



New Member Orientation Manual

DATE

Central Oklahoma Economic Development District

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CORTPO Technical Committee and Policy Board Orientation Manual

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Acronyms

AADA	Average Annual Daily Traffic
ADA	Americans with Disability Act
ACS	American Community Survey
CIP	Capital Improvement Program
COEDD	Central Oklahoma Economic Development District
COG	Council of Government
CORTPO	Central Oklahoma Economic Development District
EDA	Economic Development Administration
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
HWY	Highway
LEP	Limited English Proficiency
LOS	Levels of Service
L RTP	Long Range Transportation Plan
Map-21	Moving Ahead for Progress in the 21 st Century Act
NHFN	National Highway Freight Network
NHS	National Highway System
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Plan
RTPO	Regional Transportation Planning Organization
SPR	State Planning & Research
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
STRAHNET	Strategic Highway Network
TAP	Transportation Alternative Program
TAZ	Traffic Analysis Zone
USDOT	U.S. Department of Transportation

Definitions

Census Tracts – Small areas with generally stable boundaries, defined within counties and statistically equivalent entities, usually in metropolitan areas and other highly populated counties. They are designed to be relatively homogeneous with respect to population characteristics, economic status and living conditions.

Capital Improvement Plan (CIP) – A comprehensive schedule of capital improvements needed within the city and established a program to accomplish those needs within the city's ability to pay.

Long Range Transportation Plan – Every state and MPO must develop a long-range transportation plan (LRTP) for transportation improvements, including a bicycle and pedestrian element. The LRTP looks twenty (20) years ahead and is revised every five (5) years.

Multi-Modal – The consideration of more than one mode to serve transportation needs in each area. Refers to the diversity of options for the same trip; also, and approach to transportation planning or programming which acknowledges the existence of or need for transportation options.

Surface Transportation Program (STP) – A category of federal transportation funds administered by the Federal Highway Administration and allocated to states and metropolitan areas based on a prescribed formula. This category of funds can provide 80% of the cost to complete transportation improvement projects. These funds are flexible, and can be used for planning design, land acquisition, and construction of highway improvement projects, the capital costs of transit system development, and up to two years of operating assistance for transit system development.

Traffic Analysis Zones (TAZ) – A traffic analysis zone is the unit of geography most used in conventional transportation planning models. The size of a zone varies and will vary significantly between the rural and urban areas. Zones are constructed by census block information.

Chapter 1 – Introduction

Benefits of Regional Transportation Planning

The benefits of the Regional Transportation Planning Organization (RTPO) program are noticeable at various levels of interest in transportation planning, i.e., national, statewide, regional, and local. In the past, Oklahoma was recognized by the National Association of Development Organizations (NADO) for the continued efforts and support Oklahoma has provided in the development of an RTPO pilot program. Staff from the Oklahoma FHWA office and CORTPO by invitation spoke at the NADO conference in December 2014, which received many praises from other states for the progress Oklahoma has made in regional transportation planning.

In the state of Oklahoma, the RTPO program has enhanced the level of public awareness in transportation planning across all regions, gaining input on transportation issues that at one time were not addressed. The exposure of the RTPO program through Oklahoma Association of Regional Councils has allowed for an interest in collaborating planning among county commissions, mayors, circuit engineering districts, ODOT Division Engineers, city officials, business owners, and local citizens. Other benefits of the RTPO program in Oklahoma are as follows:

- ❖ An established regional resource for transportation planning and information to aid the ODOT Divisions in assisting local governments and citizens
- ❖ Collecting socio-economic data, i.e., number of households, major employers, which can be used for ODOTs required NEPA process as applicable in these regions. In areas of non-attainment for ozone, this data can be used as part of the EPA requirement for conformity and maintenance in air quality.
- ❖ Building relationships between local municipalities and COGs and ODOT
- ❖ Building relationships between CEDs, COGs, and ODOT
- ❖ Building relationships between County Commissioners and COGs and ODOT
- ❖ Gathering GIS data on rural roads and bridges that ODOT does not currently have access to or current information on, i.e., condition, age, capacity
- ❖ Enhancing public awareness and involvement through an established public involvement process aiding ODOTs public involvement efforts when new projects requiring public meetings or hearings occur in these regions
- ❖ Identifying key issues and trends for the region's transportation system providing ODOT Divisions with a more accurate understanding of the region's needs

- ❖ Provide technical assistance in the preparation of grants such as Transportation Alternative Program (TAP), Safe Routes to School, FASTLane.

Chapter 2 – CORTPO History

In 1970, Oklahoma’s governor established eleven (11) sub-state planning districts. Subsequently, the local governments served by the planning districts created the eleven (11) Councils of Governments (COGs) using the sub-state planning district boundaries. These districts make up the Oklahoma Association of Regional Councils (OARC).

In April 2012, the Oklahoma Department of Transportation (ODOT) entered an agreement with OARC to oversee development of the regional transportation planning process and the regional public participation process in the non-metropolitan areas of the state. Three councils of governments were selected as pilot projects: SWODA, NODA, and COEDD. The goals of the RTPO are to provide a regional forum for cooperative decision making about transportation issues and to serve as liaison between the local governments and the Oklahoma Department of Transportation (ODOT). Beginning with Federal Fiscal Year (FFY) 2015, two additional rural COGs (ASCOG and Grand Gateway) were added to the program. In FFYU 2016, through a collaborative effort involving SWODA, ASCOG, and ODOT, a transportation planning pilot project comprising sixteen (16) counties was initiated representing two Councils of Governments SWODA and ASCOG. The exposure of the RTPO program through Oklahoma Association of Regional Councils has allowed for an interest in collaborating planning among county commissions, mayors, circuit engineering districts, ODOT Division Engineers, city officials, business owners, and local citizens. The resolution forming the Central Oklahoma Regional Transportation Planning Organization (CORTPO) is in the Appendix.

RTPO

RTPO shall be a formal organization, with membership of counties, cities, and towns within the region. The RTPO may be an existing regional organization or may be established as a new transportation planning organization within an urbanized area of greater than 50,000 populations, the RTPO and MPO lead agency must be the same organization.

Each designated RTPO will be responsible for conducting its own transportation planning process, including the development of policy and procedures to outline the transportation planning process for the RTPOs respective region. The policy direction, plan selection, and development of programs for regional transportation planning shall be vested in the RTPO

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Transportation Policy Board (TPB) whose membership and responsibilities are detailed in the Planning Work Program (PWP).

Transportation Policy Board

RTPOs shall establish a Transportation Policy Board to provide policy advice to the RTPO. The RTPO shall allow representatives of major employers, ODOT, transit operators, port districts, and where applicable, Native American Tribal interests, and member cities, towns, and counties to participate in policy making.

Transportation Technical Committee

The TPB membership majority shall consist of non-metropolitan local officials, or their designees, and as appropriate, additional representatives from the State, private businesses, transportation service providers, economic development practitioners, and the public in the region as stated in 23 U.S.C 135 (m). Included in the Appendix are the TPB adopted laws.

CORTPO

All aspects of the planning process are overseen by the CORTPO (Map 1) Transportation Policy Board. The CORTPO Technical Committee serves as the advisory group for transportation planning work efforts and provides a recommendation to the CORTPO Policy Board for their consideration and action. The day-to-day activities of CORTPO are supported by a full-time transportation planner. Additional COEDD, staff members contribute to the transportation planning process to ensure the overall planning program is executed in a timely and efficient manner and in accordance with Federal regulations. Staff are housed within the COEDD Planning Department. Staff, equipment, supplies, rent, consulting studies, and other expenses used to support staffing operations are reimbursable to CORTPO by the FHWA State Planning & Research (SPR) program funds at 80% of the total amount of the work effort and the local match of 20% is provided by COEDD.

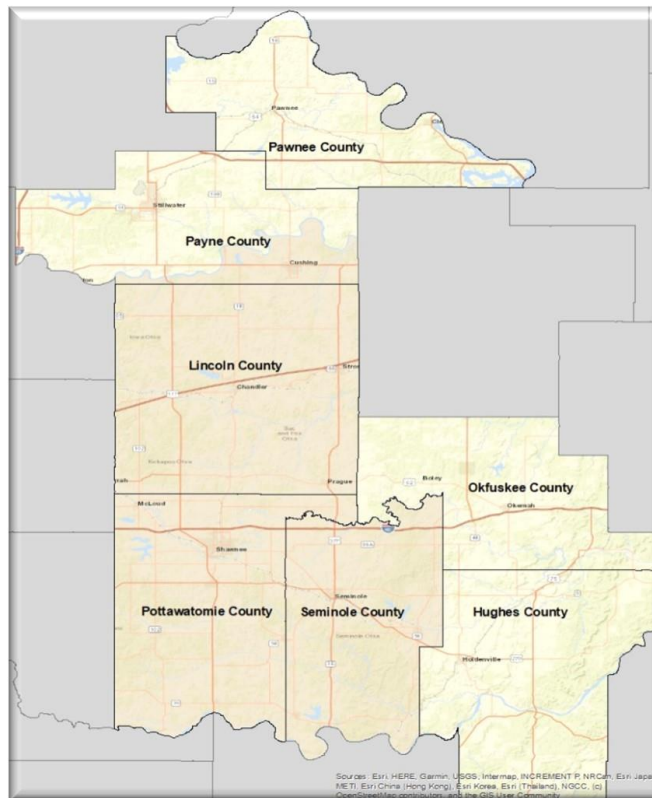
Mobility Management

Mobility management is a Federal Transportation Administration transportation program that focuses on transportation needs using a variety of existing transportation providers. It aims to enhance and improve transportation for veterans, older adults, people with

disabilities, individuals with lower incomes, and other improving access to nutrition, healthy living resources, healthcare, and employment by assisting with transportation coordination.

This program will launch a Mobility Management program in southern Oklahoma to serve persons in Pawnee, Payne, Lincoln, Pottawatomie, Seminole, Hughes, Okfuskee, and Logan counties. Through a contract with the Oklahoma Department of Transportation, a local Mobility Manager will be employed by COEDD and directed by CORTPO to work with individuals, transportation providers and all persons impacted by access to and availability of transportation services in the region. The program will design and implement a transportation delivery system that is based on the community’s mobility needs. The Mobility Manager will facilitate partnerships among transportation providers, negotiate agreements between providers, and identify opportunities to share resources, reduce costs and increase access and availability for transportation services. This proposal is to fund the local match requirements of the ODOT contract for the first two years of operations of the program.

Map 1: CORTPO Transportation Planning Area



Chapter 3 – Funding and Products

The regional transportation planning process is funded through the State Planning & Research Program (SPR) and local funding. The financing provided by the funding agreement is for eighty percent (80%) of total actual auditable costs. The remaining twenty percent (20%) of the costs are to be funded by the RTPO. The funding amount available each federal fiscal year varies based on the availability of Federal and State funds. The RTPO must use the transportation planning funds to support the PWP elements and activities. Funds shall be based on direct and indirect actual auditable costs as stated in 23 CRF Chapter 1 and the provisions of the Office of Management and Budget (OMB) Circulars A-87 and A-133.

The cost to carry out the entire program must be kept within the financial assistance being provided unless additional local funds are made available to finance the additional work. Eligible work activities are very broad, if the planning project or research activity facilitates the progress of intermodal transportation and the Federal-Aid highway system. General categories include transportation research, long-range transportation planning, short-range programming, data collection and analysis, metropolitan planning, regional planning, statewide planning, limited program management and other special initiatives. The planning products along with the submission dates can be found in the Appendix.

Products

Audit

As part of the annual Funding Agreement, the RTPO agrees to provide ODOT with two (2) originals of a single audit performed in accordance with the single audit act amendment of 1996 and the revised OMB Circular A-133 to ensure compliance with federal and state laws, regulations, and provisions of the agreement. This audit may be part of another audit. The annual fiscal compliance audit report must be submitted to the ODOT Coordinator 180 days after September 30, i.e. by April 1 of the following calendar year.

ODOT staff reviews the audit report to ensure correct planning fund amounts and uses. If the auditor identifies deficiencies in accounting or administrative system, the ODOT and/or and CORTPO must work to develop a corrective action plan. The identified deficiencies will determine the corrective action needed. It may be straightforward, (e.g. increasing records

retention to at least three years, or it may be more complicated. (e.g. developing a better accounting and monitoring procedure).

Inventory

Federal regulations require the development and maintenance of property records for all property obtained through federal funding. A physical inventory of the property must be taken annually and the results reconciled with the property records by the RTPO. A copy of each RTPO's physical inventory and reconciliation report must be submitted with the RTPO's annual audit. A property record for equipment includes:

- ❖ Description of the type of equipment including all peripheral items,
- ❖ Manufacturer,
- ❖ Vendor (source of the property),
- ❖ Model number,
- ❖ Serial or other identification numbers,
- ❖ Date purchased and initial cost,
- ❖ Percent of federal reimbursement,
- ❖ Maintenance and repair service costs,
- ❖ Title owner,
- ❖ Location, use and condition of the equipment, and
- ❖ Disposition of the equipment (including the date of disposal and sale price), if applicable.

Grants

CORPTO aids communities to communities and counties in the development and review of transportation grants such as but not limited to Transportation Alternative Program (TAP), Safe Routes to School and FastLane.

Data Collection & Report

The data report provides current or projected socio-economic data, which can be utilized for long-range transportation planning and information to the public. The data in this document includes data such as, socio-economic information, building permit activity, functional classification of streets, employment, and traffic volume and vehicle miles of travel. The data report will be updated as needed.

Planning Work Program

The Planning Work Program (PWP) represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the RTPO region. PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. PWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between October 1 and September 30 of the Federal Fiscal Year (FFY).

In May of each year, the ODOT will notify the RTPO of their funding budget for the upcoming FFY and will prepare the PWP describing regional transportation activities to be accomplished during the FFY. The ODOT Coordinator will review the draft PWP and send comments to RTPO for incorporation into the final PWP before adoption. Since the PWP is designed to be a work/task/product driven planning tool, the Administration and Services element shall be restricted to a maximum of twenty-five percent (25%) of the total transportation planning budget. The draft PWP must be submitted annually to the ODOT Coordinator by June 1st.

The proposed use of SPR funds must be documented in the annual PWP. Each work element must include:

- ❖ Task number and title,
- ❖ Purpose and objective statement,
- ❖ Description of previous, ongoing and future years work,
- ❖ Description of how the task will be performed to include such things as subcontracting,
- ❖ Who will perform the task?
- ❖ Proposed funding source(s) with anticipated costs for each task,
- ❖ Table showing all fund sources, and uses of these funds (e.g., in-house, contracted),
- ❖ Schedule that adequately describes that activities that will take place during the year including a schedule of milestones or benchmarks to be used to measure progress,
- ❖ Product(s) with estimated completion date(s).

Long Range Transportation Plan

An objective of providing SPR funding to the RTPO is the development of a regional Long Range Transportation Plan (LRTP). The LRTP establishes transportation goals and identifies strategies to reach the goals. The LRTP addresses a forecast period of at least twenty (20) years and includes long-range and short-range strategies for the development of an integrated, intermodal transportation system that facilitates the efficient movement of people and goods. The LRTP projects that conditions affecting surface transportation through a process of applying reasonable assumptions, technical analysis, and financial projections, recommends a future intermodal transportation system, and reflects consideration of the area land use and development patterns. The plan will also include a prioritized project list for the regional counties.

The plan should be reviewed and updated at least every five years to confirm its validity and consistency with current and forecasted transportation and land use conditions and trends to extend the forecast period. It must include a financial plan that demonstrates the availability of funding necessary to implement the transportation improvements within the projected time frame. The LRTP and all amendments must be approved by RTPO Policy Board and shall follow the adopted Public Participation Plan (PPP) process.

Long Range Transportation Plan Development

The following LRTP Guidelines for the State of Oklahoma are intended to provide an outline for a successful planning process. Both the planning process and the plan document must be developed to fit the needs of the region for which the plan is being developed. These guidelines are not intended to provide a “cookie cutter” approach or a checklist to be followed by all regions. Rather, they are guidelines that can be used to develop and appropriate planning process and planning document. Each region must develop guidelines for a process and a planning product that meets the needs of the region and attains results. Although the following outline for the regional transportation planning process below contains many important steps, it may be that a region must add steps or emphasize steps to develop a successful plan.

- ❖ Plan the Planning Process. Decide what will be done, when it will be done and who will do it. This step should be completed by the team of planners who will be responsible for preparing the plan. The planning process will depend on both external factors and internal factors.

- ❖ Get the Right People to the Table. Plans that succeed get the right people to the table and get them involved effectively through a mechanism such as a planning steering committee. Who the right people are depends on the region and its issues, but should include policy board members, technical advisory committee members, other elected and appointed officials, stakeholders, transportation providers, and transportation users.
- ❖ Develop the overall direction for the plan. It is important for any plan to have a set of goals and objectives. The planning goals and objectives should be developed in cooperation and coordination with the communities and approved by the RTPO Policy Board.
- ❖ Identify Key Trends. Use available data sources and develop information and knowledge needed to identify a handful of key trends in the region that will most impact transportation over the next several decades. These trends could involve demographics, social condition, economic conditions, energy, environmental conditions, or physical conditions of infrastructure.
- ❖ Conduct a regional analysis. Identify a limited number of key regional transportation strengths, weaknesses, opportunities, and threats.
- ❖ Identify critical issues. Identify a few key regional critical issues and transportation needs to be addressed by the plan based on the trends and regional analyses complete in steps 4 and 5.
- ❖ Develop alternatives to address critical issues. Develop specific alternatives to address the key transportation issues and needs.
- ❖ Alternatives Selection. Use available data sources, information, and knowledge to select the most appropriate alternative by issue for inclusion in the plan.
- ❖ Action Planning. Develop action items. For example, specific improvement projects and new programs with project detail for five years and a less detailed plan for the next 20 years.
- ❖ Financial Plan. The long-range financial plan demonstrates that the necessary resources are available to implement the plan.
- ❖ Public Involvement. Involve the public in a meaningful way to gain input on the proposed plan. The suggested format for public involvement is an informal “public open house”, “stakeholder meetings”, surveys and public presentations, rather than a formal “public hearing”.
- ❖ Final Document Preparation. This should be accomplished once the public involvement stage is completed and the input has been incorporated where appropriate.
- ❖ Plan Implementation. Implement the plan through the Regional Transportation improvement programming process.

- ❖ Feedback. No plan is ever perfect. All plans need to be improved as the process moves forward. Provide mechanisms for feedback to update the plan.

Public Participation Plan

Public participation in the transportation planning and programming process has been a priority for federal, state, and local officials since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991; its successor, the Transportation Efficiency Act for the 21st Century (TEA-21); its successor, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and the present Moving Ahead for Progress in the 21st Century Act (Map-21). Therefore, Regional Transportation Public Participation policies must reflect the mandates of ISTEA, TEA-21, SAFETEA-LU, and MAP-21. The RTPO in coordination with ODOT will develop, adopt, and implement a Public Participation Plan (PPP). Federal transportation regulations require proactive public involvement in the transportation planning process.

This process is designed to accomplish the following goals:

- ❖ Seek public involvement throughout the transportation planning process.
- ❖ Ensure that decisions will be made only after the public is aware of and has the opportunity to comment on the project.
- ❖ Ensure that transportation planning decision-makers will consider all concerns of the public related to any proposed project.
- ❖ Ensure that all documents will be published in easily read formats.
- ❖ Inform the public about the RTPO's ongoing planning activities.

The PPP shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- ❖ Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the LRTP and PWP.
- ❖ Employing visualization techniques to describe LRTP.
- ❖ Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the world wide web.
- ❖ Holding public meetings at convenient and accessible locations and times.
- ❖ Demonstrating explicit consideration and response to public input received during the development of the LRTP.

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- ❖ Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services,
- ❖ Coordinating with the statewide transportation planning public involvement and consultation processes, and
- ❖ Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Title VI

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination based on their race, color, or national origin in programs that receive federal financial assistance. There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating and federally assisted programs, a recipient cannot, based on race, color, or national origin, either directly or through contractual means:

- ❖ Deny program services, aids, or benefits;
- ❖ Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- ❖ Segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

Limited English Proficiency Plan

CORTPO is represented by a diverse population residing in seven counties. CORTPO must prepare for and provide the opportunity for all its citizens to participate in the transportation planning process regardless of their proficiency in speaking the English Language, required by Executive Order 13166 signed on August 11, 2000.

Appendix

Resolution 03.01

WHEREAS, local business and community leaders have expressed a strong desire to convene and discuss transportation needs and goals in the seven county Central Oklahoma Regional Transportation Planning Organization (CORTPO) and,

WHEREAS, regional transportation planning is encouraged by legislation of the Federal Highway Administration, and

WHEREAS COEDD is the federally recognized regional planning organization for the seven-county area, and

WHEREAS the COEDD Board of Trustees seeks to facilitate the planning process for surface and rail development to aid the region in economic development, workforce development, business and industry growth, tourism development and other pursuits;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the (COEDD) Oklahoma Economic Development District does hereby expand the Regional Transportation Planning Organization as a standing committee of the Authority.

PASSED AND APPROVED this __ day of _____, 2025

ATTEST:

Jim Greff, CORTPO Chairman

David Hinkle, COEDD Executive Director

CORTPO By-Law

Central Oklahoma Regional Transportation Planning Organization
Of The
Central Oklahoma Economic Development District

Article I – Creation

The Central Oklahoma Regional Transportation Planning Organization (CORTPO) is hereby created by the Central Oklahoma Economic Development District (COEDD) in response to federal highway legislation created thereafter. Specifically, federal legislation calls for local government officials, other appropriate entities and organizations, as well as interested members of the public, to have a forum to discuss regional transportation needs and priorities and to develop a regional transportation plan for input into the statewide plan of state departments of transportation. The CORTPO region shall be contiguous with the Central Oklahoma Economic Development District (COEDD) region and shall include all areas within the counties of Pawnee, Payne, Lincoln, Pottawatomie, Seminole, Hughes, and Okfuskee.

Article II – Responsibilities

The responsibilities of CORTPO shall be:

- ❖ To provide a forum for local elected officials and community leaders to learn about and discuss relevant regional transportation topics;
- ❖ To evaluate and recommend projects with a regional impact to the Oklahoma Department of Transportation;
- ❖ To develop an intermodal regional mobility strategy, including road, rail, transit, aviation, bicycle, and pedestrian infrastructure for the seven-county area;
- ❖ To better integrate and coordinate regional transportation plans and priorities with the areas Comprehensive Economic Development Strategy (CEDS) and other regional and local community economic development plans.
- ❖ To serve as a clearinghouse for transportation related data, research and information; and
- ❖ To pursue other relevant transportation activities, research, and projects as may be determined in the future.
- ❖ COEDD shall provide staffing and administrative support for CORTPO activities.

Article III – Membership

1. At least two (2) members shall represent municipal governments.
2. At least two (2) members shall represent county governments.
3. The Policy Board Committee membership recommendation (not all agencies listed below are applicable to each RTPO):
 - a) Council of Government
 - b) ODOT – Division Engineer or Designee
 - c) Military Installation
 - d) Airport Authority
 - e) Rail Operator
 - f) Cities (Mayor or designee from 102 cities/towns)
 - g) County (Commissioner or designee from 1-2 counties)
 - h) Regional Group (i.e., SOIC, OSA)
 - i) Advisory/non-voting:
 - i. FHWA, FTA
 - ii. Legislators
 - iii. ODOT Planning
 - iv. ODOT Transit
 - v. State Agency such as ODEQ, SHPO, Agriculture/Wildlife, Forestry

Article IV – Officers

1. CORTPO shall elect from among its members a Chair, Vice-Chair and Secretary.
2. Terms of office for all officers shall be for two (2) years beginning at the first organizational meeting of CORTPO.
3. In the event an officer is unable to fill his/her term, CORTPO shall elect a replacement, at a regular or special meeting, who shall serve for the remainder of the unexpired term.
4. In the case of a tie vote the chair will be deemed to have the authority to break the tie.
5. In the event the officers are absent or unable to preside over meetings CORTPO may appoint a chair pro tem.

Article V – Meetings

1. Meetings throughout the year shall be established by the CORTPO Policy Board.
2. A simple majority of the members shall constitute a quorum. In the event of a regular or special meeting of CORTPO where a quorum is not established, members present, if totaling at least five members, may make the decision to conduct the meeting by executive order. This would allow those present to act on non-financial agenda items necessary to carry out the requirements of CORTPO set forth by regulation. This could include, but not be limited to, approval of minutes, consent agenda-type items, discussion and/or questions of guest speakers or visitors, acceptance of reports from staff members, modifications, updates, or changes to the Public Participation Plan or Planning Work Program or discussion of new business to be brought forth on a future agenda.
3. When a vote is taken, the affirmative vote of a majority of all members present shall be required for the vote to pass.
4. All meetings of the CORTPO Policy Board shall be open to the public and shall comply with the provisions of the Open Meetings Act of the State of Oklahoma. All CORTPO records shall comply with the provisions of the Open Records Act of the State of Oklahoma.
5. Rules of procedure may be determined by the membership. If rules of procedure are not established by the membership, Robert Rules of Order shall govern the conduct of CORTPO meetings.

Article VI-Attendance

Board membership may be declared vacant when a member is absent at any three consecutive regularly scheduled meetings.

Article VII-Designated Alternative

Alternate voting is a mechanism for a member of a voting body to delegate his or her voting right to another appointee. Alternate voting ensures a quorum at meetings where all the board members cannot attend. Board members shall have confidence in the judgment of the alternate appointed to vote for them.

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Policy Board

1. A voting member may designate an alternative annually in writing on forms approved by the Policy Board to represent him/her. These forms must be on file with Central Oklahoma Regional Transportation Planning Organization (CORTPO) by January 31 (annually).
2. Alternatives will be allowed to represent and vote on agenda items for one regularly scheduled meeting per year.
3. The appointment of an alternative is an option for each Policy Board member to exercise but not a requirement.
4. Policy Board Chairman shall be notified in writing of the reappointment or replacement of board member's alternate. An alternate may vote only in the absence of the regular member he/she represents.
5. Alternatives shall have knowledge of parliamentary procedures and an understanding of policy coordination with the organization.
6. A voting member authorizes the alternate to speak or vote on their behalf.

Committee Membership

Alternative committee representatives may be appointed and approved by the acting Policy Board using the same methods and procedures.

Article VIII – Committees

Members of CORTPO may establish committees deemed necessary or desirable for the policy board to carry out its purposes in the best and most efficient manner. The chair shall nominate committee members who shall then be appointed by action of the policy board at any meeting in compliance with Article V, above.

Article VIII – Amendments

Members of CORTPO may recommend amendments to these by-laws at a regular or special meeting. Any amendment shall be approved by the action of the Board of Trustees of COEDD.

Article X – Duration

The duration of CORTPO shall be in perpetuity unless terminated by the action of the Board of Trustees of COEDD.

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Regional Transportation Planning Activity Due Dates

RTPO - PLANNING ACTIVITIES	DUE DATE(S)	PUBLIC PARTICIPATION TECHNIQUES
Regional Transportation Plan (LRTP)	Minimum Every 5 Years	Draft RTP: Thirty (30) Day Public Comment Period for Draft Plan minimum requirements (Outlined in PPP): Post an advertisement in newspaper, Provide a copy of the local library, Provide a printable copy of RTPO website, Provide copies to County Commissioners, Cities, Division Engineers
Planning Work Program (PWP)	Annually, Draft due by August 1, Final due by September 1	Ten (10) Day Public Comment Period office/website,etc.
Public Participation Plan (PPP)	Minimum Every 4 Years	Forty-Five (45) Day Public Comment Period office/website/local newspapers, LEP groups/etc.
Limited English Proficiency (LEP) Plan	As Needed	Ten (10) Day Public Coment Period office/website/local newspapers/LEP
All others plans	N/A	Ten (10) Day Public Comment Period office/website,etc.
Amendments to Adopted RTPO Documents	N/A	Ten (10) Day Public Comment Period *Exception PPP - 45-day Public Comment Period office/website/etc.
Policy Board Meeting Technical Committee Meeting	N/A	Regular Scheduled Meeting: 24 Hour Notice Special Meeting: 48 Hour Notice office/website/etc. (25 O.S. ~ Appendix B)
Annual Agreement	Annually, Draft due to August 1 Final Due by September 1	Four (4) Signed Original Copies
Joint Certification	Annually, Draft due by August 1, Final due by September 1	Two (2) Signed Original Copies
Planning Work Program (PWP)	Annually, Draft due by August 1 Final due by September 1	One (1) Signed Original Copies
Memorandum of Understanding	As Needed	Four (4) Signed Original Copies
Claims	Monthly 10th of each month	One (1) Electronic Submission
Audit	Annually January 1	Two (2) Signed Original Copies
Inventory	Annually January 1	One (1) Copy, submit with Audit
ALL DUE DATES & SUBMISSION REQUIREMENTS ARE THE RESPONSIBILITY OF OARC IN ITS AGREEMENT WITH ODOT. ANY ADDITIONAL DUE DATE/REQUIREMENTS SHOULD BE SET UP THROUGH OARC TO ENSURE OARC'S DUE DATES/REQUIRMENTS ARE MET TO ODOT.		