



OPERATIONAL BYLAWS

June 10, 2013

Columbus Area Metropolitan Planning Organization

Operational Bylaws

Adopted: June 10, 2013

TABLE OF CONTENTS

Background	1
Preamble	1
Chapter 1: General Provisions	2
1.1 Organization Name	2
1.2 Organizational Structure	2
1.3 MPO Staff Designation	2
1.4 Policies	2
1.5 Procedures	3
1.6 Amendment of Bylaws	4
Chapter 2: Policy Board	4
2.1 Purpose	4
2.2 Responsibilities	4
2.3 Powers of the Board	5
2.4 Personnel Administration	5
2.5 Membership	6
2.6 Officers	7
2.7 Meeting Procedure	7
2.8 Order of Business	8
Chapter 3: Technical Committee	8
3.1 Purpose	8
3.2 Responsibilities	8
3.3 Membership	8
3.4 Officers	10
3.5 Meeting Procedure	10
3.6 Order of Business	11
Chapter 4: Citizens Advisory Committee	11
4.1 Purpose	11
4.2 Responsibilities	11
4.3 Membership	11
4.4 Officers	12
4.5 Meeting Procedure	12
4.6 Order of Business	13
Chapter 5: Amendments & Administrative Modifications	
5.1 Thresholds for Amendments & Administrative Modifications	13
5.2 Administrative Modification Procedures	14
5.3 Emergency Amendments	14
Resolution	15



BACKGROUND

Federal Regulations (23 CFR § 450.310) require the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, 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 as the MPO for the City of Columbus and Bartholomew County on February 27, 2004.

Locally, the Columbus Area Metropolitan Planning Organization (“CAMPO”) fulfills the MPO mission as an intergovernmental transportation policy group that manages the federal funding of transportation project 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”) represents a broad cross-section of Columbus/Bartholomew County citizen and community interests. All MPO decisions are approved by the Policy Board upon the recommendation of the Technical Committee.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. The Public Participation Plan for the Columbus Area MPO is available online at http://www.campo.in.gov/public_participation_plan2.php.

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 (PB), which is the decision-making body of CAMPO, and two advisory committees:

1. Technical Committee (TC)
2. Citizens Advisory Committee (CAC)

1.3 MPO Staff Designation

A. **Staff:** The Staff is responsible for implementing the recommendations of the Technical Committee and 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 MPO 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 the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.



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- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.
 - G. **Open Meetings:** All meetings of the Policy Board, the Technical Committee, and the Citizens Advisory Committee, shall be open to the public.
 - H. **Publications:** All published data and/or reports shall be available to the public and stakeholder agencies.

1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees, and not contained herein, shall be governed by Robert's Rules of Order.
- B. **Voting:** Unless otherwise specified in these Bylaws, all MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote of those present. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least forty-eight (48) hours notice shall be provided for all MPO Committee meetings.
 - 1. Notice shall be provided as described in the Public Participation Plan.
 - 2. Notice may also be delivered electronically to media outlets and members of the public that have filed a formal request for notice of MPO Committee meetings.
 - 3. The agenda and other materials provided to the TC and PB shall be available on the CAMPO website (www.CAMPO.in.gov) and made available by hardcopy or other media upon request.
- E. **Meeting Cancellation:** At the discretion of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least two (2) days prior to the date of the scheduled meeting.

1.6 Amendment of Bylaws

- A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available TC meeting. The Policy Board shall not take action on proposed amendments before the TC has the opportunity to review and comment on such proposals.
 2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the provided and available packet.
 3. Policy Board Action: After receiving input from the TC, the Policy Board may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of a majority of the entire voting membership of the Policy Board.
- B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Board.

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 membership and 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 Statement of Work (SOW), the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and other plans and reports;

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- 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:

- A. Enter into contracts with the Indiana Department of Highways, Indiana Department of Transportation, Federal Highway Administration, or any other state, federal, or local agency as are necessary and convenient to accomplish the duties and purposes of the Board as set out herein;
- B. Receive appropriated funds from any source including Federal, State, and local governments; subject to the review and approval by the City Council and/or County Commissioners;
- C. Expend those funds (2.3(B)) in accordance with an approved budget including payroll, contractual services, supplies, subscriptions, dues, bonds, insurance, audit, loans, property, and other appropriate charges;
- D. Establish an office, appoint an MPO Director, and employ or obtain such other staff or consultants as it deems necessary under such terms as are necessary and convenient to the exercise of this power;
- E. Discuss any questions or any matter within the scope of its stated purpose and make recommendations for action to the governmental units involved in order to coordinate, to the fullest extent possible, local programs and to minimize duplications or unnecessarily inconsistent expenditures of funds by the respective governmental units.

2.4 Personnel Administration

Pursuant to the power of the Policy Board to appoint an MPO Director and employ or obtain such other staff and consultants as it deems necessary (2.3(D)), the Board may, by resolution, provide:

- A. That the personnel policies of either the city or the county will be applicable to the MPO Director and other MPO employees, or the Board may adopt its own personnel policy to govern its MPO Director and other MPO employees;



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- B. That the MPO Director shall be appointed by the Policy Board, and subsequently removed, only upon recommendation of the Mayor and resolution of the Board.
 - C. That the Board may, by resolution, make such other administrative provisions as are necessary and convenient to facilitate the accomplishment of the duties and responsibilities of the Board as set out herein.

2.5 Membership

- A. **Members:** The membership of the Policy Board shall be as follows:
 - 1. City of Columbus Mayor,
 - 2. Bartholomew County Commissioners member,
 - 3. Bartholomew County Council member,
 - 4. Columbus City Council member,
 - 5. Bartholomew County Plan Commission member,
 - 6. Columbus Plan Commission member,
 - 7. INDOT Seymour District, Deputy Commissioner.
 - 8. Federal Transit Administration Division Administrator (non-voting)
 - 9. Federal Highway Administration Division Administrator (non-voting)
- B. **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 CAMPO staff. If an appointment has not been made, the President of the board, commission, institution, or organization shall be the PB representative until one is designated.
- C. **Terms:** The voting members of the Policy Board shall serve terms on the Board that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting 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. Powers: The proxy's powers shall be the same as the member, with the exception noted in 2.5 D4.
 - 3. Notification: The member shall be responsible for notifying the proxy of meetings.

4. Committee Chair Proxy: If the Chair of the Policy Board is absent or a proxy is appointed, then the Vice-Chair, if present, shall conduct the meeting.

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 1.6. 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.

2.6 Officers

- A. **Officers**: The Policy Board shall elect the following officers:
1. Chair
 2. Vice-Chair
- B. **Eligibility**: Officers of the Policy Board 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.
- D. **Duties**: The duties of the elected officers of the Policy Board shall be as follows:
1. Chair
 - a. Preside over the meetings of the Policy Board.
 2. Vice-Chair
 - a. In the absence of the Policy Board Chair, to preside over the meetings of the Policy Board.

2.7 Meeting Procedure

- A. **Quorum**: A quorum shall consist of four (4) voting members of the Policy Board or their proxies.
1. Board Action: No action shall be taken by the Policy Board without a quorum.
 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule**: Meetings of the Policy Board shall be open to the public and be held on a quarterly basis or as needed for special business.

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- C. **Alternative Voting Methods:** The Chair of the Policy Board may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
1. **Board Report:** A mail, fax, or e-mail vote will be presented at the next scheduled Policy Board meeting as part of the previous meeting minutes.
 2. **Electronic Voting:** Voting by E-Mail or fax is permissible, even if not requested by the Chair or involving a previously presented issue, to make adjustments to the Transportation Improvement Program (“TIP”) so that the city’s TIP remains in compliance with INDOT standards and regulations.

2.8 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. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business
Public comment prior to vote
7. New Business
Public comment prior to vote
8. Communications from Board members on matters not included in the agenda
9. Adjournment

CHAPTER 3: TECHNICAL COMMITTEE

3.1 Purpose

The purpose of the Technical Committee (“TC”) is to provide the CAMPO Policy Board with technical support concerning the development of annual 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 draft reports of the Statement of Work (SOW), 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 be as follows:
1. Bartholomew County Engineer
 2. Columbus City Engineer
 3. Columbus Chief of Police
 4. Columbus/Bartholomew Planning Director
 5. Columbus Municipal Airport Director
 6. Columbus Transit Coordinator
 7. Columbus City Utilities Director
 8. Columbus/Bartholomew GIS Coordinator
 9. Columbus Parks & Recreation Director
 10. Bartholomew Consolidated School Corporation Transportation Director
 11. INDOT Office of Asset Planning and Management Representative
 12. INDOT Office of Transit Representative
 13. INDOT Seymour District Representative
 14. Edinburgh Town Manager
 15. Freight Carrier Representative
 16. Federal Highway Administration Planning Specialist (non-voting)
 17. Federal Transit Administration Program Specialist (non-voting)
- B. **Alternate Representation:** 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 CAMPO staff.
- C. **Terms:** The members of the Technical Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Committee may name a proxy for a particular meeting.

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1. **Representation:** The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. **Powers:** The proxy's powers shall be the same as the member, with the exception noted in 23.E4.
 3. **Notification:** The member shall be responsible for notifying the proxy of meetings.
 4. **Committee Chair Proxy:** If the Chair of the Technical Committee is absent and designates a proxy, then the Vice-Chair, if present, shall conduct the meeting.

E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

3.4 Officers

- A. **Officers:** The Technical Committee shall elect the following officers:
 1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Technical Committee shall be chosen from the voting members of the Technical Committee.
- C. **Elections:** Election of officers shall occur in the first meeting of each year. This can be delayed or waived by vote.
- D. **Duties:** The duties of the elected officers of the Technical Committee shall be as follows:
 1. Chair
 - a. Preside over the meetings of the Technical Committee.
 2. Vice-Chair
 - a. In the absence of the Technical Committee Chair, to preside over the meetings of the Technical Committee.

3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of six (6) voting members of the Technical Committee, or their proxies. Members are considered present if attending by phone or other methods of equal or superior quality.



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1. **Committee Action:** No action shall be taken by the Technical Committee without a quorum.
 2. **Rescheduling:** If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Committee shall be open to the public and be held on a quarterly basis or as needed for special business.
- C. **Alternative Voting Methods:** The Chair of the Technical Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
1. **Committee Report:** A mail, fax, or e-mail vote will be presented at the next scheduled Technical Advisory Committee meeting as part of the previous meeting minutes.
 2. **Electronic Voting:** Voting by E-Mail or fax is permissible, even if not requested by the Chair or involving a previously presented issue, to make adjustments to the Transportation Improvement Program (“TIP”) so that the city’s TIP remains in compliance with INDOT standards and regulations.

3.6 Order of Business

The business of the Technical Committee shall be the same as the Policy Board meetings described in section 2.8, unless order is suspended by unanimous consent.

CHAPTER 4: CITIZENS ADVISORY COMMITTEE

4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) 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 Metropolitan Planning Organization staff; and
- C. To keep the Policy Board, the Technical Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Columbus and Bartholomew County. Key stakeholder groups, agencies and organizations from each community should also be represented.
- B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.
- C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.
- D. **Voting Privileges:** Citizens Advisory Committee members shall have the right to vote when present.

4.4 Officers

- A. **Officers:** The CAMPO Director will be the de facto Chair until the CAC has developed its own rules and procedures.
 - 1. Chair
 - a. Preside over the meetings of the Citizens Advisory Committee.
 - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with CAC members.

4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of four (4) Committee members.
 - 1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day or they may continue the meeting. Minutes will be kept and the meeting will be considered official, but no formal votes will be considered valid as representative of the Committee.
- B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a quarterly basis or as needed for special business.

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- C. **Alternative Voting Methods:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings. A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
- D. **Agenda Items:** Members of the CAC may suggest agenda items at least seven (7) days prior to the next scheduled meeting.
- E. **Rules & Procedures** – Rules and procedures for electing officers, voting privileges, etc. can be developed by the CAC and CAMPO staff as necessary, and shall be incorporated into these bylaws once the rules and procedures are established.

4.6 **Order of Business**

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the order described in section 2.8, unless order is suspended by unanimous consent.

5.0 **Amendments & Administrative Modifications**

FHWA defines changes to the TIP, MTP or SOW 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. Changes that are defined as amendments are:

- A new project or project phase
- The deletion of a project
- Major change in design concept or scope (project termini or # of thru lanes)
- Major change in project cost
- Major change in project date
- Major change in funding source

All other changes would be considered an Administrative Modification

- Minor change in project cost
- Minor change in project date
- Minor change in funding source

5.1 **Thresholds for Amendments & Administrative Modifications**

The following are CAMPO's criteria for Amendments; changes that do not meet these criteria are considered Administrative Modifications.

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- A. Major change in project cost:** A change of 20% or more in the total listed cost, but not less than: \$100,000 for a local project, and \$500,000 for an INDOT project.
 - B. Major change in project date:** A change of more than 1 year.
 - C. Major change in funding source:** When the change increases the local match (due to a change in match percentage) by more than: \$50,000 for local projects, and \$250,000 for INDOT projects.

5.2 Administrative Modification Procedures

In the case of minor changes as defined in section 5.1, the following procedures shall be followed:

- A. Notice of Administrative Modifications:** MPO staff shall put the particular Administrative Modification in a memo describing the specific modification sufficiently and the reason for it.
- B. 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.**

5.3 Emergency Amendments

In some cases, a project is not in the TIP, or is not in the TIP correctly and the correction meets the Amendment criteria in section 5.1, thus, the project cannot move forward without an Amendment to the TIP.

- A. Conditions for an Emergency Amendment:** an Emergency Amendment will be processed under certain conditions when (1) the public is harmed by delaying the project because of safety, fiscal prudence, road condition, or other public disbenefits, and (2) a Policy Board meeting is not soon, or cannot be immediately organized.
- B. Procedure:** A memo of describing the project and reasons for its urgency and corresponding Resolution will be distributed to the CAMPO Policy Board members via email. Member must respond with a vote. No response is considered an abstain. The Amendment must pass by majority of the membership and the Resolution signed before it can be implemented into the TIP. These memos and corresponding document changes will be provided to the public at the next Policy Board meeting.



Resolution

RESOLUTION 2013 - 4

RESOLUTION ADOPTING THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS

WHEREAS, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization the City of Columbus and Bartholomew County; and

WHEREAS, the MPO is responsible for ensuring that the Columbus, Indiana, Metropolitan Planning Area's transportation planning program is continuing, comprehensive, and coordinated between the MPO and other public and citizen organizations throughout the planning process, as outlined in the metropolitan planning rule jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

WHEREAS, the operations of the CAMPO Policy Board, Technical Committee and Citizens Advisory Committee must be guided by an adopted set of Bylaws; and

WHEREAS, the Bylaws have been reviewed and recommended for approval by the Technical Committee;

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Columbus Area Metropolitan Planning Organization Operational Bylaws are hereby adopted; and,
- (2) That the adopted Operational Bylaws shall be forwarded to all relevant public officials and government agencies, including appropriate officials at the Indiana Department of Transportation and the Federal Highway Administration, and shall be available for public inspection during regular business hours at the City of Columbus Planning Department, located in the City Hall at 123 Washington Street, Columbus, Indiana 47201.

Adopted this 10th day of June 2013

 6/13/13

Roger Lang, Acting Chair

 6/13/13

Laurence Brown, MPO Director