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**To:** CRCOG Policy Board  
CRCOG Transportation Committee

**From:** Lyle Wray, Executive Director

**Date:** July 22, 2017

**cc:** Jennifer Carrier, Director of Transportation Planning

**Subject:** Revisions to CRCOG Rules of Procedure and By-Laws

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In May of 2017, CRCOG endorsed the addition of two public transportation representations, one from the Greater Hartford Transit District (GHTD) and one from the Connecticut Department of Transportation (CTDOT), to the Metropolitan Planning Organization (MPO). As you are aware, CRCOG's Policy Board acts as our MPO when endorsing transportation related matters, guided by CRCOG's Transportation Committee.

Understanding that MPO activities and actions are only one part of the Policy Board's meeting, CRCOG has worked on by-law amendments to better clarify the MPO activities and voting rights. We are also recommending small adjustments to the format (e.g. establishing a clickable table of contents) of the bylaw document to make it more user-friendly and accessible to individuals who are visually impaired. This approach would support CRCOG's efforts of meeting best practices in website accessibility, which was brought to our attention as part of our Public Participation Plan update.

Suggested edits further clarify that the Policy Board serves both as the MPO and as the COG board, and clarify which items the public transportation representatives can vote on. A draft of the bylaws, with this suggested edits can be found on CRCOG's website here: <http://crcog.org/wp-content/uploads/2017/07/Bylaws-track-changes-2017-07-24.pdf>. CRCOG will also work to ensure that MPO items are more clearly identified on Policy Board meeting agendas.

We are sharing these bylaw changes with you for information purposes but welcome any comments. Per current bylaws, amendments can be made by a majority vote at any regular or special meeting of the Policy Board. Any proposed amendment is first required to be submitted at any regular or special meeting of the Policy Board for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special Policy Board for formal adoption. The bylaw amendments will be shared with the Executive Committee at their August meeting and the full Policy Board in September.