

 MONROE COUNTY	BY-LAWS AND RULES OF PROCEDURE OF THE MONROE COUNTY FEDERAL AID COMMITTEE		
	Originated	Amendment Number	Effective
	05/15/2013	2	01/13/2023

ARTICLE 1: Creation and Purpose

1. The Monroe County Federal Aid Committee (FAC) is created and given its authority by a Memorandum of Understanding (MOU) between the Southeast Michigan Council of Governments (SEMCOG), the Monroe County Road Commission, and the Monroe County Planning Department in order to implement the urban transportation planning process in Southeast Michigan.

ARTICLE 2: Membership

1. Voting membership shall not be in conflict with any provisions set forth in the MOU.
2. The voting membership (total of nine) shall include one representative from each of the following entities:
 - a) Monroe County Road Commission
 - b) Monroe County Community Planning & Engagement Department
 - c) City of Monroe
 - d) Bedford Township
 - e) Frenchtown Charter Township
 - f) Lake Erie Transportation Commission
 - g) Michigan Department of Transportation
 - h) One representative of the remaining townships
 - i) Monroe County Bicycle and Pedestrian Advisory Panel

The representative from a) will be as specified in the MOU and shall be the FAC Chairman. The representatives from b), c), d), e), and f) shall be selected by their respective governing bodies, as appropriate, and the representative from g) shall be selected as determined by the appropriate MDOT supervisory personnel. The “at-large” township representative in h) shall be selected by the Chairman of the Monroe County Townships Association or their designee and shall not be a representative of either township already represented with a permanent seat on the FAC. The representative from i) shall be the Chairperson of the Panel.

3. Voting members will have the option to designate one or more alternates from the same entity, who shall be vested with the same voting power.
4. Representatives from SEMCOG and the Federal Highway Administration shall serve at their pleasure as “ad hoc” representatives and shall be provided with meeting notification and agenda similar to voting members.

ARTICLE 3: Officers

1. In accordance with the MOU, the County Highway Engineer or his / her designee shall chair the FAC.
2. The representative from the Monroe County Community Planning & Engagement Department (or another designated non-voting representative from the County of Monroe) shall serve as the Recording Secretary, who shall be responsible for preparing minutes from each FAC, subcommittee, and task force meeting, and shall assist the Chair with other documentation as delegated.
3. At the option of the FAC, a Vice Chairman may be appointed, with term of indefinite duration. The Vice Chairman shall perform other duties as may be assigned by the Chair.

ARTICLE 4: Subcommittees and Task Forces

1. Subcommittees and task forces may be established by the FAC when found to be necessary and appropriate. If any subcommittee is established, by-laws must be prepared and approved by the FAC prior to formation, and said entity must be formally dissolved by the FAC. By-laws shall establish the purpose, membership makeup, and other items germane to their purpose.
2. Task forces established for a certain purpose shall automatically sunset when a final report has been delivered to the full FAC.
3. Membership in any subcommittee or task force shall not be strictly limited to FAC members and alternates, but may include any duly appointed representative of a local, state, or Federal governmental unit or transportation agency.

ARTICLE 5: Rules of Conduct

1. FAC meetings and those of any subcommittee or task forces, shall be conducted in accordance with Roberts' Rules of Order, unless otherwise modified by these By-laws.
2. Meetings may be called by the Chair or any 2 members following notification to the Chair or Recording Secretary.
3. Either MDOT or SEMCOG may also call meetings individually as needed to meet agency deadlines or for other emergency purposes.
4. Advance notice of all FAC meetings shall be in accordance with Federal and state law, and SEMCOG guidelines.

ARTICLE 6: Quorum

1. A quorum for business shall consist of a minimum of five voting (5) members.
2. A simple majority of members present shall constitute approval of any item, other than revisions to the by-laws.
3. Properly scheduled meetings of the FAC may be convened with less than five (5) members for informational purposes, such as for technical updates or presentations, but no official business may be conducted. If such meetings are convened, minutes shall be prepared indicating which members were present and a general overview of topics discussed.
4. Members may attend meetings via remote presence, including, but not necessarily limited to, phone and video conferencing, with full voting privileges. Members attending via remote presence shall be counted toward any quorum of voting requirements contained within the by-laws.
5. The Chair (or other officer) may delay the start of any meeting by up to thirty (30) minutes before the meeting shall be cancelled for lack of quorum.

ARTICLE 7: Compensation

1. Any reimbursement for expenses for any member or staff of the FAC shall be in accordance with the MOU.

ARTICLE 8: Project Selection

1. The Monroe County FAC will develop and utilize a project selection process that is based on engineering and planning criteria, including the principles of asset management. These criteria will be consistent with the goals and objectives of the RTP.
2. Unless a specific subcommittee is authorized in accordance with these by-laws, the full FAC shall approve all projects for submission to SEMCOG.
3. The FAC shall endeavor to maintain an appropriate balance between urban and rural funding. As such, funds generated based on the presence of urban areas based on the current decennial census shall first be spent within the subject urban area if sufficient eligible and appropriate projects exist subject to item 4 below. If provided for by law and no such projects exist, these funds may be appropriated outside the urban area with the concurrence of a two-thirds majority of the FAC.
4. All eligible units of government and transportation agencies within Monroe County may make an application for funding through the FAC. Requests shall be made at least eighteen (18) months in advance of the expected construction or procurement date. Exceptions to the 18-month time frame may be made for extenuating circumstances or where additional and/or unused funding becomes available to eligible transportation agencies during the fiscal year.
5. Any formal procedures for project selection will be approved by the FAC by majority vote, and shall be in effect until amended or replaced.
6. The Monroe County FAC may develop an Illustrative List consisting of projects that are currently not included on the Transportation Improvement Plan (TIP) but may be moved to the current TIP should additional funds become available. When timely movement of an Illustrative List project to the TIP is necessary to secure funding, at the joint discretion of the Chair and Vice Chairman, the project may be moved without formal FAC action. The movement of projects and procurement of funds shall not jeopardize fulfillment of a previous FAC approved TIP project. Details of the movement shall be presented at the next scheduled FAC meeting.

ARTICLE 9: Amendments

1. Any changes to the by-laws require approval of two-thirds of all seated members of the FAC, and may be suggested by any member.

Date of Approval	Amendment Number	Description
05/15/2013	N/A	Adoption of Original By-Laws
12/15/2016	1	Article 8.6 added
01/13/2023	2	Articles 2.2 and 3.2 amended