

BY-LAWS
and
RULES OF PROCEDURE
for the
HURON VALLEY
FEDERAL AID COMMITTEE

December 10, 2019

BY – LAWS

ARTICLE I

Name:

The Committee shall be named the Huron Valley Federal Aid Committee, herein referred to as the Federal Aid Committee (FAC). The name of the operating sub-committee shall be the Huron Valley Federal Surface Transportation Program Funding Committee, herein referred to as the Funding Committee.

ARTICLE II

Purpose:

The purpose of the FAC is to prioritize road and transit Federal Aid projects for submittal to the Southeast Michigan Council of Governments (SEMCOG) Transportation Coordinating Council (TCC) and the Executive Committee. The authority to develop this priority is hereby delegated to the Funding Committee.

ARTICLE III

Powers & Duties:

The FAC and Funding Committee are authorized to do all acts necessary to perform and accomplish the purpose set forth above, within the limits and procedures set forth in these By-Laws including, but not limited to the following items.

A. The FAC shall:

1. Meet at a minimum two (2) times per year.
2. Annually review and approve projects and programs recommended by the Funding Committee for funding with Federal Aid Highway Funds.
3. Review the progress of the projects approved for funding with Federal Aid Highway funds.
4. Review and approve the additions and deletions to the urban area boundary and specific roadways on the Federal Aid network.
5. Review, edit, and adopt FAC Bylaws and Rules of Procedure as needed.

B. The Funding Committee shall:

1. Review and recommend to the FAC any additions or deletions to the Urban Area Boundary.

2. Review and recommend to the FAC any additions or deletions of specific roadways to the Federal Aid network within the County.
3. Determine the priority of projects submitted to the Funding Committee by use of a Funding Committee adopted priority rating system and/or judgmental comparisons.
4. Prepare and recommend to the FAC the Annual Transportation Improvement Program to be submitted to the TCC of SEMCOG and the Executive Committee.

ARTICLE IV

Membership:

A. FAC

1. FAC Voting Membership

- a. One (1) elected or appointed official representing each city, village and township in the Huron Valley Federal Aid Committee Urban Area.
- b. One (1) member representing the Livingston County Road Commission (LCRC).
- c. One (1) member representing the Road Commission for Oakland County (RCOC).
- d. One (1) member representing the Livingston Essential Transportation Service (LETS).
- e. One (1) member representing the Michigan Department of Transportation (MDOT).

2. Selection and Rotation of the FAC

The representatives from LCRC, RCOC, MDOT, and LETS shall be permanent positions. The representatives of the individual communities will be selected by caucus of those individual communities.

3. Alternatives to the FAC Voting Members

The representatives from LCRC, RCOC, MDOT, and LETS shall designate another individual from their agency as an alternate.

Each community represented on the FAC shall have a designated alternate who will serve as a replacement voting member when the elected voting member is unable to attend. The alternate voting member shall be selected and changed in the same manner and at the same time as the voting member.

4. Technical Advisors to the FAC

There shall be two (2) non-voting Technical Advisors to the FAC comprised of the following:

- a. One (1) advisor representing SEMCOG.
- b. One (1) advisor representing the Livingston County Planning Department.

B. Funding Committee

The Funding Committee shall consist of the following members:

1. One (1) member representing the Livingston County Road Commission.
2. One (1) member representing the Road Commission for Oakland County
3. One (1) member representing the Livingston Essential Transportation Service.
4. One (1) member representing cities and villages in the Urban Area.
5. One (1) member representing townships in the Urban Area.

ARTICLE V

Chairperson of the FAC:

The Chairperson of the FAC shall be the LCRC voting Member. The Chairperson must supply all necessary staff and data to accomplish the purpose of the FAC. The Chairperson of the FAC shall also serve as the Chairperson of the Funding Committee.

ARTICLE VI

Meetings:

A. FAC

The FAC shall meet as follows:

1. There shall be at a minimum of two (2) meetings each calendar year.
2. The scheduling of FAC meetings shall be the responsibility of the Chairperson. The Chairperson shall give due consideration to the request of any FAC member requesting a special meeting of the FAC.
3. A quorum for all FAC business shall consist of a simple majority of the FAC.
4. The Chairperson may at his/her discretion, schedule and conduct a vote of the FAC by email on any matter for which it is deemed not feasible to hold a normally scheduled meeting of the FAC. Any vote conducted through email

must be sent to all voting members. A quorum of ballots must be returned for a vote to be valid.

B. Funding Committee

Funding Committee meetings will be held as often as the Chairperson deems necessary or upon request on any Funding Committee member. A quorum shall be a majority of the Funding Committee members.

RULES OF PROCEDURE

1. The FAC will allocate the Urban dollars on a 4-year cycle. Three consecutive years of funds will be allocated to the Livingston County Road Commission (LCRC). The fourth year of funds will be allocated to RCOC, Cities, and/or Villages.
2. Requests for funds by LETS will be considered for any fiscal year.
3. Each relevant fiscal year, LCRC will submit their list of federally funded projects to the FAC for approval.
4. If the LCRC is not able to use its funds in any given year, the funds will be made available to RCOC, Cities, and/or Villages. In addition, the LCRC may consider making its funds available to RCOC, Cities, and/or villages if requested by these entities due to special circumstances.
5. When funds are available to RCOC, Cities, and Villages, all respective projects will be submitted to the Funding Committee with their project Priority Rating Worksheet to be reviewed and scored. The project score, along with length of time since the last funded project in a community, will be the primary considerations in creating a prioritized project list. This prioritized list of projects will then be recommended for approval by the FAC.
6. All approved projects must be completely funded with only one year of Urban funding.