



**TRI-LAKES  
METROPOLITAN PLANNING  
ORGANIZATION**

(Formerly Hot Springs Area Metropolitan Planning  
Organization)

**BYLAWS &  
OPERATING PROCEDURES**

**Adopted February 24, 2003**

Modified: May 21, 2026

City of Hot Springs, Arkansas  
City of Mountain Pine, Arkansas  
Town of Fountain Lake  
Hot Springs Village, Arkansas  
Garland County, Arkansas  
Hot Spring County, Arkansas  
Hot Springs Metro Partnership  
Arkansas Department of Transportation

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# Tri-Lakes MPO Articles of Organization

**WHEREAS**, the “Scope of the Metropolitan Transportation Planning Process” requires that Metropolitan Planning Organizations (MPO’s), in cooperation with the State, and public transportation operators shall develop transportation plans and programs for metropolitan areas; and

**WHEREAS**, in the Hot Springs Urbanized Area (UZA), the transportation study process has been established by an AGREEMENT OF UNDERSTANDING dated February 24, 2003, between local governments and the State of Arkansas for the purpose of developing a suitable transportation planning process; and

**WHEREAS**, the main function of this Policy Board shall be to establish policies and procedures to perform the 3-C (continuing, comprehensive, and cooperative) multi-modal, performance-based planning process, as authorized in 23 CFR 450.306 “Scope of the Metropolitan Transportation Planning Process”, which makes the Tri-Lakes Metropolitan Planning Area eligible to receive Federal and State funding; and

**WHEREAS**, participation by local elected officials, officials of public agencies that administer or operate modes of transportation in the metropolitan area, including representation by providers of public transportation; appropriate state officials; members of the public; and other interested parties are required in order for the MPO to fulfill its responsibilities for transportation planning and programming; and

**NOW, THEREFORE**, the members of the Policy Board do hereby agree and so hereby associate themselves together for the purpose aforesaid, and in consideration of the mutual promises hereby made, do agree as follows:

## Article I. Organization and Management

### I-1 Organization Name

The name of this organization shall be the Tri-Lakes Metropolitan Planning Organization (TLMPO).

### I-2 Location of the TLMPO

The principal offices of the TLMPO shall be the same as the principal offices of the West Central Arkansas Planning and Development District, Inc. (WCAPDD). The registered agent shall be the Executive Director of the WCAPDD or his or her successor.

### **I-3 Organizational Structure**

The TLMPO shall be comprised of a Policy Board, which shall be assisted in the accomplishment of its duties and responsibilities by a Technical Advisory Committee, MPO Coordinator (formerly the “Study Director”), and any staff, and other study groups and committees as may be appointed by the Policy Board.

The Policy Board is the governing body of the TLMPO and is responsible for providing policy guidance for the Hot Springs Area Transportation Study (HSATS). The Technical Advisory Committee is responsible for providing technical support to the Policy Board and for the HSATS. The Policy Board may create other study groups, committees, and subcommittees as may be necessary or desirable to ensure adequate proactive participation in the transportation planning process, including participation by the general public and various interest groups. The MPO Coordinator and staff shall be responsible for overall management and administration of TLMPO affairs as outlined hereinafter. As used throughout these bylaws, the term “MPO Coordinator” shall be the person employed by the WCAPDD, subject to the consultation of the Policy Board as the MPO Coordinator or such other person as may be designated by the Policy Board to serve in the capacity of MPO Coordinator.

### **I-4 Management**

Overall management of the TLMPO shall be under the general direction of the WCAPDD Executive Director, and the day-to-day work shall be done by the MPO Coordinator. The WCAPDD Executive Director shall have the authority to hire, supervise, and determine the compensation of employees. All employment/tax/reports are filed under TIN 71-0398872. The WCAPDD Executive Director will consult with the designated Policy Board representative during the MPO Coordinator hiring process. The WCAPDD Executive Director shall have the authority to discipline or terminate employees in accordance with applicable law and the WCAPDD’s personnel policies. All employees serve at the will of the WCAPDD, and their employment may be terminated at any time, with or without cause, subject to applicable law.

Provided, however, that the Policy Board may, by resolution thereof, contract with a third party or designate a lead agency from among its membership to conduct business on behalf of the organization and thereby serve in the capacity of the MPO Coordinator. Management of the organization shall include, but not be limited to, proper accounting of all funds received and expended in accordance with Generally Accepted Accounting Principles (GAAP) governed by the Governmental Accounting Standard Board (GASB) and such general administrative functions as may be required by the Policy Board, Technical Advisory Committee, Arkansas Department of Transportation, or the U.S. Department of Transportation.

## **I-5 Financial Provisions**

The TLMPO shall share a common integrated financial system with WCAPDD.

1. All financial data shall be audited jointly, and an audit report shall be issued each year containing the composite information.
2. The annual information return IRS Form 990 shall include all of the financials, as audited.

### Authority To Receive Grants

WCAPDD, on behalf of TLMPO, may accept, receive, and expend funds and utilize services from the Federal Government or its agencies, from departments, agencies, and instrumentalities of state or local government or from civic sources, trusts, foundations or similar organizations and contract with respect thereto, and provide such information and reports as may be necessary to secure such financial assistance. The MPO Coordinator shall maintain records of all such applications and expenditures.

### Expenditures and Disbursements

The WCAPDD Finance Manager or such person authorized to sign checks for the WCAPDD (as fiscal agent of the TLMPO) shall sign all checks or demands for money and notes of the TLMPO.

## **Article II Policy Board Bylaws and Operational Procedures**

### **II-1 Membership**

The Policy Board shall be composed of representatives from the participating governmental jurisdictions and organizations as enumerated hereinafter.

#### **II-1.1 Voting members**

The following persons or their proxies or designees shall serve as voting members of the Policy Board and as the official governing body:

- Arkansas Department of Transportation (2) - Two positions named by the District 6 Engineer and the Local Programs Division Engineer.

- Garland County (2) - Two positions, including the County Judge and a Quorum Court member selected by the Quorum Court. These officials represent Garland County in general and towns or cities within the study area with a population of less than 1,000, unless the town or city requests in writing to be a voting member of the Policy Board. The County will not be afforded additional votes for this representation. If the County Judge serves as representative, those cities or towns are removed from the enumerated members of the Policy Board for purposes of a quorum.
- City of Hot Springs (2) -Two positions, including the Mayor and a Board member appointed by the Board of Directors. These officials shall represent the City in general plus Hot Springs Intracity Transit (IT) and the Hot Springs Memorial Airport. (IT and the Memorial Airport are departments of the City of Hot Springs.)
- Hot Spring County (1) - One position to be the County Judge.
- Hot Springs Village Property Owners Association (1) - One elected member of the POA Board to be appointed by the POA Board.
- City of Mountain Pine (1) - One position to be the Mayor (optional, County Judge will represent unless the town requests membership).
- Town of Fountain Lake (1) - One position to be the Mayor (optional, County Judge will represent unless the town requests membership).
- Hot Springs Metro Partnership (1) - One position to be the Transportation Committee chairperson or his/her designee.

## **II-1.2 Ex-Officio Members (Non-Voting)**

The following persons shall serve as ex-officio members of the Policy Board and as such shall be entitled to participate in the discussion of business before the Policy Board but may not vote.

- City of Hot Springs City Manager;
- Superintendent of Hot Springs National Park;
- Greater Hot Springs Chamber of Commerce President;
- HSV Member of the Governmental Affairs Committee appointed by the Chairman of the Committee;

- City of Hot Springs Planning Commission Chairperson;
- All State legislators or United States Congressmen whose districts include the study area and who desire to serve in an ex-officio capacity;
- Executive Director of WCAPDD; and
- U.S. Department of Transportation Representatives

### **II-1.3 Additional Members**

Following each decennial census, the Mayor from each new city of the first or second class with a population of 1,000 or more within the TLMPO planning area will be added to the Policy Board. The mayor from each new city with a population of less than 1,000 will be added upon written request to the MPO Coordinator by the city. If the new city has a population of less than 1,000, and no request is received, the County Judge will represent the city.

### **II-1.4 Appointment of A Designee**

If a Policy Board member chooses to appoint a designee, by written request to the MPO Coordinator, that designee will become the voting member of the Policy Board and be afforded the full responsibilities and privileges of membership on the Policy Board.

## **II-2 Policy Board Responsibilities**

The Policy Board is the governing body for the TLMPO, and it is responsible for providing policy guidance for the Hot Springs Area Transportation Study (HSATS) as required by the Code of Federal Regulations, Title 23, Part 450, Subpart C, Metropolitan Transportation Planning and Programming. In this regard, the Policy Board shall have the following responsibilities:

- Provide policy for the MPO and the transportation planning process;
- Ensure that existing and future expenditures for transportation projects and programs are based on a comprehensive, cooperative, and continuing (3C) planning process;
- Review and approve changes to the Bylaws;

- Review and adopt changes in the continuing planning process at appropriate intervals, and review and adopt the Metropolitan Transportation Plan (MTP) as needed;
- Review and approve the Unified Planning Work Program (UPWP) and its revisions;
- Review and adopt the Transportation Improvement Program (TIP) and its revisions, including project priorities and any changes in the priority schedule;
- Periodically review the Metropolitan Planning Area boundary, in coordination with the State, and public transportation operators, in accordance with Federal regulations;
- Review the Annual Performance and Expenditure Report of the past year's activities;
- Review and adopt changes to the Public Participation Plan as needed;
- Before July 1 each year, review and adopt an annual operating budget including the provision of membership dues;
- Adopt such policies and procedures as necessary to provide for the proper management and administration of the TLMPO;
- Consider the recommendations from the Technical Advisory Committee, including those relative to certification and re-certification action for the study;
- Meet at intervals necessary to perform its function and provide for public input to planning activities to comply with 23 CFR 450 and in compliance with the MPO's adopted Public Participation Plan;
- Serve as liaison representatives between various agencies in the study area to obtain optimum cooperation of all governmental agencies in implementing the various elements of the multimodal transportation planning process;
- Designate a Technical Advisory Committee or task forces necessary to carry out the planning process; and
- Provide for the proper management and administration of the TLMPO affairs.

## **II-3 Policy Board Meetings**

### **II-3.1 Frequency of Meetings**

The Policy Board shall meet at least semiannually or as often as needed to facilitate the implementation of the metropolitan transportation planning process.

### **II-3.2 Methods of Calling Meetings**

Meetings of the Policy Board may be called in any of the following ways:

- The Chairperson may call a meeting;
- A majority of the voting members as a group may call a meeting by written request to the Chairperson, or
- MPO Coordinator may call a meeting.

The MPO Coordinator, or a person serving in the capacity of the MPO Coordinator, shall be notified of all meetings in a timely manner.

### **II-3.3 Meeting Notices**

The MPO Coordinator shall be responsible for notification of meetings in accordance with the Arkansas Freedom of Information Act (FOIA).

### **II-3.4 Quorum**

Fifty-one percent (51%) of the voting members of the Policy Board, including at least three (3) elected officials, shall constitute a quorum of the Policy Board. Should a quorum not be present in person or by phone via a conference call or electronically via Skype, Zoom, Teams, or other visual real-time medium for any duly called meeting, the Policy Board may hear reports and discuss agenda items but may not vote or otherwise approve, deny or modify any agenda items.

### **II-3.5 Attendance**

Membership on the Policy Board is based on public trust by virtue of the office or position held by individual members. As a result, voting members owe a duty to the citizens they represent and serve to attend a minimum of one-half (50%) of all duly

called Policy Board meetings within each calendar year. If a member fails to attend the minimum number of meetings, the MPO Coordinator shall notify the Chairperson. The Chairperson shall take whatever action is deemed appropriate (e.g., phone call, memorandum, request appointment of designee, etc.). Should the Chairperson be deficient in attendance, the Vice-Chairperson shall act as the Chairperson for purposes of attendance requirement enforcement.

### **II-3.6 Proxies**

In the case of an absence, an alternate may represent an official member of the Policy Board and shall have one (1) vote. The form of such proxy shall be submitted by the Policy Board member to the MPO Coordinator electronically via email. The proxy holder shall be counted in the quorum. A Policy Board member may serve as proxy for one other Policy Board member. The proxy shall stand as a voting member for the purpose of establishing a quorum. No MPO staff member may serve as a proxy for a Policy Board member.

#### **II-3.7.1 Voting**

The following guidelines shall govern voting by the Policy Board:

Each voting Policy Board member, proxy, or designee shall have one (1) vote.

- A majority vote of the quorum, at a duly called meeting, shall be sufficient to authorize an action to be taken on behalf of the Policy Board unless a greater number is required by these bylaws;
- Each member may designate a representative to serve at Policy Board meetings in the member's absence. Designees will have the voting rights and privileges of membership when serving in the absence of a Policy Board member. Written notice designating the representative must be presented to the MPO Coordinator electronically via email, prior to the first meeting at which the designee will serve;
- Voting on all issues shall be open and announced either by roll call of the members or by voice vote;
- Each member shall either vote aye, nay, or abstain;
- No MPO staff member may serve as proxy or designee for a Policy Board member; and

- If attending remotely, the public must be able to hear the member, understand that it is a vote by that member, and know the member's identity when that member is voting.

### **II-3.7.2 Remote Participation in Meetings Permitted**

One or more members of the Policy Board, or any committee designated by the Policy Board, may participate in a meeting of such Policy Board or committee by means of conference telephone, video conference, video broadcast, or similar communications equipment by means of which all persons participating in the meeting can simultaneously hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting. If a member or their proxy is attending remotely, they must verify their identity. Such presence shall count towards the establishment of a quorum. If a member of a governing body attends a public meeting remotely, the remote portion of the public meeting that is recorded shall be recorded in the format in which it is conducted. If remote means are used at the meeting, the Policy Board shall ensure that Arkansas residents have reasonable access to attend the meeting, including through remote means.

### **II-3.8 Executive Sessions**

The Policy Board may hold executive sessions for the purposes as permitted under the Arkansas Freedom of Information Act (FOIA) and for no other purposes, these include (1) considering the employment, appointment, promotion, demotion, disciplining, or resignation of a public officer or employee and (2) discussing how the TLMPO will respond to a cybersecurity attack or breach. Executive sessions shall not be opened to the public. Any action taken as a result of an executive session shall be ratified in an open public session.

### **II-3.9 Meeting Facilities**

The MPO Coordinator shall be responsible for securing a meeting place. The Policy Board's meeting place shall be accessible to the general public including persons with disabilities.

### **II-3.10 Meeting Minutes**

The MPO Coordinator shall cause to be produced minutes of all Policy Board meetings.

## **II-4 Officers**

Officers of the Policy Board shall include a Chairperson and Vice-Chairperson. Officers shall be voting members of the Policy Board. The Chairperson and Vice-Chairperson will be from different jurisdictions.

## **II-5 Officer Duties**

### **II-5.1 Chairperson**

The Chairperson of the Policy Board shall have the following duties and responsibilities:

- Preside at all meetings of the Policy Board;
- Be an ex-officio member of any subcommittees formed within the Policy Board;
- Vote on all matters before the Policy Board and vote last in the order of voting;
- Authenticate, by signature, all minutes of Policy Board meetings and resolutions, Bylaws or actions approved by the Policy Board; and
- Notify members when not in conformance with minimum attendance standards and take appropriate action.

### **II-5.2 Vice-Chairperson**

The Vice-Chairperson of the Policy Board shall have the following duties and responsibilities:

- Perform all duties of the Chairperson in the absence of, or in case of the inability of the Chairperson to act; and
- Notify the Chairperson should the Chairperson not be in conformance with minimum attendance standards, and take appropriate action.

### **II-5.3 Presiding officer**

In the event the Chairperson and Vice-Chairperson are both absent from a meeting with a quorum present, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting or until the Chairperson or Vice-

Chairperson arrives. The Chairperson or Vice-Chairperson shall sign all actions taken in their absence at their earliest convenience.

## **II-6 Officer Elections**

The Policy Board shall elect a Chairperson and Vice-Chairperson from among its voting members. The Officers shall be chosen by a majority of the voting members present at any meeting in odd-numbered years.

### **II-6.1 Term of Office**

Officers shall serve two (2) year terms. Officers shall continue in office until such time as new officers are duly elected and seated. An officer may serve no more than two (2) consecutive terms in any one office. A Policy Board member may not continue to serve on the Policy Board if that officer becomes ineligible for membership on the Policy Board by virtue of the expiration of their term of office as an elected official.

### **II-6.2 Time of Election**

Officer elections will be held at any meeting in odd numbered years and shall take office on January 1st of even numbered years. Officers shall be elected and shall serve until December 31st of the next odd-numbered year.

### **II-6.3 Special Elections**

In the event that the Chairperson is unable to serve, or otherwise becomes ineligible to hold office, the Vice-Chairperson shall assume the office of the Chairperson and call a special election at the next regular Policy Board meeting to fill the office of Vice-Chairperson for the remaining portion of the two (2) year term. Should the Vice-Chairperson be unable to serve, or otherwise becomes ineligible to hold office, the Chairperson shall call a special election at the next meeting to fill the office of Vice Chairperson for the remaining portion of the two (2) year term. If both the Chairperson and the Vice-Chairperson are unable to serve, or otherwise become ineligible to hold office, the MPO Coordinator , or person acting in the capacity of the MPO Coordinator , shall call a special election at the next duly called meeting to fill these vacancies for the remaining portion of the two (2) year terms.

## **II-7 Other Study Groups, Committees, and Subcommittees**

The Policy Board shall establish other study groups, committees and/or sub-committees of the Policy Board as may be necessary or desired for special purposes or to ensure adequate pro-active public participation in the transportation planning process. When such study groups or committees are formed, the Policy Board shall provide guidance as to the membership, purpose and duration of said study groups or committees and provide for the manner of appointment of members thereof. Sub-committees of the Policy Board shall be appointed by the Chairperson. The MPO Coordinator may recommend to the Policy Board the establishment of sub-committees, their composition, and purpose.

## **II-8 Membership Dues**

The Policy Board shall, by resolution, establish a dues structure and methodology payable by the Policy Board voting member organizations. The dues, together with all other revenue sources, shall be such amount as necessary to provide for the financial needs of the TLMPO as represented by the duly adopted annual budget. The dues methodology may be revised by a two-thirds affirmative vote of the Policy Board membership present and voting at any regular, special or annual meeting of the members.

## **II-9 Fiscal Year**

The fiscal year for the Policy Board and TLMPO shall be from July 1 through June 30 of the following year.

# **Article III. Technical Advisory Committee**

## **III-1 Membership**

The Technical Advisory Committee (TAC) shall provide planning assistance and technical advice to the Policy Board. This group should consist of members involved in activities related to multimodal transportation planning in their respective organizations. Participation by local elected officials, technical staff and members of the public, and other interested parties is required in order for the TLMPO to fulfill its responsibilities for transportation planning and programming. The membership will be as follows:

### **III-1.1 Voting Members**

The following persons shall serve as voting members of the Technical Advisory Committee:

City of Hot Springs (3)

Three staff members or citizens appointed by the City Manager

Arkansas Department of Transportation (2)

Two positions named by the District 6 Engineer and the Local Programs Division Engineer

Garland County (2)

Two staff members or citizens appointed by the County Judge

Hot Spring County (1)

One staff member or citizen appointed by the County Judge

City of Mountain Pine (1) (unless represented by the County)

One staff member or citizen to be appointed by the Mayor

Town of Fountain Lake (1) (unless represented by the County)

One staff member or citizen to be appointed by the Mayor

Hot Springs Village (1)

One staff member or citizen appointed by the POA Board

Hot Springs Metro Partnership (1) Committee designee

Chamber of Commerce (1)

Railroad Representative (1)

General Manager or his/her designee

Hot Springs Transit Director (1)

Hot Springs Airport Director (1)

### **III-1.2 Ex-Officio Members (Non-Voting)**

The following persons shall serve as ex-officio members of the Technical Advisory Committee and as such shall be entitled to participate in discussion of business before the Committee but may not vote.

Federal Highway Administration (1): One staff member to be appointed by FHWA.

Federal Transit Administration (1): One staff member to be appointed by FTA.

National Park Service of Hot Springs (1): Superintendent or his/her designee.

Study Group Chairpersons: The Chairperson of any special study groups shall serve on the Technical Advisory Committee in an ex-officio capacity.

### **III-1.3 Additional Members**

Following each decennial census, a representative from each new city of the first or second class with a population of 1,000 or more within the TLMPO planning area will be added to the Technical Advisory Committee. If the new city has a population of less than 1,000, and no request for representation on the Technical Advisory Committee is received, the County representatives will represent the city.

### **III-2 Committee Responsibilities**

The Technical Advisory Committee shall have the following responsibilities:

- Provide technical assistance to the MPO Coordinator in developing, reviewing, and updating metropolitan transportation planning documents, and recommending their adoption to the Policy Board.
- Advise the Policy Board on technical and policy matters with accompanying recommendations and supporting rationale.
- Assist the MPO coordinator in conducting a complete review and, if necessary, revision of all elements of the MTP per federal regulations.
- Review studies related to transportation within the study area and make recommendations to the Policy Board and other agencies.
- Meet at intervals necessary to perform its functions.
- Review the limits of the Study Area and make recommendations to the Policy Board for adoption of revisions as necessary, per federal regulations.

## **III-3 Committee Meetings**

### **III-3.1 Frequency of Meetings**

- The Technical Advisory Committee shall meet at least semiannually or as often as needed to facilitate the implementation of the metropolitan planning process.
- Meetings may be called by either the MPO Coordinator, or person acting in the capacity of MPO Coordinator, or any five members as a group may call a meeting by a written request to the MPO Coordinator.
- Technical Advisory Committee meetings shall be coordinated with Policy Board meetings in such a manner as to provide timely preparation of agenda items for the Policy Board.

### **III-3.2 Responsibility of Meeting Agenda and Notices**

The MPO Coordinator shall be responsible for establishing the meeting agenda, setting the date and time for the meetings and arranging for a meeting location. The MPO Coordinator shall be responsible for notifying every member of the Technical Advisory Committee of the date, time, place and agenda items of the meeting no later than one (1) week prior to any scheduled meeting. Members desiring items to be included on a meeting agenda shall notify the MPO Coordinator no later than ten (10) days prior to the next scheduled meeting. The MPO Coordinator shall provide adequate public notice in advance of each meeting.

### **III-3.3 Meeting Facilities**

It will be the responsibility of the MPO Coordinator to arrange a meeting place. All Technical Advisory Committee meetings shall be held in public facilities open to and accessible by the general public, including persons with disabilities.

### **III-3.4 Quorum**

Fifty-one percent (51%) of the voting members of the Technical Advisory Committee shall constitute a quorum of the Committee for the conduct of business. Provided, however, that the quorum must include representation from not less than four (4) different jurisdictions or organizations. Should a quorum not be present for any duly called meeting, the Committee may hear reports and discuss agenda items but may not vote or otherwise approve, deny or modify any agenda items.

## **III-4 Voting, Officers, and Terms of Office**

### **III-4.1.1 Voting**

The following guidelines shall govern voting by the Technical Advisory Committee:

- Each voting member shall have one (1) vote. Ex officio members shall not have a vote;
- A majority vote of the quorum at any duly called Technical Advisory Committee meeting shall be sufficient to authorize any action to be taken on behalf of the committee;
- Voting on all issues shall be by voice vote or a show of hands;
- Results of voting shall be reported as totals only, to include total votes for, against and abstaining;
- Each member may designate a proxy to serve at any Technical Advisory Committee meeting in the member's absence. Proxies will have the voting rights and privileges of membership when serving in the absence of a Technical Advisory Committee member. Written notice designating the proxy must be presented to the MPO Coordinator prior to the Technical Advisory Committee meeting; and
- No MPO staff member may serve as proxy for any Technical Advisory Committee member.

### **III-4.1.2 Remote Participation in Meetings Permitted**

Members of the Technical Advisory Committee, or any committee designated by the Committee, may participate in a meeting of such Committee or designated committee by means of conference telephone, video conference, video broadcast, or similar communications equipment by means of which all persons participating in the meeting can simultaneously hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting. If a member or their proxy is attending remotely, they must verify their identity. Such presence shall count towards the establishment of a quorum. If a member attends a public meeting remotely, the remote portion of the public meeting that is recorded shall be recorded in the format in which it is conducted. If remote means are used at the meeting, the Technical Advisory Committee shall ensure that Arkansas residents have reasonable access to attend the meeting, including through remote means.

### **III-4.2 Officers**

No officers shall be elected from the membership of this committee. The MPO Coordinator or his/her designee shall serve as the Chairperson of the Technical Advisory Committee, and shall perform the necessary administration duties, including preparation of committee minutes and correspondence of committee actions to the Policy Board.

### **III-4.3 Terms of office**

All members of the Technical Advisory Committee shall serve at the pleasure of the official authorized to appoint them.

### **III-4.4 Attendance**

Membership on the Technical Advisory Committee and active participation in committee work are vital to the accomplishment of TLMPO objectives. In this regard, it is important that members attend as many meetings as possible; hence, members must attend a minimum of one-half (50%) of all duly called committee meetings within each calendar year. If a member fails to attend the minimum number of meetings, the MPO Coordinator shall notify the official responsible for appointing the member and request a replacement or renewed commitment to attendance.

### **III-4.5 Duties of the Chairperson**

- The Chairperson shall preside at all meetings of the Technical Advisory Committee but shall not be entitled to vote.
- The Chairperson shall represent the Technical Advisory Committee at hearings, conferences, and other events as required or designate another Technical Advisory Committee member or MPO Coordinator to represent the Chairperson.

## **Article IV. MPO Coordinator and Staff**

The MPO Coordinator shall:

- Implement recommendations from the Policy Board and provide appropriate reports regarding TLMPO activity;

- Coordinate the duties of all TLMPO staff as identified in the UPWP. Maintain the necessary staff to continually execute the transportation planning process;
- Assure compliance with the Federal and State Transportation Planning Regulations by providing reports and certifications to the sponsoring organizations;
- Develop and revise, with cooperation of ARDOT and other participants in MPO activities, the MTP, UPWP, TIP and other reports or documents as required by state or Federal law for the Hot Springs Metropolitan Area and obtain their approval;
- Provide information necessary to prepare expenditure claims for submission to ARDOT for reimbursement of expenditures;
- Prepare an Annual Performance and Expenditure Report on behalf of the Policy Board;
- Assist in the preparation of applications for Statewide Transportation Enhancement Programs, Recreational Trails Grants, and other appropriate programs;
- Provide support for the Policy Board and the Technical Advisory Committee;
- Attests by signature all resolutions, by-laws amendments, minutes or actions approved by the Policy Board and minutes or other actions by the Technical Advisory Committee;
- Monitor Technical Advisory Committee members' participation in meetings, workshops, etc., to ensure adequate involvement in committee activities;
- Serve as or designate a Chairperson of the Technical Advisory Committee;
- Prepare and present to the Policy Board the TLMPO Annual Operating Budget in conjunction with the WCAPDD Finance Manager;
- Identify and prioritize transportation needs for the study area;
- Publish the Annual Listing of Obligated Projects; and
- Ensure that all program documents and publications are available on the MPO website.

## **Article V. Bylaws Revision**

These Bylaws may be amended by a two-thirds affirmative vote of the Policy Board membership present and voting at any regular or special meeting of the members, provided that official notice of the proposed amendment is included in the notice of the meeting.

### **Revised:**

2008, July 17

2013, July 11

2017, August 24

2017, October 26

2018, July 20

2019, May 23

2020, May 21

2026, May 21

## **Bylaws Modifications**

Approved July 20, 2018.

### **II-3 POLICY BOARD MEETINGS**

#### **II-3.1 Frequency of meetings**

Previous language, Bylaws: The Policy Board shall meet as necessary to perform its functions, no less than quarterly. A meeting shall be held in the month of May for the adoption of the annual budget as presented in the UPWP for the next operating year. A meeting shall also be held in August for presentation of the Annual Performance & Expenditure Report (APER).

New language, Bylaws: The Policy Board shall meet at least semi-annually or as often as needed to facilitate the implementation of the metropolitan transportation planning process.

Previous language, Bylaws: Technical Advisory Committee meetings shall be held as necessary in order for the committee to perform its functions, at least quarterly.

New language, Bylaws: The Technical Advisory Committee shall meet at least semi-annually or as often as needed to facilitate the implementation of the metropolitan transportation planning process.

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Approved May 23, 2019.

II-6 Officer Elections: The Policy Board shall elect a Chairperson and Vice-Chairperson from among its voting members. The Officers shall be chosen by a majority of the voting members present at any meeting at any meeting in odd numbered years.

II-6.2 Time of election: Officer elections will be held at any meeting in odd numbered years and shall take office on January 1st of even numbered years. Officers shall be elected and shall serve until December 31st of the next odd numbered year.

III-1.1 Voting Members: Replace “Genesee & Wyoming Railroad” with “Railroad Representative.”

III-1.1 Voting Members: Remove National Park Service as a TAC voting member, per Laura Miller’s (Superintendent) request.

III-1.2 Ex-Officio members (non-voting): Add National Park Service of Hot Springs Superintendent or his/her designee as an ex-officio non-voting member.

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Approved May 21, 2020.

## ARTICLE II. POLICY BOARD BYLAWS AND OPERATIONAL PROCEDURES

### II-1.1 Voting members.

- Hot Springs Metro Partnership (1) - One position to be the Metro Partnership chairperson or his/her designee.

## ARTICLE III. TECHNICAL ADVISORY COMMITTEE

### III-1.1 Voting members.

- Hot Springs Metro Partnership (1) - One position to be the Metro Partnership chairperson or his/her designee.
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## **Tri-Lakes Metropolitan Planning Organization**

### **Bylaws and Agreement of Understanding Revision (May 21, 2026)**

#### **Executive Summary**

#### **Updates to the Bylaws**

- Revising the name of the Study Director to Metropolitan Planning Organization Coordinator (“MPO Coordinator”). *See* I-3.
- Revising the MPO Coordinator’s management structure West Central Arkansas Planning and Development District (WCAPDD) so that MPO Coordinator is an employee of WCAPDD. *See* I-3 and I-4.
  - This includes the day-to-day general direction; authority to hire, supervise, and determine compensation; and discipline or terminate.
  - The WCAPDD executive Director will consult a Policy Board representative during the hiring process.
  - Clarify the role of the MPO Coordinator by allowing them to call a meeting of the Policy Board. *See* II-3.2.
- Revised financial information to align with the Agreement of Understanding, such as a correct tax identification number. *See* I-4.

- Update the Freedom of Information Act language to include specifics about it, remote voting, executive sessions, and record keeping at meetings. See II-3.3, II-3.7.2, II-3.8.
- Provide clarity enhancements throughout the document from consistently using TLMPO, aligning the numbering, renaming the Technical Committee to the Technical Advisory Committee, replacing ARDOT's Transportation Planning & Policy Division Engineer with Local Programs Division Engineer, and other similar edits.

### **Updates to the TLMPO Agreement of Understanding**

- The WCAPDD will hire, supervise, discipline, terminate, and manage the MPO Coordinator.
- Correct updated names such as Arkansas Department of Transportation from Arkansas State Highway and Transportation Department and others.

## Resolution 2026 - 03

### Bylaws Revision - Administrative Modifications

WHEREAS, the Tri-Lakes Metropolitan Planning Organization (TLMPO) is the designated Metropolitan Planning Organization (MPO) for the Hot Springs Area Transportation Study (HSATS); and

WHEREAS, the Policy Board is the TLMPO's decision-making body, which is governed by the MPO Bylaws; and

WHEREAS, the current bylaws need changes to comply with Arkansas' Freedom of Information Act (FOIA) and its changes. They also need changes to reflect the employee status of the Study Director, and a title change to MPO Coordinator. There are other grammatical changes such as aligning names with the TLMPO Agreement of Understanding; and

WHEREAS, the TLMPO staff recommends that the bylaws should be modified to conform with Arkansas' Freedom of Information Act; and

WHEREAS, the TLMPO staff recommends that the bylaws should be modified to change the Study Director title to MPO Coordinator and to reflect that they are employed by the West Central Arkansas Planning and Development District (WCAPDD); and

WHEREAS, the TLMPO staff proposes modifying the bylaws to correct grammatical changes and align with the TLMPO Agreement of Understanding; and

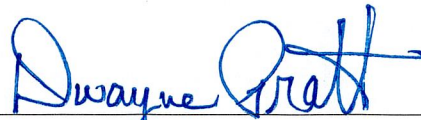
NOW THEREFORE, BE IT RESOLVED THAT, on this 21<sup>st</sup> day of May 2026, the Policy Board of the TLMPO hereby approves the above-mentioned bylaws modifications as reflected on the attached redlined and clean versions of the bylaws.

Approve:



Mr. Mike Lipton  
TLMPO Policy Board Chairman

Attest:



Mr. Dwayne Pratt  
WCAPDD Executive Director

Date:

5-21-26

Date:

5/21/2026