

Lincoln MPO Officials Committee Agenda Summary

AGENDA ITEM NO.	3
MEETING DATE	September 15, 2026
REQUEST	VOTE: Review and action on revisions to the Bylaws for the MPO Officials Committee
ASSOCIATED MEETINGS	None
STAFF CONTACT	Rachel Christopher, rchristopher@lincoln.ne.gov , 402-441-7603
LINK TO MAP	N/A

RECOMMENDATION: APPROVE THE REVISIONS TO THE MPO OFFICIALS COMMITTEE BYLAWS

BACKGROUND

The Bylaws of the Lincoln Metropolitan Planning Organization Officials Committee were adopted on September 24, 2009 and last amended on May 10, 2023. They describe the procedures used by the Officials Committee in its capacity as the policy-making arm of the MPO. These rules are adopted in accordance with the federally-mandated transportation planning process. The current bylaws are in Appendix D of the MPO Management Plan, located at:

<https://www.lincoln.ne.gov/files/sharedassets/public/v/10/planning/mpo/key-documents/mgmtplan.pdf>

[23 CFR Part 450, Subpart C](#) is the federal highways regulation that implements the national metropolitan transportation planning processes mandated by 23 U.S.C. § 134 and 49 U.S.C. §§ 5303–5305. This subpart requires that an MPO Transportation Management Area (TMA) structure consist of local elected officials, among others. The regulation goes on to state that “Designation or selection of officials or representatives... shall be determined by the MPO according to the bylaws or enabling statute of the organization.” (23 CFR 450.310(d)).

SUMMARY OF REQUEST

It is proposed that the bylaws be revised to clarify the intent and expand the allowances for appointment of representatives temporarily serving in place of a Committee member (“substitutes”).

The proposed revisions are as follows:

- Clarify that “substitutes” may vote or act on behalf of the absent Committee member;

- Allow Lancaster County Board members to appoint as a substitute, if no other elected official on the County Board is available, the Chief Administrative Officer or the Deputy Chief Administrative Officer for Lancaster County, both of which are positions appointed by the County Board;
- Clarify that the Mayor of Lincoln may appoint as a substitute the Chief of Staff or Deputy Chief of Staff, both of which are positions appointed by the Mayor;
- Clarify that a substitute for the Nebraska Department of Transportation will be appointed through their own procedure.

Enclosed are the proposed changes.

Lincoln Metropolitan Planning Organization

Appendix D:

Bylaws of the Officials Committee

Bylaws of the Officials Committee

for the Lincoln Metropolitan Planning Organization

Article I. Officials Committee

Section 1. Name

The name of this Committee shall be the Officials Committee.

Section 2. Purpose and Intent

The Officials Committee shall operate within the intent and purpose as outlined in the "Lincoln MPO: Management Plan" ~~document~~.

Section 3. Membership

- A. The membership of this Committee shall be as outlined in the "Lincoln MPO: Management Plan" ~~document~~. Any Committee member who will be absent from a meeting shall have the right to appoint a representative of the same ~~organization as the Committee member~~ affiliation to serve in place of that ~~Committee member~~ ("substitute") who may vote or act on behalf of the absent Committee member. For members who are elected officials, the substitute should be, when possible and available, another elected official with the same position title as the Committee member. In case no substitute with the same position title is available for a Committee member who is on the Lancaster County Board, the Chief Administrative Officer or Deputy Chief Administrative Officer for Lancaster County may be appointed as a substitute. For the Mayor of Lincoln, the Chief of Staff or Deputy Chief of Staff may be appointed as a substitute. A substitute for a Committee member appointed by the Nebraska Department of Transportation shall be appointed through procedures determined by the Nebraska Department of Transportation. The appointment of any ~~substitute~~ representative shall be temporary and is not intended to replace a Committee member for the duration of their term. New Committee members shall be approved through the selection process for the organization entitled to have a Committee member, either the City Council or County Board nomination process.
- B. The membership of this Committee will be composed of both voting and nonvoting members. Nonvoting members serve in an advisory capacity and provide a liaison between the groups they are representing and the Officials Committee.

Article II. Organization

Section 1. Officers

The officers of this committee shall consist of Chair and Vice-Chair. The Chair and Vice-Chair shall be elected annually from the members of the Officials Committee with one officer position filled by a representative from the City of Lincoln and one officer position filled by a representative from Lancaster County.

Section 2. Secretary

The MPO Administrator, as identified in the "Lincoln MPO: Management Plan" ~~document~~, shall serve as the Secretary of the Officials Committee.

Section 3. Duties

- A. The Chair shall preside at all meetings of the Officials Committee and may call special meetings when needed. When the Chair is absent, the Vice-Chair shall perform the duties of the Chair.
- B. The Secretary shall be responsible for keeping the records of the Committee, serve notice of meetings, and other duties as requested by the Committee.

Article III. Meetings

Section 1. Time of Meetings

The Officials Committee will hold meetings at least four times a year and be subject to call as circumstances arise. Meetings shall be held at such time and place as generally convenient to the membership.

Section 2. Notice of Meetings

The notice of meetings shall be sent electronically at least seven (7) days in advance of the meeting day, whenever practical. The agenda and other matters of business shall be sent electronically with the meeting notice whenever possible.

Section 3. Quorum and Voting

- A. A majority of the voting members of the Officials Committee shall constitute a quorum.
- B. Nonvoting members shall not vote on questions brought before the Officials Committee during Officials Committee meetings.
- C. Motions and/or seconds to motions may be made by any voting or nonvoting member of the Committee.

Section 4. Preparation and Distribution of Minutes

Minutes shall be prepared by the Secretary for each Officials Committee meeting and said minutes shall be forwarded to the Officials Committee for review and approval. A copy of the draft minutes shall be transmitted to the Chair of the Technical Committee in order to aid in maintaining communications between these committees.

Section 5. Committee Representation

In order to further the communications between the Officials Committee and other bodies which may review and/or act on Officials Committee recommendations and actions, a member of the Officials Committee or appropriate staff shall be appointed by the Chair or elected by the Committee membership to present Committee recommendations or actions, as necessary, to subsequent decision-making or review bodies at appropriate meetings of those bodies.

Article IV. Amendment of Article

Section 1. How Amended

These articles may be amended by a majority vote (four votes) of the entire voting membership of the Officials Committee at a meeting called for such a purpose.

Article V. Additional Bylaws

Roberts Rules of Order shall apply in all cases not specifically referred to in these Bylaws.

**Adopted on September 24, 2009;~~and~~
Amended on May 10, 2023 and
Amended on September 15, 2026**