

# **BYLAWS OF THE WASATCH BACK RURAL PLANNING ORGANIZATION**

## **PREAMBLE**

By agreement, dated March 27, 2023, SUMMIT COUNTY, WASATCH COUNTY, PARK CITY, HEBER CITY, COALVILLE CITY, HENEFER TOWN, KAMAS CITY, OAKLEY CITY, FRANCIS TOWN, MIDWAY CITY, CHARLESTON TOWN, HIDEOUT TOWN, DANIEL TOWN, WALLSBURG TOWN, INDEPENDENCE TOWN, MILITARY INSTALLATION DEVELOPMENT AUTHORITY and UTAH DEPARTMENT OF TRANSPORTATION (together, the "RPO Members") formed the Wasatch Back Rural Planning Organization ("RPO"). The purpose of this RPO is to meet at regular intervals to discuss transportation planning issues within the RPO region, as defined by the RPO boundaries [see attached map], and develop a transportation plan and priorities for this region.

## **ARTICLE I. PURPOSE**

The purpose of the Wasatch Back Rural Planning Organization, hereafter referred to as the "RPO", is to act as a voluntary advisory organization of local governments which fosters a cooperative effort in regards to transportation planning.

### **This Organization Shall:**

1. Develop a long-range transportation plan for the RPO region, including roads functionally classified as collector and above;
2. Provide a forum for public participation in the rural transportation process;
3. Develop and prioritize transportation projects the RPO believes should be considered for funding in the Statewide Transportation Improvement Plan ("STIP") process, and in local transportation improvement programs;
4. Provide transportation-related information to local governments and other interested agencies, organizations, and persons;
5. Serve as a forum to identify, discuss, study, and focus on regional transportation challenges and opportunities; and
6. Perform other related transportation planning activities that shall be agreed upon between the RPO, Utah Department of Transportation ("UDOT"), and Mountainland Association of Governments ("MAG").

## **ARTICLE II. MEMBERSHIP**

The RPO Board (the "Board") shall be comprised of the Mayor of each RPO Member city or town, a member of the Summit County Council, and a member of the Wasatch County Council.

Each county's elected legislative body shall appoint its one voting member to the Board.

Other members may be added to the Board by amendment of the Bylaws and Interlocal Agreement.

## **ARTICLE III. VOTING.**

Each RPO Member shall have one (1) vote on the RPO. A simple majority vote of the voting members of the Board present; provided they constitute a quorum, shall be the action of the Board.

## **ARTICLE IV. QUORUM.**

A Quorum of the Board shall consist of a simple majority of the total voting membership of the Board.

**ARTICLE V. OFFICERS.**

Officers of the RPO shall consist of a Board Chair and Board Vice-Chair, and other officers as required. Officers are selected by majority vote of the Board for a term of two-years. Officers shall be selected at the first Board meeting of the year.

**ARTICLE VI. RESPONSIBILITIES.**

**The Chair Shall:**

- 1. Conduct meetings in accordance with these Bylaws; and
- 2. Appoint, with the concurrence of the Board, the chairs and vice chairs of the Technical Committee and any other subcommittees established by the Board.

The Vice-Chair shall assume the responsibilities of the Chair when the Chair is absent, unable, or unwilling to fulfill the responsibilities of the Chair. Should neither the Chair nor the Vice-Chair be available to preside over a Board meeting, a Chair Pro-Tem shall be appointed by majority vote.

**The RPO Board shall:**

- 1. Adopt and amend the Board Bylaws;
- 2. Elect a Board Chair, Vice-Chair, and other officers as required;
- 3. Propose, initiate, approve, or implement studies, recommendations, discussions, plans, or other matters related to the RPO;
- 4. Prepare and evaluate transportation plans and priorities for consideration by public and private agencies responsible for implementing transportation projects within the RPO boundaries;
- 5. Maintain appropriate records for all activities of the RPO and its Board in accordance with the Government Records Access and Management Act ("GRAMA");
- 6. Comply with the Utah Open and Public Meetings Act ("OPMA");
- 7. Review the work of the Technical Committee in the preparation of RPO transportation plans, priorities, and public involvement; and
- 8. Organize County Subcommittees consisting of Board Members
  - 1. Each subcommittee will act in accordance with these bylaws
  - 2. Any actions taken by a subcommittee must be ratified by the RPO Board

**ARTICLE VII. TECHNICAL COMMITTEE.**

The Technical Committee shall consist of staff and appointed officials or volunteers from RPO Members, MAG, UDOT, and other appropriate agencies. The Technical Committee shall assist the RPO and its Board with technical and planning transportation-related issues.

**Membership**

- 1. Each RPO Member shall appoint one member to the Technical Committee.
- 2. MAG and UDOT shall appoint one member each to the Technical Committee.
- 3. Other members may be appointed by the Chair, with the concurrence of the Board, as necessary.
- 4. Technical Committee members are advisors and shall not serve as Officers for the RPO. A member of the Technical Committee shall be appointed by the Board Chair, with the concurrence of the Board, serve as the Board Secretary.

**Duties**

1. Maintain appropriate record keeping for all activities of the Technical Committee in accordance with GRAMA;
2. Comply with OPMA;
3. Prepare and evaluate transportation plans and priorities for consideration by the Board for implementing transportation projects within the RPO boundaries; and
4. Serve on standing and temporary subcommittees as appointed.

#### **ARTICLE VIII. ADMINISTRATION:**

1. Meetings shall be called by either the Chair or by a majority of the Board, Technical Committee, or each subcommittee when deemed necessary, appropriate, and advisable for that Board, Technical Committee, or each subcommittee to meet. Notices shall be distributed at least seven (7) days prior to a scheduled meeting, and in accordance with OPMA.
2. All meetings of the Board, Technical Committee, or any of its subcommittees shall be conducted in accordance with Roberts Rules of Order, but shall be as informal as appropriate to the situation.
3. Executive closed meetings may be scheduled whenever the Chair deems such action permissible under OPMA.

#### **ARTICLE IX. CONDUCT OF BOARD AND COMMITTEE MEMBERS.**

1. Serve the Public Interest: The primary obligation of the Board, the Technical Committee, and any subcommittees, and each member is to serve the public interest.
2. Recognize the Comprehensive and Long-Range Nature of Decisions: The Board, the Technical Committee, and any subcommittee and its members shall continuously gather and consider all relevant facts, alternatives and means of accomplishing them, and explicitly evaluate all consequences before making a recommendation or decision.
3. Facilitate Coordination through the Process: The Board, the Technical Committee, and any subcommittee shall ensure that individuals and public and private agencies possibly affected by a prospective decision receive adequate information far enough in advance of the decision.
4. Avoid Conflict of Interest: The Board, the Technical Committee, and any subcommittee members shall avoid conflicts of interest and even the appearance of impropriety. At the commencement of any matter before the Board or committee, members shall divulge in public, any past, present, or expected relationship with any party affiliated with such matter. A member with a potential conflict of interest shall abstain from voting on the matter, not participate in any deliberations on the matter, and leave the Board or committee table, but may remain in the chamber. The member shall also not discuss the matter privately with any other official voting on the matter.
5. Render thorough and diligent Service: If a member has not sufficiently reviewed relevant facts and advice affecting a public planning decision, that member should not participate in that decision.
6. Not Seek or Offer Favors: A member must not directly or indirectly solicit any gift or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, promises, or in some other form) under circumstances in which it could be reasonably inferred that the gift was intended or could reasonably be expected to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.
7. Not Disclose or Improperly Use Confidential Information for Financial Gain: A member shall not disclose or improperly use confidential information for financial gain, and must not disclose to others confidential information acquired in the course of their duties or use it to further a personal interest.
8. Ensure Full Disclosure at Public Meetings: The Board, Technical Committee, or any subcommittee shall ensure that the presentation of information on behalf of any party to a question occurs only at the scheduled public meeting on the question, not in private, unofficially,

or with other interested parties absent, and must make partisan information regarding the question received in the mail or by telephone or other communication part of the public record.

9. Maintain Public Confidence: A member must conduct himself/herself publicly so as to maintain public confidence in the public body, and the member's performance of the public trust.
10. Respect for and Courtesy to other Members, Public and Staff: Each member has the same rights and privileges as any other member. Any member has the right to be heard and to hear what others have to say about items being considered by the Board or committee.

## **ARTICLE X. AMENDMENTS.**

Bylaws may be amended at a meeting of the Board, provided that written notice shall be sent to each voting member of the Board, thirty (30) days prior to the next meeting, stating the proposed amendments or changes to the Bylaws.

A two-thirds majority of all voting members of the Board is required to amend or change any of the Bylaws.

Amendments must not conflict with the fundamental intent of the Interlocal Agreement, which governs the RPO. In the event of a conflict, the Interlocal Agreement shall carry precedence over these Bylaws.

Approved by the Wasatch Back Rural Planning Organization on 27 March 2023.

By: \_\_\_\_\_  
Chair