

COOPERATION AGREEMENT
BETWEEN
CITY OF JONESBORO, ARKANSAS
AND MEMBERS OF THE JONESBORO AREA TRANSPORTATION STUDY
IN THE ESTABLISHMENT OF A
METROPOLITAN PLANNING ORGANIZATION

This agreement made and entered into between the City of Jonesboro, Arkansas and the Cities and County that make up the Jonesboro Area Transportation Study (JATS) which has been made to establish a Metropolitan Planning Organization (MPO).

That the Census Bureau has designated the Cities of Jonesboro, Brookland, and a portion of Craighead County, Arkansas as an urbanized area and as such will be responsible for developing planning boundaries, by-laws, and other activities leading to the designation as an MPO by the Governor.

That Federal-aid State Planning and Research (SPR) funds from the Arkansas State Highway and Transportation Department will be made available to Jonesboro to provide required planning for the urbanized area for the establishment of the MPO.

That the Cities of Jonesboro, Brookland, Bay, Bono, Lake City, and a portion of Craighead County, Arkansas have been identified as within the 20-year growth boundary of the Jonesboro Urbanized Area.

That the City of Jonesboro, Arkansas will be designated to be the lead agency for the proper administration of the SPR funds and further that the City of Jonesboro is responsible for the hiring of staff for the administration of the MPO.

That all Cities and the County in signing this agreement hereby designate the City to be the lead agency responsible in the administration of the (MPO) funds as set out by a separate agreement between the City of Jonesboro, Arkansas and the Arkansas State Highway and Transportation Department.

That all that participate in this agreement share the cost of the operation of the MPO and that each city or the county will contribute a portion of the 20% matching share for their respective boundary in the urbanized area based upon a reasonable pro-ration of the area. If the total expenses exceed the amount approved by the State and the Cities listed herein then the expenses will be prorated proportionately as approved by the Executive Committee.

IN WITNESS WHEREOF, the parties hereto executed this Cooperation Agreement by their duly authorized officers or agents as follows:

Craighead County, AR

City of Jonesboro, AR

City of Brookland, AR

City of Bono, AR

City of Bay, AR

City of Lake City, AR

BY- LAWS

JONESBORO AREA TRANSPORTATION STUDY

ARTICLE I - POLICY COMMITTEE

1. The Jonesboro Area Transportation Study Policy Committee shall elect a Chairman and Vice Chairman biannually at the first meeting of the calendar year in even 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.
 2. The Chairman shall preside at all meetings and public hearings of the Policy Committee, shall decide all points of order or procedure, and shall certify Policy Committee adoption of plans and reports.
 3. The Vice Chairman shall assume the duties of the Chairman in the absence of the Chairman.
 4. 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. Should the Vice Chairman be unable to serve, 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 Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.
 5. The Policy Committee shall meet as frequently as necessary to perform its functions and shall meet at least once a year to review the status of planning within its jurisdiction.
 6. Meetings of the Policy Committee shall be called by the Chairman, or by any three (3) members of the Policy Committee.
 7. It shall be the duty of the Study Director to send notices of meetings, which shall state the date, time, and place, including an agenda, copies of minutes of the previous meeting, copies of proposed resolutions and reports, to all members of the Committee. Such notices shall be distributed by mail, fax, or email by the Study Director to reach members of the Committee not less than five working days in advance of the meeting. The Study Director shall arrange a place for the meeting and shall assure that the time, place, and date of the meeting shall be convenient for the members.
 8. The Study Director shall arrange for adequate public notice of meetings of the Policy Committee according to the Public Involvement Procedures and in accordance with the Freedom of Information Act.
 9. For a meeting to begin, a simple majority of the entities that make up the committee must be present in person or by a designated representative.
 10. The Policy Committee membership shall be as specified in the Jonesboro Area Transportation Study Agreement of Understanding. Each member shall have one vote.
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In case of absence, each designated voting member may be represented by an official proxy. A majority vote of the authorized membership or designated proxy shall be sufficient to authorize any Committee action.

11. The Policy Committee is responsible for establishing policies and procedures for conducting the initial Jonesboro Area Transportation Study, and the continuing phase program consistent with Federal Highway Administration and Federal Transit Administration regulations and guidelines. The Policy Committee will seek recommendations from the Technical Advisory Committee on technical issues. No report or document generated through the transportation planning process shall be published without approval of the Policy Committee and the Arkansas State Highway and Transportation Department, as so noted in the Section 112 (PL) Agreement. Drafts of all published reports and documents will be made available to the Federal Highway Administration, and the Federal Transit Administration for review and comment prior to final approval.
12. All meetings and records of the Policy Committee shall be open to the public.
13. The Study Director shall keep a record of the proceedings of the Committee, prepare correspondence, and conduct necessary administrative duties.

ARTICLE II - TECHNICAL ADVISORY COMMITTEE

1. The Jonesboro Area Transportation Study Technical Advisory Committee shall elect a Chairman and Vice Chairman biannually 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.
 2. The Chairman shall preside at all meetings and public hearings of the Technical Advisory Committee, shall decide all points of order or procedure, and shall certify plans, reports, and recommendations approved by the Technical Advisory Committee.
 3. The Vice Chairman shall presume the duties of the Chairman in the absence of the Chairman.
 4. 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. Should the Vice Chairman be unable to serve, 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 Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.
 5. The Technical Advisory Committee shall meet as frequently as necessary to perform its functions.
 6. Meetings of the Technical Advisory Committee shall be called by the Chairman, or by any three (3) members of the Committee.
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7. It shall be the duty of the Study Director to send notices of meetings, which shall state the date, time, place, including an agenda, copies of minutes of the previous meeting, copies of proposed resolutions and reports, to all members of the Committee. Such notices shall be distributed by mail, fax, or email by the Study Director to reach members of the Committee not less than five working days in advance of the meeting. The Study Director shall arrange a place for the meeting and shall assure that the time, place, and date of the meeting shall be convenient for the members.
8. The Study Director shall arrange for adequate public notice of meetings of the Technical Advisory Committee according to the Public Involvement Procedures and in accordance with the Freedom of Information Act.
9. For a meeting to begin, a simple majority of the entities that make up the Committee must be present in person or by a designated representative.
10. The Technical Advisory Committee shall be comprised of representatives appointed by Policy Committee members. The City of Jonesboro shall have three (3) representatives; Craighead County shall have two (2) representatives; and each of the other member governments shall have one representative each. In addition, the Arkansas State Highway and Transportation Department shall have three voting members on the Committee. One member shall represent District 10, and the other two members shall be from the Planning and Research Division. One shall be from the Statewide Planning Section, and one shall be from the Public Transportation Programs Section. In case of absence, a member may be represented by an official proxy. The Committee members, (typically staff members of the respective entity), should have a background in engineering, planning, or street construction, or responsibility involving a transportation mode. A majority vote of the authorized membership or designated proxy shall be sufficient to authorize Committee action.
11. The Technical Advisory Committee shall serve as a study team composed of technical and professional personnel from local governments, and participating agencies. The Technical Advisory Committee shall guide all technical aspects of the continuing planning process. The Technical Advisory Committee will conduct all business and submit recommendations as requested by the Policy Committee and/or the Study Director.
12. All meetings and records of the Technical Advisory Committee shall be open to the public.
13. The Study Director shall keep a record of the proceedings of the Committee and conduct correspondence and necessary administrative duties.

ARTICLE III – JONESBORO AREA TRANSPORTATION STUDY DIRECTOR

1. The Study Director shall be appointed by the City of Jonesboro, with the concurrence of the Policy Committee.

2. The Study Director shall:

- a. Notify the Policy Committee concerning decisions on routine matters, made by the Technical Advisory Committee.
- b. Prepare and present to the Policy Committee a written annual progress report at the end of the State fiscal year.
- c. Coordinate the continuing multi-modal transportation planning process with all governmental entities and maintain liaison between all organizations.
- d. The Study Director will be responsible for all U. S. Department of Transportation regulations and requirements necessary to meet annual certification.
- e. The Study Director will follow the guidelines of the Public Involvement Procedures.
- f. The Study Director will insure that the MPO annually certifies to the Federal Highway Administration and the Federal Transit Administration that the planning process is addressing the major issues facing the area, and is being conducted in accordance with all applicable requirements.

ARTICLE IV. AMENDMENTS

These Bylaws may be amended by a two-thirds affirmative vote of the authorized membership or designated proxy of the Policy Committee, provided that official notice of the proposed amendment is included in the notice of the meeting.

Approved this ____ day of _____, 2003.

Policy Committee Chairman