

4-26-2013  
BY LAWS OF THE

JOINT MUNICIPALITY AND COUNTY HIGHWAY COMMITTEE  
KNOWN AS THE  
**JOINT HIGHWAY C COMMITTEE**

**ARTICLE I**

**NAME AND PURPOSES**

**Section 1. Name:**

This organization shall be known as the Joint Highway Committee.

**Section 2. Purposes:**

The Joint Highway Committee is created to adopt policies for administering Class B and Class C Roads through cooperative and mutual efforts and is dedicated to maintaining a local system of municipal streets and county roads as an essential part of the state highway system.

It exists:

- (A) To assist elected and full-time staff of municipalities and counties with a variety of road matters.
- (B) To provide opportunities for the interchange of ideas and experiences regarding local road construction and maintenance.
- (C) To provide training opportunities related to road construction and maintenance.
- (D) To develop and promote legislation and Utah Department of Transportation rule revisions that would be beneficial in the administration, construction and maintenance of local roads.
- (E) To represent the road interests of municipalities and counties before the legislature and to the Utah Department of Transportation.
- (F) To recommend policy for the administration and funding of the State Class B and Class C road system.
- (G) To make and mutually adopt with The Utah Department of Transportation rules and procedures for the expenditure of Class B and Class C funds.

- (H) To recommend policies for the administration and funding of Federal Highway programs including:
  - 1. The Bridge Replacement Fund;
  - 2. The Surface Transportation Fund, Non-Urban Program;
  - 3. The Small Urban Program; and
  - 4. The Transportation Alternative Program
  
- (I) To recommend policies for the administration and funding of State Park Access Roads
  
- (J) To accept applications for, prioritize, and recommend a program to the Utah Transportation Commission for the administration and funding of Federal Highway Programs including Bridge Replacement Funds, STP Non-Urban Funds, STP Small Urban Funds and Transportation Alternative Funds. Prioritization will include recommended funding limits and program years. Projects will be recommended for inclusion in the Commission approved Statewide Transportation Improvement Program (STIP).

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 1. Eligibility:**

All municipalities and counties in the state of Utah are accorded the right to be represented on the Joint Highway Committee. Representatives are selected by region and are expected to represent the municipalities and counties of their region at Joint Highway Committee Meetings.

#### **Section 2. Benefits:**

Each individual city, town or county shall be eligible for all services and benefits of the Joint Highway Committee.

## ARTICLE III

### COMMITTEE MEMBERS

#### Section 1. Membership:

The Joint Highway Committee shall consist of thirty (30) members and shall include the elected officers of the Committee.

(A) Appointed Membership:

All appointments to the Joint Highway Committee shall be made by the boards of directors of the Utah League of Cities and Towns for the municipal representatives and the Utah Association of Counties for the county representatives. In order to give due consideration to achieving a balanced representation on the Committee from all areas of the state, there shall be two (2) municipal representatives and two (2) county representatives appointed from each of the following areas of the state: REGION 1 includes the local governments within the counties of Box Elder, Cache, Morgan, Rich, Weber and Davis. REGION 2 includes the local governments within the counties of Salt Lake, Summit, and Tooele. REGION 3 includes the local governments within the counties of Daggett, Duchesne, Juab, Uintah, Utah, and Wasatch. REGION 4 SOUTH WEST includes the local governments within the counties of Beaver, Iron, Millard, and Washington, REGION 4 SOUTH EAST includes the local governments within the counties of Carbon, Emery, Grand, and San Juan, and REGION 4 CENTRAL includes the local governments within the counties of Garfield, Kane, Piute, Sanpete, Sevier, and Wayne. The remaining six (6) representatives shall be appointed at large, three (3) municipal representatives and three (3) county representatives, to achieve a balance geographically.

(B) Ex Officio Membership:

Ex Officio members of the Committee may be designated as non-voting members by the Utah Department of Transportation, the Utah League of Cities and Towns, and the Utah Association of Counties. Ex Officio members shall include Utah Department of Transportation staff that shall provide assistance to the Committee. A representative from the Utah Transportation Commission. Representatives of Cache, Mountainland, Wasatch Front, and Dixie MPO's are designated as non-voting members of the Committee. A representative from the Federal Highway Administration. A representative from the Utah Local Technical Assistance Program (LTAP). The committee may also designate representatives of Indian Nations as non-voting members.

(C) Substitutes:

A member may designate a substitute from the same municipality or county government to vote in the meeting in their place by sending a signed letter with the substitute to the meeting. The letter shall be given to the chairs for entry into the minutes of the meeting.

**Section 2. Quorum:**

Sixteen (16) members, eight (8) municipal and eight (8) county, shall constitute a quorum and shall vote in person or by authorized substitute at designated Committee meetings on any issue submitted to the Committee, and a majority vote shall prevail.

**Section 3. Expenses:**

Each member of the Committee may be assessed an annual fee as determined by the Committee to pay for the expenses associated with the semi-annual Committee meetings.

The officers and Committee members may be reimbursed for travel expenses incurred to attend meetings from the highway funds of the agency they represent.

**Section 4. Nonattendance:**

Any member who misses more than two (2) consecutive semi-annual Committee meetings may be replaced under the procedures outlined in Article III, Section 1 (A).

**Section 5. Sub-committees**

Two standing sub-committees shall be established for the purpose of making program recommendations to the full committee. (1) A Non-Urban sub-committee shall be established to evaluate and make program recommendations for the federal Non- Urban, not including urban clusters, and Off-System Bridge programs, as well as the State Park Access Road program. (2) A Small-Urban sub-committee shall be established to evaluate and make program recommendations for the federal Small-Urban program, including designated urban clusters, as well as the Transportation Alternative Program that incorporates both non-urban and small urban areas.

Non-Urban

The non-urban area is defined as those areas with populations less than 5,000. This includes all areas outside the census designated urban and small urban areas.

### Small Urban

The small urban areas are defined by the federal census as those areas with contiguous populations between 5,000 and 50,000.

### Urban

The Urban areas are defined by the federal census as those areas with contiguous populations greater than 50,000.

### Urban Cluster

The Urban Cluster areas are defined as those areas with populations between 5,000 and 50,000 conforming with FHWA requirements to work collaboratively with urban and rural areas to smooth urban boundaries.

Members of these sub-committees shall be designated by the Executive Committee and approved by the full JHC. There shall be (7) members in the Non-Urban sub-committee and one member for each of the designated Small urban areas in the state on the Small-Urban Sub-committee. The Small Urban Sub Committee members shall represent the designated urban clusters in their area. The Transportation Commission and UDOT are represented as ex-officio members.

A chair and vice chair who are members of the JHC and secretary shall be elected within each sub-committee. The executive committee shall determine the terms of service of chairs and vice chair. Both sub-committees shall make recommendations for the full committee regarding new projects to come onto the STIP and in other related matters.

The executive committee may appoint additional sub-committees as needed.

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1. Officers:**

The officers of this Committee shall be a chair and vice-chair elected by those representatives of municipalities and a chair and vice-chair elected by those representatives of counties. Each chair shall be considered a co-chair and equal in position before all members of the Committee. Each officer shall exercise the powers and duties incident to the office held and shall, during the term of office, be an ex officio member of all subcommittees. The vice-chair shall function in responsibilities as assigned and may serve in the temporary absence of the co-chair.

**Section 2. Duties:**

On an alternating basis, the chairs shall preside at all meetings of the Committee and all meetings of the Executive Committee. In each meeting, the chairs shall have a vote on all issues before the Committee. The chairs shall call special meetings of the Committee or the Executive Committee. The chairs shall sign documents and correspondence of the Committee. The chairs shall appoint members to serve on subcommittees and ad-hoc committees as needed. The chairs shall perform and discharge such other duties and shall have such powers as the Committee and the Executive Committee may prescribe.

**Section 3. Term of Office:**

The chairs shall be elected at the Joint Highway Committee meeting held in the Spring for a term of two (2) years and shall hold office until their successors are elected and or qualified. The chairs shall be elected to alternating terms of office with the municipal chairs elected in the even numbered years and the county chairs elected in the odd numbered years.

**Section 4. Vacancies:**

In the event of a vacancy in the office of a chair, the respective municipal or county representatives on the Joint Highway Committee shall appoint a person to fill the unexpired term.

**ARTICLE V**

**EXECUTIVE COMMITTEE**

**Section 1. Membership:**

The Executive Committee shall consist of the municipal chair, the county chair, the municipal vice-chair and the county vice-chair.

**Section 2. Duties:**

The Executive Committee shall have authority to act for the Committee between meetings consistent with the policies set by the Committee in situations requiring immediate action.

**Section 3. Actions by the Executive Committee:**

Any action by the Executive Committee may be ratified or rescinded at the next meeting of the Joint Highway Committee.

## ARTICLE VI

### MEETINGS

#### **Section 1. Joint Highway Committee meetings:**

Joint Highway Committee meetings shall be held in the Spring and Fall of each year at a time and place to be selected by the Committee. All meetings of the Joint Highway Committee, Executive Committee and Sub-committees are open to the public to attend.

#### **Section 2. Executive Committee meetings:**

Executive Committee meetings shall be held at least twice yearly to plan the agenda for the Joint Highway Committee meetings. Executive Committee meetings may be called between Joint Highway Committee meetings to transact business that needs immediate attention. All Executive Committee actions are subject to being ratified or rescinded at the next meeting of the Joint Highway Committee.

#### **Section 3. Special Meetings:**

The Executive Committee may call special meetings of the Committee at any time by giving written notice to all members of the Joint Highway Committee at least ten (10) days prior to the date of the meeting. The notice shall state the purpose of the meeting, date, time and location.

#### **Section 4. Parliamentary Rules:**

Roberts' Rules of Order, Revised shall be the guide followed in the Joint Highway Committee meetings.

## ARTICLE VII

### AMENDMENTS

#### **Section 1. Total Revision:**

These Bylaws replace in entirety the previous Bylaws adopted by the Joint Highway Committee on March 18, 1983 and revised on September 23, 1994, March 19, 1999, September 24, 1999, March 17, 2000, Sept 21, 2001, October 8, 2009 and October 14, 2011.

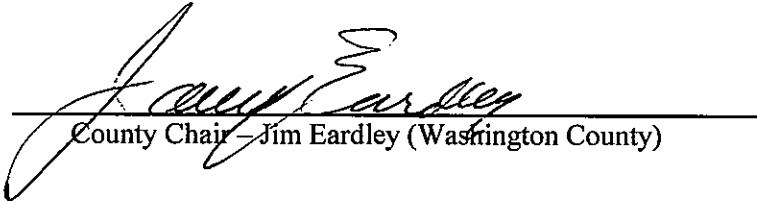
**Section 2. Amendments:**

These Bylaws may be amended by a two-thirds vote of the Joint Highway Committee called in accordance with the provisions hereof, provided a written notice of the proposed amendment has been submitted to the Committee at least thirty (30) days prior to the time of the meeting. Amendments shall take effect immediately upon adoption unless otherwise provided.

Date Adopted: April 26, 2013

A handwritten signature in black ink, appearing to read "Gary D. Sonntag", written over a horizontal line.

Municipal Chair – Gary D. Sonntag (Price City)

A handwritten signature in black ink, appearing to read "Jim Eardley", written over a horizontal line.

County Chair – Jim Eardley (Washington County)