



**Killeen-Temple  
Metropolitan Planning Organization**

**Official By-Laws  
of the  
Transportation Planning Policy Board  
(TPPB)**

*Designated Metropolitan Planning  
Organization for Central Texas*

**LATEST REVISION: October 25, 2023**

**Transportation Planning Policy Board  
Killeen-Temple Metropolitan Planning Organization**

**Articles of Organization**

WHEREAS, the Federal Aid Highway Act of 1962 required a continuing, comprehensive transportation planning process carried on cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid; and

WHEREAS, in the Killeen-Temple area the transportation study process was established by agreement among the local governments and the State of Texas for the purpose of developing suitable transportation plans, with the prospectus for the Killeen-Temple Urban Transportation Study (FY 1982-1986) establishing the organization and composition of the Transportation Planning Committee; now called the Transportation Planning Policy Board (TPPB); and

WHEREAS, the Metropolitan Planning Organization shall work for the designated area; and

WHEREAS, the main functions of the Transportation Planning Policy Board shall be to provide policy guidance to the transportation planning process; approve the Metropolitan Transportation Plan (MTP), Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP); and promote the implementation of the TIP and UPWP.

Now, THEREFORE, the members of this committee do hereby agree to the purposes stated in these articles of organization and do associate themselves for those purposes.

**Name**

The name of this committee shall be the Transportation Planning Policy Board for the Killeen-Temple Metropolitan Planning Organization (KTMPO).

## ARTICLE I

### Purpose

The Transportation Planning Policy Board provides regional transportation policy guidance for those participating government entities and agencies which comprise the Killeen-Temple metropolitan planning area. See Appendix A.

### Code of Ethics

The KTMPO shall adopt an Ethics Policy applicable to both KTMPO committees and employees representing the KTMPO. As stated in Texas Transportation Code, Title 7, Section 472.034, each new employee or official representing the KTMPO shall receive a copy of the Ethics Policy no later than the third business day after the date the person begins employment, or the person qualifies for office. KTMPO staff shall keep a record of the Ethics Policy distribution method.

### Membership

#### Transportation Planning Policy Board

The voting membership of the Transportation Planning Policy Board will be representative of the population makeup of the MPO planning area and will consist of one representative for each city with a population between 10,000 and 40,000, two representatives for cities with populations between 40,000 and 75,000 and three representatives for cities with populations over 75,000 based on population counts from the most recent Decennial census; two representatives for Bell County, one to represent the KTMPO metropolitan planning area boundary prior to the June 17, 2009 expansion and one to represent the KTMPO metropolitan planning area boundary post June 17, 2009 expansion; one representative each for the counties of Coryell and Lampasas; one representative each for TxDOT Waco District and TxDOT Brownwood District, and one representative for Hill Country Transit District. All cities within the KTMPO metropolitan planning area with a population under 10,000 shall be represented by their county or County Commissioners Court appointee. See Appendix A.

\*Incarcerated persons shall not count toward the population numbers used to determine jurisdictional/ voting membership in the MPO.

Based upon the most recent completed Decennial Census results, the composition of the Transportation Planning Policy Board (TPPB) voting membership will be as follows:

|                                                          |           |
|----------------------------------------------------------|-----------|
| a) Killeen                                               | 3 members |
| b) Temple                                                | 3 members |
| c) Copperas Cove                                         | 1 member  |
| d) Belton                                                | 1 member  |
| e) Harker Heights                                        | 1 member  |
| f) Bell County                                           | 2 members |
| g) Coryell County                                        | 1 member  |
| h) Lampasas County                                       | 1 member  |
| i) Texas Dept. of Transportation<br>(Waco District)      | 1 member  |
| j) Texas Dept. of Transportation<br>(Brownwood District) | 1 member  |
| k) Hill Country Transit District                         | 1 member  |

Title 23, U.S.C. Section 134(d) (2) outlined the membership goal stating that Transportation Planning Policy Boards shall consist of elected officials. Therefore, member entities shall appoint elected officials to the Transportation Planning Policy Board. In the event an elected official is unseated from their elected status, their term on the Transportation Planning Policy Board will end at the next Annual Meeting. All Transportation Planning Policy Board members are appointed and may be removed by their Governing Body at any time. Additionally, if a Transportation Planning Policy Board member will be unable to attend a meeting, that member may, in writing, appoint a voting proxy to vote in his stead and be counted for quorum purposes.

Each of the following agencies or offices shall be represented by one (1) non-voting member and they shall be referred to as ex-officio members.

- a) Fort Cavazos Military Installation
- b) State Senators, State Representatives, and US Representatives serving the KTMPO area
- c) Federal Highway Administration
- d) Federal Transit Administration
- e) Texas Air Control Board
- f) Federal Aviation Administration
- g) Airport Managers-Killeen and Temple
- h) Central Texas Council of Governments
- i) Others, as may be appropriate

Cities within the planning area with a population of under 10,000 (presently Nolanville, Troy, Little River/Academy, Kempner, Village of Salado, Bartlett, Holland, Rogers, and Morgan's Point Resort) shall be represented by their County Transportation Planning Policy Board member. However, they will be encouraged to attend all meetings and to participate in deliberations.

Individuals serving on this Policy Board shall be designated in writing by the following:

- |                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| ➤ County Members  | County Commissioners Court                                         |
| ➤ TxDOT Districts | Waco and Brownwood District Engineers                              |
| ➤ City Members    | Mayor, City Council or Manager as designated by the Governing Body |
| ➤ Transit Member  | Hill Country Transit District Board of Directors                   |
| ➤ Fort Cavazos    | III Corps Commander or his/her designee                            |

### **Technical Advisory Committee**

There shall be a Technical Advisory Committee formed, whose purpose will be to review technical issues and develop preferred technical alternatives for Policy Board action. The membership of this committee is as follows:

The following entities shall have one voting seat on the Technical Advisory Committee: Killeen, Temple, Copperas Cove, Belton, Harker Heights, Bell County, Coryell County, Lampasas County, Hill Country Transit District, TxDOT-Waco District, TxDOT-Brownwood District, and a Small and Rural Representative from one of the jurisdictions with a population of under 10,000.

The Small and Rural Representative shall be nominated in writing by their local jurisdiction, and formally approved by the Transportation Planning Policy Board at each annual meeting. Should the Policy Board receive more than one nomination for this representative, the Policy Board shall make the final determination as to which individual will serve in this capacity.

The following entities shall have one non-voting seat on the Technical Advisory Committee: Nolanville, Troy, Little River/Academy, Morgan's Point Resort, Village of Salado, Kempner, Bartlett, Holland, Rogers, Fort Cavazos, Federal Highways Administration, Federal Transit Administration, and KTMPO Staff. TxDOT may appoint up to two non-voting members.

Individuals serving on this Technical Advisory Committee shall be designated in writing by the following:

- |                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| ➤ County Members  | County Commissioner's Court                                        |
| ➤ TxDOT Districts | Waco and Brownwood District Engineers                              |
| ➤ City Members    | Mayor, City Council or Manager as designated by the Governing Body |
| ➤ Transit Member  | Hill Country Transit District Board of Directors                   |
| ➤ Fort Cavazos    | III Corp Commander or his/her designee                             |

Alternates will be allowed to vote in the place of the member they are representing provided they are designated in writing prior to the start of any Technical Committee Meeting.

The Chairperson of the Technical Advisory Committee will be the MPO Director or his/her designee who shall preside over all meetings of the Technical Advisory Committee.

Other Sub-committees may be established by the Transportation Planning Policy Board chairman as deemed necessary, including specifying the membership and duration of each. Transportation Planning Policy Board members and Technical Advisory Committee members may be designated for sub-committee membership.

## **Meetings**

### **A. Frequency**

Meetings will be called on a schedule to be determined by a majority vote of the members as necessary, with at least four public meetings per year. The Annual Meeting will normally be held no later than September 30<sup>th</sup> of each year.

### **B. Method of Calling Meetings**

1. The chairperson may call meetings.
2. Any five (5) members may request that a meeting be called by written request to the Chairperson.

### **C. Meeting Notices**

The MPO Director or his/her designee will be responsible for all meeting notices and publicity. Specifics of the meeting will be provided to each Transportation Planning Policy Board member in writing and to the general public in accordance with the provisions of the Texas Open Meeting Law. The Transportation Planning Policy Board members will be notified of all meetings at least three (3) days prior to the meeting, other than emergency meetings which will be called in accordance with the open meeting act.

### **D. Meeting Facilities**

It will be the responsibility of the KTMPO Director or his/her designee to make arrangements for the meeting place.

## **E. Date and Time of Meetings**

If the date is different than the dates established in the currently approved Public Participation Plan, it will be the responsibility of the KTMPO Director or his/her designee to poll the membership to select a date and time for the meeting that would be convenient for the majority of the members.

## **F. Minutes**

The KTMPO Director or his/her designee shall keep a record of the proceedings of the board. These minutes will be recorded on tape and summarized in writing.

## **Vote of the Membership**

Each member shall have one (1) vote.

A simple majority vote of the quorum will be sufficient to authorize action.

The vote will be open (show of hands or voice).

The KTMPO Director or his/her designee will serve to validate membership credentials.

## **Quorum**

Fifty percent plus one of the voting members or their alternates, with a minimum of representatives from four (4) voting membership entities or agencies, will constitute a quorum.

## **Special Circumstances**

**A.** In times of a declared disaster or emergency impacting the KTMPO region, the KTMPO Director and CTCOG Director will take action on KTMPO matters which will be ratified by the KTMPO Policy Board following the lifting of the disaster or emergency declaration.

**B.** In times of a declared disaster or emergency impacting the KTMPO, special called meetings may be held and action taken via conference call with a quorum of fifty percent plus one of the voting members or their alternates, with a minimum of four (4) membership entities or agencies.

## **ARTICLE II**

### **Officers**

#### **A. Chairperson**

The Chairperson shall be chosen by a simple majority vote of the membership present at the election with a quorum established. The Chairperson shall perform the duties usually assigned to the office, such as; preside over all meetings of this committee; be an ex-officio member of any subcommittee formed within this body; and vote as a regular member of the board.

#### **B. Vice Chairperson**

The Vice Chairperson shall be chosen by a simple majority vote of the membership present at the election with a quorum established. In the absence of, or in case of the inability of the Chairperson to act, it shall be the duty of the Vice Chairperson to perform all the duties of the Chairperson.

### **Term of Office**

Both the Chairperson and the Vice Chairperson shall serve one (1) year terms and may not succeed themselves in those offices more than once. The term of office shall run from October 1<sup>st</sup> of the year of the election through September 30<sup>th</sup> of the following year.

### **Time of Election**

The officer election will be held at the Annual Meeting every year.

### **Special Elections**

In the event that the Chairperson is unable to serve, the Vice Chairperson shall assume the office of Chairperson and call a special election at the next regular, special, or Annual Meeting to fill the office of Vice Chairperson for the remaining portion of the term. Should the Vice Chairperson be unable to serve, the Chairperson shall call a special election at the next regular, special or Annual Meeting to fill the office of Vice Chairperson for the remaining portion of the term. If both the Chairperson and Vice Chairperson are unable to serve, the MPO Director or his/her designee shall call a special election at the next regular, special or Annual Meeting to fill these vacancies for the remaining portion of the term.

## ARTICLE III

### Amendments

These bylaws may be amended by a two-thirds affirmative vote of the membership present and voting at any regular, special or Annual Meeting of the members, provided that official notice of the proposed amendment is included in the agenda packets in advance of the scheduled meeting and a quorum is established.

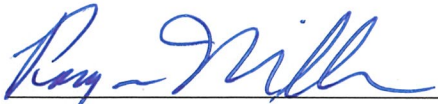
### Required Review

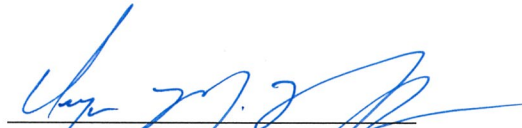
These bylaws shall be reviewed every 5 years, within 6 months of the release of relevant census data, and membership evaluated to ensure it is representative of the MPO Planning Region. Between Decennial Census count, data retrieved from the American Community Survey will be used.

These bylaws shall be reviewed following any expansion of the MPO boundary to ensure adequate representation.

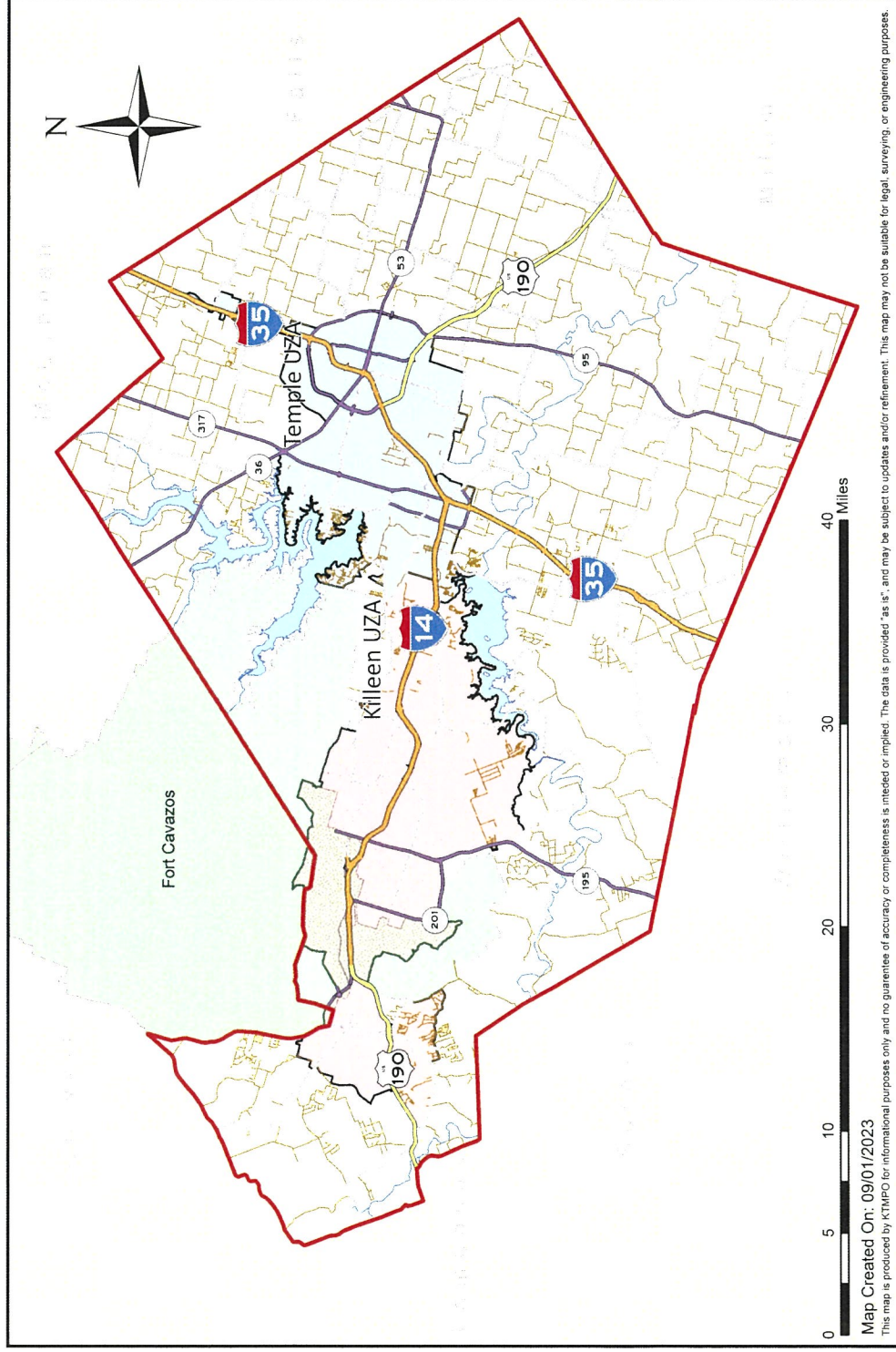
### APPROVED

These bylaws were approved by a two-thirds affirmative vote of the voting members of the Transportation Planning Policy Board with a quorum present on October 25, 2023.

  
Roger Miller, Coryell County Judge  
**Chairperson**

  
Uryan Nelson  
**KTMO Director**

# APPENDIX A KTMPO Metropolitan Planning Area



Map Created On: 09/01/2023  
 This map is produced by KTMPO for informational purposes only and no guarantee of accuracy or completeness is intended or implied. The data is provided "as is," and may be subject to updates and/or refinement. This map may not be suitable for legal, surveying, or engineering purposes.

**Legend**

|  |                         |  |                     |
|--|-------------------------|--|---------------------|
|  | KTMPO Planning Boundary |  | US Highway          |
|  | Fort Cavazos            |  | State Highways      |
|  | Temple Urbanized Areas  |  | Farm-to-Market Road |
|  | Killeen Urbanized Area  |  | County Roads        |
|  | Interstate Highways     |  |                     |

