

**GREATER BRIDGEPORT AND VALLEY METROPOLITAN PLANNING ORGANIZATION**  
Ansonia●Bridgeport●Derby●Easton●Fairfield●Monroe●Seymour●Shelton●Stratford●Trumbull

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**GREATER BRIDGEPORT/VALLEY  
METROPOLITAN PLANNING ORGANIZATION**

**Ansonia – Bridgeport – Derby – Easton – Fairfield  
Monroe – Seymour – Shelton – Stratford – Trumbull**

**Amended on June 17, 2013  
Amended on October 28, 2021**

**BY-LAWS FOR THE CONDUCT OF BUSINESS**

**ARTICLE I – Name**

The name of the organization shall be the “Greater Bridgeport/Valley Metropolitan Planning Organization”, hereafter referred to as the “MPO”.

**ARTICLE II – Purpose**

The MPO shall have such rights, duties and powers as conferred or imposed upon it by a duly executed “Memorandum of Understanding” among the member municipalities and the several signatory agencies, and between the MPO and the Connecticut Department of Transportation.

**ARTICLE III – Membership**

Membership on the MPO shall consist of the Chief Elected Official from each municipality of the Greater Bridgeport Planning Region and the Valley Planning Region and Chairmen of the Greater Bridgeport Transit Authority (GBTA), and the Valley Transit District (VTD). The Bureau Chief of the Connecticut Department of Transportation Bureau of Policy and Planning or their designee shall serve as a non-voting member.

**ARTICLE IV – Officers**

Officers of the MPO shall include a Chairman and Vice-Chairman. Election of said officers shall be by a majority of the members present and voting. Beginning with the first regular meeting of 2006, election for Officers shall be held biennial in the even-numbered years for a term of two (2) years. Commencing with the 2006 election, the positions of Chairman and Vice Chairman shall be rotated between the Greater Bridgeport Planning Region and the Valley Planning Region at each election with Greater Bridgeport holding the Chairmanship and the Valley the Vice-Chairmanship for the term ending in December 2007. The two regions shall rotate those positions every two years for each succeeding two-year term.

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**Responsible Metropolitan Transportation Planning Agencies**

**CONNECTICUT METROPOLITAN COUNCIL OF GOVERNMENTS**  
1000 Lafayette Boulevard Suite 925  
Bridgeport, Connecticut 06604-4902  
Phone: (203) 366-5405 Fax: 366-8437

**NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS**  
49 Leavenworth Street, 3rd Floor  
Waterbury, Connecticut 06702  
Phone: (203) 735-8688 Fax: 735-8680

In the event no candidate receives a majority on the first ballot, the two candidates with the greatest number of votes will be considered the nominees for the second ballot.

The Chairman shall preside at all meetings, or in the Chairman's absence, the Vice-Chairman shall preside.

Removal of an officer may take place by a vote of 75% of the MPO's membership following a petition by three MPO members.

The Chairman or other presiding officer shall have the right to participate in all votes before the MPO. When so directed by the MPO, the Chairman shall affix his name to any reports, plans and documents.

#### **ARTICLE V – Secretariat**

Secretariat services will be provided for the MPO by the Executive Director of the Naugatuck Valley Council of Governments and the Executive Director of the Connecticut Metropolitan Council of Governments. The Secretariat will be responsible, in conjunction with the members of the MPO, for the preparation of agendas and scheduling of meetings and the maintenance of all records associated with the actions of the MPO.

In addition, the Secretariat shall prepare such correspondence as required by the MPO and, in conjunction with the Secretariat for the Transportation Coordinating Committee, serve as the MPO staff representative in actions with various municipal, regional, state and federal agencies and organizations as may be required.

#### **Article VI – Meetings:**

Meetings shall be conducted under Robert's Rules of Parliamentary Procedure.

Regular Meetings shall be called by the Chairman at a time and place convenient to the membership. The Chairman shall call a meeting if petitioned to do so by eight (8) or more members. Members shall be afforded seven days' notice of any meeting.

A quorum of the MPO shall be achieved with the presence of one or more member than that required for 51% of the total membership with at least 51% of the membership from each planning region in attendance.

If a quorum cannot be physically achieved, teleconferencing and electronic voting and participation shall be permitted. Conduct of the meeting will occur in a designated public place, in accordance with FOIA requirements.

Any action of the MPO shall be a majority of the membership constituting a quorum.

## **ARTICLE VII – Financing**

Member municipalities and agencies will not be required to contribute any direct financial assistance for the operation of the MPO.

## **ARTICLE VIII – Designation of Alternates**

MPO members may appoint a standing alternate to serve as representation at GBVMPO meetings. Appointments will be made on an annual basis, and the duly authorized alternate shall have the same rights and responsibilities of said member.

If a standing alternate has not been designated, the primary member may designate a proxy to serve in the absence of said member by notifying the Secretary in writing prior to each GBVMPO meeting. Not with standing this allowance, no attendee shall hold more than one proxy or alternate designation for any given meeting.

## **ARTICLE IX – Amendments**

These By-Laws may be amended by a majority vote of the members present and voting. Members must be informed of such action at least ten days prior to the meeting.

