit from Committee review.
- C. **Chairperson:** The CAMPO Manager or their designee shall serve as chairperson of the committee.
- D. **Committee Action:** The Citizens Advisory Committee shall not take any formal action but rather provide feedback on plans brought before the Committee. No formal meeting minutes are required. A summary of the discussion at the Citizens Advisory Committee meeting will be shared with the Technical Committee and Policy Board by the CAMPO staff.

## CHAPTER 5: Document Revisions

### 5.0 Bylaws Revisions

Any revisions to these CAMPO Bylaws shall be made by the Policy Board. Amendments shall become effective upon a positive vote of a majority of the entire voting membership of the Policy Board (4 votes).

### 5.1 MTP, TIP, and UPWP Amendments & Administrative Modifications

- A. FHWA Criteria:** Federal Highway Administration (FHWA) defines changes to a long-range metropolitan transportation plan or Transportation Improvement Program (TIP) as Amendments or Administrative Modifications (23 CFR 450.104). Administrative Modifications are minor changes that do not require public review and comment. Amendments are major changes and do require public review and comment opportunity.
- B. CAMPO Criteria:** Each MPO is permitted to set their standards for how changes are processed. The MPO determines what is considered an Amendment to be reviewed by the Policy Board, and what is considered an Administrative Modification to be processed by MPO staff. Once a change is approved by the MPO, it is then sent to INDOT, FHWA, and FTA (as appropriate) for processing. Let it be clear that INDOT and FHWA have defined their own thresholds for Amendments depending on the document being updated. The following are CAMPOs criteria for MPO Amendments and Administrative Modifications:
  - 1. Revisions to the Metropolitan Transportation Plan (MTP): Revisions to an approved MTP require an amendment. After receiving input from the Technical Committee, the Policy Board may vote on the proposed MTP amendment. Amendments shall become effective upon a positive vote of a majority of the entire voting membership of the Policy Board (4 votes). Said revisions process shall also be consistent with the provisions of the Public Participation Plan in effect.
  - 2. Revisions to the Transportation Improvement Program (TIP): Revisions to an approved TIP shall follow procedures noted in said approved TIP. Said revisions process shall also be consistent with the provisions of the Public Participation Plan in effect.
  - 3. Revisions to the Unified Planning Work Program (UPWP): Revisions to an approved UPWP shall be considered amendments (requiring Policy Board review and approval), unless one of the following exceptions applies (in which case they are administrative modifications):
    - a. Errors/Formatting: Correcting obvious minor data entry errors or re-formatting to improve clarity.
    - b. Description: Changing or clarifying elements of a project description without modifying the original project intent.
    - c. Required Edits: If noted on the resolution during UPWP approval, CAMPO staff may make required edits by INDOT, FHWA, or FTA and notify the Policy Board of said changes.
- C. Administrative Modification Procedures:** In the case of administrative modifications, unless otherwise noted, the following procedures shall be followed:
  - 1. Notice: The staff shall create a memo or other documentation to clearly describe the specific change.
  - 2. Notification Process: This document will be sent to Policy Board members for information only. Changes to the appropriate document will be made by staff. These memos and corresponding document changes will be provided to the public at the next Policy Board meeting and/or posted on the CAMPO website as appropriate.