

**MATS**

**BY-LAWS**

**MANUAL**

**MACON AREA TRANSPORTATION STUDY  
TECHNICAL COORDINATING COMMITTEE  
BYLAWS**

**EXHIBIT A**

**ARTICLE I**

**Name**

The name of this organization shall be the Technical Coordinating Committee of the Macon Area Transportation Study

**Article II**

**Composition**

The Technical Coordinating Committee shall be composed of key staff member of participating government jurisdictions. Membership shall be based upon the organizational position held, with the following positions being members.

**City of Macon**

Traffic Engineer  
Police Traffic Department  
City Engineer  
City Attorney  
Manager of Lewis B. Wilson Airport  
Director of Central Services  
Director of Economic and Community Development

**County of Bibb**

County Engineer  
Sheriff  
County Attorney

**County of Jones**

Zoning Enforcement Officer

**Macon-Bibb County Planning & Zoning Commission**

Project Director, Macon Area Transportation Study  
Planning Director  
Transportation Planner

**Other Jurisdictions**

Transportation Planner, Bureau of Plan Development, Georgia DOT  
Transportation Planner, Bureau of Public Transportation, Georgia DOT  
Pre-Construction Engineer, Thomaston District Office, Georgia DOT  
Planning Director, Middle Georgia Area Planning & Development Commission  
Executive Director, Middle Georgia Area Planning & Development Commission  
Secretary, Macon-Bibb County Water & Sewerage Authority  
Executive Director, Macon-Bibb County Industrial Authority  
Director, Macon-Bibb County Transit Authority  
Executive Director, Macon-Bibb County Urban Development Authority  
Representative, Transportation Committee, Chamber of Commerce  
Bureau of Inspection and Fees  
Chief, Macon-Bibb County Fire Department

**Non-Voting Members**

Intermodal Planning Engineer, Federal Highway Administration  
Resident Engineer, Georgia DOT  
Chairman of Citizens' Advisory Committee  
Urban Designer, Georgia DOT  
Division Administrator, Federal Highway Administration

**ARTICLE III**

**Duties**

1. The Technical Coordinating Committee shall prepare the Unified Transportation Planning Work Program, review all studies related to transportation within the study area and make recommendations to the Policy Committee upon the work program and studies.
2. The Technical Coordination Committee shall review the status of the several activities

necessary to keep the study current and those activities necessary to update the study plan with timely reports made to the Policy Committee regarding such reviews.

3. The Technical Coordinating Committee shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.

## **ARTICLE IV**

### **Organization**

1. The Chairperson of the Technical Coordinating Committee shall be the MATS Project Director.
2. The Technical Coordinating Committee shall elect a Vice-Chairperson from among its members. Such election shall be by a majority vote.
3. Election of the Vice-Chairperson shall take place on the first meeting of the calendar year when there is a majority of the voting membership present.
4. The Vice-Chairperson may succeed himself with no limitation on the number of terms, except that such term will not continue in the event the Vice-Chairperson becomes ineligible for membership on the Technical Coordinating Committee.
5. A term of office shall be one year from January to January.
6. The Vice-Chairperson may be removed from office by vote of the majority of all voting members of the Technical Coordinating Committee.
7. The Technical Coordinating Committee shall have four subcommittees, which are listed below:
  1. Streets & Highways
  2. Transportation Systems Management
  3. Airport
  4. Transit

Responsibility of each subcommittee is to review and make recommendations to the full committee on their staff reports relating to the subcommittee's designated expertise. Other subcommittees may be established by the Technical Coordinating Committee with concurrence from the Policy Committee.

## **ARTICLE V**

### **Duties of the Chairperson**

1. The Chairperson shall preside at all meetings of the Technical Coordinating Committee.
2. The Chairperson shall authenticate by his signature the minutes and resolutions adopted by the Technical Coordinating Committee.
3. The Chairperson, as required, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the Committee to serve in his stead.
4. During the absence or disability of the Chairperson or in the event that a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall preside over meetings of the Committee and shall exercise all the powers and discharge all of the duties of the Chairperson.
5. The Chairperson shall designate one member to serve as a liaison to the Citizens' Advisory Commission.

## **ARTICLE VI**

### **Meetings**

1. The regular meeting date of the Technical Coordinating Committee shall be the third Wednesday of the month.
2. There will be four (4) mandatory meetings held each year during the month of January, March, July, and October.

3. In order for official business to be transacted there must be at least a quorum of eight (8) voting members of their representative.
  - A. In the event an extremely important voting question is brought up for the first time during a Committee meeting when a quorum is not present and a decision is needed immediately, the Chairperson will determine if proxy cards should be sent immediately following the meeting to those who were not in attendance to obtain their vote which will be entered in the minutes of the next meeting.
  - B. In the event an extremely important question is known prior to and must be decided at a Committee meeting, proxy cards will be mailed in advance of the meeting in order for those who can not be present to send in his vote prior to the meeting. This method will be used only in extreme cases.
4. Membership on the Technical Coordinating Committee is by virtue of the expertise concurrent with the position held and as such attendance is of the utmost importance, therefore, more than three unexcused absences by a member during a calendar year shall be reported by the Chairperson to the Policy Committee for review and direction.

## **ARTICLE VII**

### **Amendments to Bylaws**

These bylaws may be amended by an affirmative majority vote of a simple majority of the full voting membership of the Committee with subsequent concurrence by the Policy Committee. A bylaw change shall be presented for consideration at a regular meeting of the Committee but voting shall be deferred until the following meeting.

In any event the bylaws and organizational framework are bound to the parameters established in the Memorandum of Understanding adopted on September 9, 1978 and amended on February 2, 1988.

**MACON AREA TRANSPORTATION STUDY  
POLICY COMMITTEE  
BYLAWS**

**ARTICLE 1**

**Name**

The name of this organization shall be the Policy Committee for the Macon Area Transportation Study.

**ARTICLE II**

**Composition**

The Policy Committee shall be composed from the officials of participating governmental jurisdictions. Membership shall be determined by organizational position, with the following positions being members:

**City of Macon**

Mayor  
President, City Council  
Chairman, Public Works & Engineering Committee

**County of Bibb**

Chairman, Board of Commissioners  
Chairman, Public Works Committee  
Chairman, Finance Committee

**County of Jones**

Board of Commissioners (3)

**Other Jurisdictions**

Mayor, Payne City  
Chairman, Middle Georgia Area Planning & Development Commission  
Chairman, Macon-Bibb County Planning & Zoning Commission  
Chairman, Macon-Bibb County Water & Sewerage Authority  
Chairman, Macon-Bibb County Transit Authority  
Commissioner, Georgia Department of Transportation  
Chairman, Citizens' Advisory Committee

**Non-Voting Members**

Project Director, Macon Area Transportation Study  
Eighth District Representative, Georgia State Transportation Board  
Executive Director, Macon-Bibb County Planning & Zoning Commission  
Chairman, Macon-Bibb County Industrial Authority  
Division Administrator, Federal Highway Administration  
Chairman, Macon-Bibb County Urban Development Authority  
Chairman, Jones County Planning Commission  
Chief Administrative Officer, City of Macon  
County Engineer, Bibb County  
Executive Director, Middle Ga. Area Planning & Development Commission  
Traffic Engineer, Macon-Bibb County Traffic Engineering Department  
City Engineer, City of Macon  
Local State Representative, State of Georgia

**ARTICLE III**

**Duties**

1. The Policy Committee is the body responsible for review and approval of the goals, objectives, plans and programs developed by the Macon Area Transportation Study.
2. The Policy Committee has responsibility for insuring that the Study Area Transportation is kept up to date, that timely reports are made to inform the public the progress of the Plan, that a complete and Unified Work Program is developed for all aspects of MATS, and that the respective agencies, jurisdictions or commissions are kept informed of the progress of the Plan.
3. The Policy Committee has the authority to determine and alter from time to time the membership of the Technical Coordinating Committee.
4. The Policy Committee has the authority to determine and alter as required the membership of the Citizen’s Advisory Committee with the intended purpose of providing a broad cross section of citizen interest.

**ARTICLE IV**

**Organization**

1. The Policy Committee shall elect a chairperson and vice-chairperson from among its members. Such elections shall be by a majority of the voting membership.
2. Elections shall take place on the first meeting of the calendar year providing there is a majority of the voting members present.
3. An officer may succeed himself with no limitations to the number of terms, except that such

term will not continue in the event an officer becomes ineligible for membership on the Policy Committee.

4. The terms of office shall be one year, from January to January.
5. The Chairperson or Vice-Chairperson may be removed from office by a vote of the majority of all voting members of the Policy Committee.

## **ARTICLE V**

### **Duties of the Chairperson**

1. The Chairperson shall preside at all meetings of the Committee.
2. The Chairperson shall authenticate, by his signature, the minutes and resolutions adopted by the Committee.
3. The Chairperson shall serve as Chief Policy Advocate for the Committee.
4. The Chairperson shall represent the Committee at hearings, conferences, and other events as required or designate another member of the Committee and/or the Project Director to serve in his stead.
5. During the absence or disability of the Chairperson or in the event that a vacancy occurs in the office of Chairperson, the Vice Chairperson shall preside over meetings of the Committee and shall exercise the powers and discharge all of the duties of the Chairperson.

## **ARTICLE VI**

### **Meetings**

1. The meeting date of the Committee shall be the first Wednesday of the month for mandatory or special called meetings.
2. The Policy Committee will have mandatory meetings during the months of February, April, August and November.
3. In order for business to be transacted there must be a recognized quorum of eight (8) voting members or their designate.
4. All voting members shall provide designated alternatives, who shall in the event of a member's absence serve in that members stead.

## **ARTICLE VII**

### **Amendments to Bylaws**

These bylaws may be amended by an affirmative vote of a simple majority of the full voting membership of the Committee. A bylaw change shall be presented for consideration at a regular meeting of the Committee, however, voting shall be deferred until the regular meeting following the meeting at which the bylaw change was proposed.

In any event the bylaws and organizational framework are bound to the parameters established in the Memorandum of Understanding.

**MACON AREA TRANSPORTATION STUDY  
CITIZENS' ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I**

**Name**

The name of this organization shall be the Citizen's Advisory Committee (CAC) to the Macon Area Transportation Study (MATS) hereafter referred to as The Committee.

**ARTICLE II**

**Purpose**

The Committee shall be an instrument for identifying, discussion, and documenting diverse positions and sentiments regarding local transportation matters. The Committee shall be representative of a cross-section of people and interests in the MATS area. The Metropolitan Planning Organization (MPO) staff shall meet regularly with The Committee to explain the Study, the recommended plan, policies and procedures, assist and answer any questions deemed necessary and submit proper reports when necessary to obtain feed-back from the community.

**ARTICLE III**

**Composition**

**III Section 1.** The Committee shall be composed of representatives of geographical areas, and representatives of interests. The area representatives shall consist of:

- 1) one person from each of the Macon City election Wards
- 2) one person from each of the Bibb County election Districts
- 3) one person from the MATS portion of Jones County.

The interests representatives shall consist of one person from each of the following organizations or interest groups:

- 1) League of Women Voters
- 2) Older Americans Council
- 3) Macon Housing Authority Tenants
- 4) Neighborhood Organization [TO BE SPECIFIED]
- 5) Bibb County Board of Education's Transportation Division
- 6) Pedestrian/Bike Users
- 7) Transit Rider
- 8) Environmental
- 9) Disabled Population
- 10) Disabled Transportation User

**III Section 2.** The terms of office for all membership shall continue until the position is sanctioned as vacant by The Committee.

**III Section 3.** The Chairman shall deem vacant, the position of any member who has been absent from three (3) consecutive regular meetings during one calendar year.

**III. Section 4.** At any regular meeting, the chairperson may announce, to the Committee, positions he/she deems to be vacant. However, at the first meeting of each calendar year, the chairperson shall announce all positions currently deemed vacant. Among the justifications for the chairperson to deem a position vacant are: the incumbent is absent from three (3) consecutive regular meetings, the incumbent resigns, the death of the incumbent, the incumbent moves out of the respective area represented, or the incumbent is elected to a public office. Subsequent to a position being announced by the chairperson as deemed vacant, the committee may sanction a vacancy by a majority vote. After the committee has sanctioned a vacancy, it shall decide on a method for filling the vacancy.

## **ARTICLE IV**

### **Duties**

The duties of the Committee shall include the following:

1. To review programs, projects, and proposals within the purview of the MATS process; and
2. Issue recommendations and/or comments to the MATS Policy Committee and/or the Technical Committee regarding programs, projects, and proposals.

## **ARTICLE V**

### **Organization**

**V Section 1.** The Committee shall elect a Chairperson and Vice-Chairperson during the first meeting of each calendar year. The Chairperson and Vice-Chairperson shall be elected by a majority vote of the Committee to serve one year. The Chairperson and the Vice-Chairperson may be re-elected for a maximum of three consecutive years.

**V Section 2.** The Chairperson shall serve as a member of the MATS Policy Committee and the MATS Technical Coordinating Committee, and any other duties deemed necessary by the majority of the CAC. The Vice-Chairperson shall be the Chairperson's designated alternative for the Technical Coordinating Committee and the Policy Committee.

**V Section 3.** CAC members may attend other transportation related meetings and report back to the CAC their observations.

## ARTICLE VI

**VI Section 1.** The CAC shall meet one week before regular Technical Coordinating Committee meetings, in addition to any special meetings called by the Chairperson. All meetings will be held on Wednesdays at 4:00 P.M. at the Planning and Zoning Commission Conference Room unless notification is given otherwise.

**VI Section 2.** The Chairperson, or if absent, the Vice-Chairperson, shall preside at all meetings and decide all points of order and procedure. In the absence of both the Chairperson and the Vice-Chairperson, an appointed Chair shall be designated by a majority vote of the members present.

**VI Section 3.** Each item of the agenda shall be introduced by the Chairperson and then presented by the Metropolitan Planning Organization (MPO). Presentation of an agenda item need not be exhaustive or substantive, an agenda item may be given a cursory presentation when a more detailed treatment is planned for a later date or when a cursory presentation is otherwise sufficient. The chairperson may suspend the MPO presentation of an agenda item.

Once an agenda item has been introduced by the chairperson and presented by the MPO (unless MPO presentation has been suspended), informal discussion may proceed as long as there is not a motion pending.

A motion may be passed by majority vote only if the motion regards an agenda item of which the Committee has had at least 7 days notice. A motion regarding an agenda item that has not been given at least 7 days notice may be passed only with a unanimous vote of the Committee members present.

**VI Section 4.** Meeting notices shall be mailed at least fifteen (15) calendar days prior to the meeting outlining the planned agenda. Should there be no business to come before the committee, the meeting will be canceled by written notice at least seven calendar days prior to the planned meeting date.

**VI Section 5.** No action of the Committee will become official unless a quorum is present. Five (5) members will constitute a quorum.

## ARTICLE VII

### Amendments to the Bylaws

These bylaws are intended to serve as a minimum performance guide. Changes to these bylaws can only be made by the MATS Policy Committee at a scheduled meeting, at which the necessary quorum is present.

## **PROACTIVE PUBLIC INVOLVEMENT PROCESS FOR THE MACON AREA TRANSPORTATION STUDY**

### **I. MACON AREA TRANSPORTATION STUDY PROCESS**

The Macon Area Transportation Study (MATS) is conducted for the Macon Urban Area; this urban area encompasses the City of Macon, the County of Bibb, the Municipality of Payne City, and a portion of Jones County. The Metropolitan Planning Organization (MPO) is responsible for conducting a comprehensive transportation planning process as required by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Within this study area, the MPO has been designated by the State as the Macon-Bibb County Planning & Zoning Commission with the Policy Committee of MATS being the forum for a cooperative decision-making process for the conduct of the study. The Macon-Bibb County Planning & Zoning Commission, subject to the control of the Policy Committee, has the primary responsibility for carrying out the Planning Work Program, Transportation Plan, and Transportation Improvement Program.

The efficient movement of both people and goods is essential to the economic health of any urban area, particularly a growing one as Macon. Comprehensive community planning gives consideration to the interaction of land development and transportation facilities and promotes the most desirable pattern and character of urban growth.

Urban transportation planning is designed to develop and continuously evaluate short and long-range highway and transportation plans, which are soundly conceived to meet the goals and standards of the State and our urban community.

The comprehensive character of the planning process requires that the economic, population, and land use elements be included; that estimates be made of the future demands for all modes of transportation, both public and private, for both persons and goods; that terminal and transfer facilities and traffic control systems be included in the inventories and analyses; and that the entire area which is expected to be urbanized within the forecast period be included.

### **II. PURPOSE OF PUBLIC INVOLVEMENT PROCESS**

The Public Involvement Process is intended to include input and interaction of Macon area residents in MATS. This Public Involvement Program will also be coordinated with the statewide public improvement program when possible. The process described below provides a proactive vehicle for area residents to voice their concern and participate in the planning process. This process specifically provides opportunities for the public to participate, review and comment on the proposed Transportation Plan and Transportation Improvement Program. The process will seek out and consider needs of the traditionally underserved, including, but not limited to low-income and minority households.

Further, significant comments from the public will be addressed in a summary analysis and report in the final adopted Transportation Plan and Transportation Improvement Program.

### **III. MATS PUBLIC INVOLVEMENT PROCESS**

MATS is a joint effort of area citizens and public officials, the Macon-Bibb County Planning & Zoning Commission, the Middle Georgia RDC, Georgia Department of Transportation, and the U.S. Department of Transportation. Representatives from these agencies or groups participate in one or more of the three committees comprising the MATS organization: the Policy Committee, the Technical Coordinating Committee, and the Citizen Advisory Committee.

- a. Policy Committee: The Policy Committee for the Macon Area Transportation Study is responsible for the establishment of policy and overall guidance for the Study. The committee is composed of elected officials and other public decision makers who play important roles in transportation. The responsibilities of the Committee are: (1) to evaluate the soundness of existing transportation policies and practices; (2) to create a truly functional relationship between transportation and urban development; (3) to present legislative bodies and the public with fully documented reports on the needs of the area; (4) to review priorities and permit continuous programming on a factual basis; and (5) to adopt and maintain the Transportation Plan and Transportation Improvement Program.
- b. Technical Coordinating Committee: The Technical Coordinating Committee (TCC) is comprised of those individuals whose special skills and training are necessary to undertake the development of a comprehensive transportation planning process. Under the general policies and guidance of the Policy Committee, the TCC is the task force which carries out the day-to-day work of preparing and evaluating the basic elements which comprise the transportation planning process. This Committee performs those operations which are necessary to maintain the study on a continuing basis, and provides the forum for involving public transportation agencies; environmental, resource and permit agencies; and private providers of transportation.
- c. Citizens Advisory Committee (CAC): The purpose of the CAC is to provide a broad-based citizen input into the process of Transportation Planning. Specifically, the CAC advises the MATS Policy Committee of the opinions of individual citizens and citizen groups regarding the adoption of, or changes to the Macon Area Transportation Plan. This committee will involve and/or represent segments of the community affected by transportation plans, programs and projects, as well as those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.

- d. MPO Staff: The staff of the MPO provides the administration for the Committee Process; they prepare agendas, minutes, and meeting notices in conformance with the public involvement process described herein. The staff also develops work program schedules for the planning process and develops reference material or information for each committee as needed.

The MPO develops data, information, reports, and documents necessary for the development of the Transportation Plan and Transportation Improvement Program. These planning elements will translate, as much as possible, technical information into simplified terms so that the general public can understand the planning products. All documents and plans from the MATS process are available to the public review at the public library, the Macon-Bibb County Planning & Zoning Commission, Middle Georgia Regional Development Center, and the Georgia Department of Transportation local office.

- e. Media: The television, radio, and newspapers media are provided notices of all Policy Committee meetings. In addition to the notices, an agenda of items to be discussed is also provided. Both the notice and agenda are provided to the media (15) days prior to the regularly scheduled meetings.
- f. Process Evaluation: The Public Involvement Process shall be periodically reviewed by the MPO and Policy Committee in terms of its effectiveness in assuring that the process provides full and open access to all persons. The process will be evaluated and refined by following up with the established network and involved citizens for any suggestions on improvements. Further, the public involvement program will be reviewed by FHWA and FTA to assure the process provided full and open access to the MPO decision making process.

#### **IV. MEETING OF THE POLICY, TECHNICAL COORDINATION AND CITIZENS ADVISORY COMMITTEES**

- a. Regularly Scheduled Meetings: The time, place, and date of regularly scheduled meetings will be posted in City Hall and in the office of the Macon-Bibb County Planning & Zoning Commission.
- b. Special Called Meetings: The Chairman of each committee may call a special meeting provided that a notice of the time, place, and date of the meeting is posted twenty-four hours in advance of said meeting. The written notice for the special called meeting will be in the same manner as for the regularly scheduled meeting.
- c. Agendas and Minutes: Agendas for each committee will be available to the committee members and general public fifteen days prior to each

regularly scheduled committee meeting. The minutes of each committee will be available at the next regularly scheduled meeting of the committee.

- d. Open Meetings: All committee meetings will be open to the public. Exceptions to this policy will be as provided by Georgia Law.

## V. PUBLIC COMMENT PERIOD AND COMMENTS

- a. Public Comment Periods: A public comment period and notice will be required for the following:

- (i) Public Involvement Process (initial adoption and subsequent revisions): A public comment period will be required for the initial adoption or subsequent revision to the Public Involvement Process for the Macon Area Transportation Study. Public notice will be given for this comment period by publishing an advertisement in a newspaper for general circulation at least forty-five (45) days before the public involvement process is initially adopted or subsequently revised by the Policy Committee.

The proposed Public Improvement Program will be made available to the public at central locations such as the public library, the Macon-Bibb County Planning & Zoning Commission, the Middle Georgia Regional Development Center, and the Georgia Department of Transportation local office.

- (ii) Transportation Plan: A public comment period will be required before the adoption of the Transportation Plan. Public notice for the comment period will be given by publishing an advertisement in a newspaper of general circulation at least thirty (30) days before the transportation plan is adopted by the Policy Committee. If determined by the Policy Committee that the final transportation plan differs significantly from the one which was made available for public comment and such plan raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional public comment period will be required. Public notice for this comment period will be given by publishing an advertisement in a newspaper of general circulation at least fifteen (15) days before the plan is finally adopted by the Policy Committee.

The draft Transportation Plan will be made available to the public at central locations such as the public library, the Macon-Bibb County Planning & Zoning Commission, the Middle Georgia Regional Development Center, and the Georgia Department of

Transportation local office. Final copies of the Transportation Plan will also be made available to the public for information purposes.

If the Policy Committee determines it necessary to amend the final plan, the Policy Committee may approve the proposed amendment(s) subject to a 15 day public review and comment period. If no significant comments are received, the amendments will stand as approved with no further action required by the Policy Committee. Results of the public review and comment period will be provided to the Policy Committee, for their information, at the next regularly scheduled meeting. If comments are received which the MPO staff considers as potentially significant, the comments will be presented to the Policy Committee for consideration and appropriate action. (Amended 8/10/95, MATS 95-08-01)

- (iii) Transportation Improvement Program (TIP): A public comment period will be required for the adoption of the Transportation Improvement Program. Public notice will be given by publishing an advertisement in a newspaper of general circulation at least thirty (30) days before the Transportation Improvement Program is adopted by the Policy Committee. If determined by the Policy Committee that the final Transportation Improvement Program differs significantly from the one which was made available for public comment and such plan raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts, an additional public comments period will be required. Public notice for this comment period will be given by publishing an advertisement in a newspaper of general circulation at least (15) days before the final Transportation Improvement Program is adopted by the Policy Committee.

The draft Transportation Improvement Program will be made available to the public at central locations such as the public library, the Macon-Bibb County Planning & Zoning Commission, the Middle Georgia Regional Development Center, and the Georgia Department of Transportation local office. Final copies will also be made available for information purposes.

If the Policy Committee determines it necessary to amend the final TIP, the Policy Committee may approve the proposed amendment(s) subject to a 15 day public review and comment period. If no significant comments are received, the amendments will stand as approved with no further action required by the Policy Committee. Results of the public review and comment period will be provided to the Policy Committee, for their

information, at the next regularly scheduled meeting. If comments are received which the MPO staff considers as potentially significant, the comments will be presented to the Policy Committee for consideration and appropriate action. (Amended 8/10/95, MATS 95-08-01)

- b. General Dissemination of Information: Items III.d, and V.A. (1), (ii), and (iii) have been developed to provide timely information to segments of the community affected by plans, programs and projects. Should the Policy Committee determine that the process needs to be revised to further this goal, then the MPO staff will make the necessary revisions during the evaluation process described under III.f. herein, and provide for the required comment period before the revision is submitted to and adopted by the Policy Committee.
- c. Public Comments: When significant written and oral comments are received on the draft transportation plan or TIP as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulation, a summary analysis and report on the deposition of comments will be made part of the final plan and TIP.

Plan and/or TIP amendments and the resulting public comments will be made part of the Policy Committee minutes and will be kept on file in the MPO office. Amendments and comments also will be incorporated into copies of the Plan and TIP made available at central locations. (Amended 8/10/95, MATS 95-08-01)