

**BY-LAWS**  
**OF THE**  
**POLICY COORDINATING COMMITTEE**  
**BILLINGS, MONTANA**

**URBAN TRANSPORTATION PLANNING PROCESS**

**Prepared By:**  
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**Billings, Montana 59101**

**REVISED: February 18, 2009**

**BYLAWS  
POLICY COORDINATION COMMITTEE**

Functions, duties and responsibilities of the Policy Coordinating Committee of the Billings Urban Transportation Planning Process, hereinafter referred to as the Policy Coordinating Committee are as follows.

**ARTICLE I-POLICY COORDINATING COMMITTEE**

**SECTION 1..... NAME**

The name of this committee shall be the Policy Coordinating Committee (PCC) of the Billings Urban Transportation Planning Process.

**SECTION 2..... ORIGIN**

The Policy Coordinating Committee is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area, which has been cooperatively agreed to by the Montana Department of Transportation (MDT), Yellowstone County Board of Planning (YCBP), City of Billings and Yellowstone County.

**SECTION 3..... PURPOSE**

The purpose of the Policy Coordinating Committee is to develop and keep current transportation planning as an integral part of the comprehensive regional planning for the Billings urbanized area.

**SECTION 4..... FUNCTION**

This committee shall manage the executive business of the Billings Urban Transportation Planning Process. The committee shall work closely with the City, County, Montana Department of Transportation (MDT), and the Yellowstone County Board of Planning (YCBP) in establishing a budget and work schedule for the Billings Urban Transportation Planning Process. The committee shall adopt and recommend implementation of long and short-range transportation programs for the Billings urbanized area. The committee shall transmit all reports and recommendations of the Urban Transportation Planning Process to the various agencies for final adoption and implementation.

**SECTION 5.....MEMBERSHIP**

The Policy Coordinating Committee shall consist of the following officials:

A member of the City governing body as designated by the City of Billings City Council and a first or second alternate for the designee

Chairperson, Board of Yellowstone County Commissioners;

President, Yellowstone County Board of Planning;

District Administrator, MDT, Billings District;

Division Administrator, Federal Highway Administration; and

Regional Manager, Federal Transit Administration

The Division Administrator, Federal Highway Administration and Regional Manager, Federal Transit Administration, shall be non-voting members. Additional members of the Policy Coordinating Committee may only be appointed by a revision of the cooperative agreement

between the various agencies-the City, the County, MDT, and the YCBP.

Any official PCC member may, by written notice to the Chairman thereof, appoint another official to act in their behalf on the Policy Coordinating Committee. Said appointee shall have full voting rights as herein prescribed.

## **SECTION 6.....ORGANIZATION**

The officers of the Policy Coordinating Committee shall consist of a Chairman and Vice Chairman to be selected by the membership at the first meeting of each calendar year and to serve until the next election of officers. The term of office shall be one year, but there shall be no limitation on re-election.

## **ARTICLE II-DUTIES**

### **SECTION 1.....DUTIES AND RESPONSIBILITIES**

The Policy Coordinating Committee shall have the following duties and responsibilities:

- 1) Serve as liaison between the governmental and planning agencies in the area.
- 2) Periodically review progress of the Billings Urban Transportation Planning Process and agree on the course of action to be followed by the transportation planning staff in the continuing transportation planning of the Billings urbanized area.
- 3) Coordinate staff functions assigned to the participating agencies.
- 4) Direct the transportation planning staff to complete tasks designated by the local agencies and agreed to by the PCC.

- 5) Work closely with the appropriate advisory committee, chiefly the Technical Advisory Committee, in carrying out its duties.
  
- 6) Provide overall policy direction to the Technical Advisory Committee and to the transportation planning staff.

**SECTION 2.....DUTIES OF OFFICERS**

- 1) The Chairman shall preside at all meetings of the Policy Coordinating Committee and call special meetings as needed.
  
- 2) A Vice-Chairman will be elected by the committee to act during the absence of the elected chairman.

**ARTICLE III-MEETINGS**

**SECTION 1..... FREQUENCY**

The Policy Coordinating Committee shall meet as frequently as necessary to carry out its duties. **Currently PCC meets the first Wednesday of each month.** A majority of the voting members shall constitute its quorum. Time for the meetings shall be set by the chairman. Roberts Rules of Order will be followed in all meeting procedures unless otherwise stated in these Bylaws or by agreement of a majority of the voting members.

**SECTION 2.....REPORTING ON MEETINGS**

The Director of the Yellowstone County Board of Planning **or designee** will be the recording secretary to record the minutes and attendance, prepare the required reports, notify members of the meetings and other such duties as required by the Chairman of the Policy Coordinating Committee.

**ARTICLE IV-ADOPTION AND AMENDMENTS OF ARTICLES**

**SECTION 1..... HOW ADOPTED**

These articles shall be adopted by the majority of the Policy Coordinating Committee voting members at a duly called PCC meeting.

**SECTION 2.....HOW AMENDED**

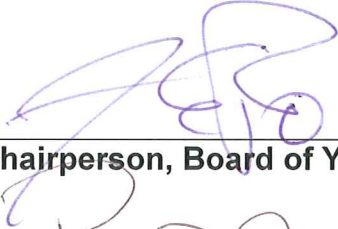
These articles may be amended by a majority of the voting members of the Policy Coordinating Committee at a duly called meeting in which a discussion of the Bylaws is an agenda item.

ATTEST:



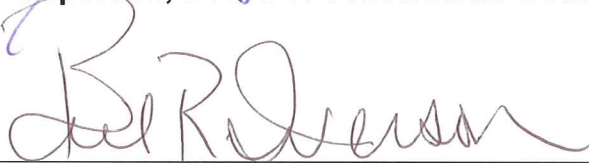
City of Billings City Council Designee or Designee Alternate

2-18-09  
Date



Chairperson, Board of Yellowstone County Commissioners

2-15-09  
Date



President, Yellowstone County Board of Planning

2-18-09  
Date



District Administrator, MDT, Billings District

2-18-09  
Date