

January
2024



Bylaws

DUTCHESS COUNTY
TRANSPORTATION COUNCIL

Better ways from here to there

ADOPTION OF THE DUTCHESS COUNTY TRANSPORTATION COUNCIL (DCTC) BYLAWS

WHEREAS, the Dutchess County Transportation Council (DCTC) has been designated by the Governor of the State of New York as the Metropolitan Planning Organization (MPO) responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Dutchess County portions of the Poughkeepsie-Newburgh NY-NJ and New York-Newark NY-NJ-CT Urbanized Areas; and

WHEREAS, the federal surface transportation programs that are the responsibility of the DCTC are authorized by the Infrastructure Investment and Jobs Act (IIJA or 'Infrastructure Act') (PL 117-58, November 15, 2021); and

WHEREAS, Section 11201 of the Infrastructure Act establishes requirements for metropolitan transportation planning in 23 U.S.C. 134 and 49 U.S.C. 5303; and

WHEREAS, it is the responsibility of the Dutchess County Transportation Council to ensure that the metropolitan transportation planning process is consistent with applicable Federal and State law, and local area objectives; and,

WHEREAS, the Dutchess County Transportation Council has revised its Bylaws to better identify the roles and responsibilities of its staff and committees, including voting membership, the conduct and content of meetings, the decision-making process, and Transportation Improvement Program (TIP) actions; now therefore be it

RESOLVED, that the Dutchess County Transportation Council approves the attached Bylaws, effective January 1, 2024.

CERTIFICATE, the undersigned, duly qualified and Secretary of the Dutchess County Transportation Council, certifies that the foregoing is a true and correct copy of a resolution adopted at a meeting on September 19, 2023.

9/19/23
Date

By 
Lance MacMillan, P.E., Secretary
Dutchess County Transportation Council

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1. Purpose

These bylaws describe the mission, organization, and operations of the [Dutchess County Transportation Council \(DCTC\)](#), the designated Metropolitan Planning Organization (MPO) for the Dutchess County portion of the Poughkeepsie-Newburgh NY Urban Area. In accordance with the provisions set forth in 23 U.S.C. 134 and 49 U.S.C. 5303, the DCTC (hereinafter referred to as the “Council”) is tasked with carrying out a continuing, cooperative, and comprehensive multimodal transportation planning process for the local metropolitan area. To carry-out this task, the Council finds it prudent and necessary to identify and specify the roles and responsibilities of the Council, its members, and sub-committees to carry out the metropolitan transportation planning process.

These bylaws complement a series of supporting agreements and documents that have regulated the Council’s operations since its inception, beginning with the original Memorandum of Understanding (MOU) from May 1, 1982 that formed the Council, created its initial voting structure, and outlined its general responsibilities as the MPO for the Poughkeepsie Urbanized Area. The Council extended this MOU through a series of updated Host Agency Agreements that coincided with the federal transportation laws in effect at the time (e.g., 2005, 2012, and 2022). Each of these agreements reauthorized the MPO host relationship between Dutchess County and the New York State Department of Transportation (NYSDOT), and provided a multi-year schedule of funding for the Council’s transportation planning activities.

These bylaws also complement the March 16, 2011 and June 12, 2018 written agreements by the DCTC, Dutchess County, NYSDOT, New York State Bridge Authority (NYSBA), and the Metropolitan Transportation Authority (MTA) that further enumerate the roles, responsibilities, and cooperative procedures for carrying out the metropolitan transportation planning process in Dutchess County.

The Council, being a consortium that cannot enter into contracts or employ staff, is hosted by Dutchess County. The host agency, through a contract with the NYSDOT, employs staff, coordinates Council activities, and administers the use of federal transportation planning funds. The Council acts as the voting body of the MPO and maintains a staff-level committee which is called the Planning Committee.

2. Background

The federally prescribed metropolitan transportation planning program provides funding to support the cooperative, continuous, and comprehensive (3–C) planning process in metropolitan areas. Since the 1962 Federal-aid Highway Act, federal authorizing legislation for the expenditure of surface transportation funds has required metropolitan and statewide transportation plans and transportation improvement programs be developed through a 3–C planning process. Over successive reauthorization cycles, Congress has revised and expanded the requirements for 3-C planning.

Metropolitan transportation planning occurs in urban areas with a population of 50,000 or more. An MPO is the policy board of the organization created and designated by the Governor and local officials to carry out the metropolitan planning process in the urban area. The boundary of the metropolitan

planning area covered by the MPO planning process is established by agreement between the Governor and the MPO and, in general, encompasses the current urban area and the area expected to be urban during the next 20 years. Urban areas over 200,000 in population are designated Transportation Management Areas (TMAs) by USDOT.

The MPO establishes the investment priorities of federal transportation funds in its metropolitan area, primarily through three required products: a Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and a Unified Planning Work Program (UPWP):

- MTP (a.k.a., Transportation Plan): Regardless of its size and scope, every MPO must prepare an MTP and update it every four or five years based on their air quality designation. The MTP serves as a strategic planning product that must cover at least a 20-year planning horizon at the time of adoption. The MTP includes policy and project-based recommendations for the metropolitan area, across all forms of travel, and both for the short-term and long-term. During its development, the MPO must provide a reasonable opportunity for public comment on its content.
- TIP (a.k.a., Capital Program): An MPO, in cooperation with the State and providers of public transportation, must also develop a TIP, which serves as the prioritized program of transportation projects covering a period of four years. It must include a financial plan that describes the source of funding that will be reasonably expected to be available to support the projects. The MPO must update and approve the TIP at least once every four years. Prior to approval, the MPO must provide a reasonable opportunity for public comment on the TIP. The TIP is also subject to approval by the Governor. When the MPO submits the TIP to the State, the MPO must certify that the metropolitan transportation planning process complies with applicable requirements.
- UPWP (a.k.a., Planning Program): To carry out the metropolitan transportation planning process, The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) provide planning funds to MPOs, which are programmed through a UPWP. The UPWP documents the planning tasks and budgets to be performed by the MPO with federal transportation funding. The UPWP is updated annually, following the State Fiscal Year budget calendar.

In TMAs, the metropolitan transportation planning process must also include a Congestion Management Process (CMP) that provides for the effective management of transportation facilities through travel demand reduction and operational strategies. The FHWA and FTA must certify the transportation planning process in TMAs at least once every four years. During the certification process, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) review whether the process complies with metropolitan transportation planning requirements.

3. Responsibilities

The Council shall serve as the policy board designated to carry out the federally prescribed metropolitan transportation planning process in Dutchess County, including the following responsibilities:

- Carry out a continuing, cooperative, and comprehensive metropolitan transportation planning process as set forth in 23 U.S.C. 134 and 49 U.S.C. 5303.
- Serve as the official decision-making body for all actions prescribed by 23 U.S.C. 134 and 49 U.S.C. 5303 within the Dutchess County Metropolitan Planning Area.
- Develop written agreement(s) on information-sharing among the Council, State, and public transportation operators, as set forth in 23 CFR Section 450.314.
- Designate the Metropolitan Planning Area (MPA).
- Delineate the Federal-Aid Highway system within the MPA.
- Develop and approve the Metropolitan Transportation Plan (MTP).
- Develop and approve the Transportation Improvement Program (TIP).
- Develop and approve the Unified Planning Work Program (UPWP).
- Identify and approve Amendments to the MTP, TIP, and UPWP as necessary.
- Develop and approve a Public Participation Plan that provides citizens and affected agencies with the opportunity to participate in the metropolitan transportation planning process.
- Develop an Annual Listing of Obligated Projects.
- Undertake multimodal, systems-level corridor or subarea transportation studies as part of the metropolitan transportation planning process.
- Fulfill the metropolitan transportation planning requirements for the Mid-Hudson Valley Transportation Management Area (TMA), in conjunction with the Orange County Transportation Council (OCTC) and Ulster County Transportation Council (UCTC), to include the development of a Congestion Management Process and a process to sub-allocate FTA funding.
- Coordinate with the New York Metropolitan Transportation Council (NYMTC) on topics of mutual interest, to include demographic forecasts, travel surveys, travel demand management activities, and air quality.

4. Membership

The Council shall serve as a decision-making body consisting of fifteen voting members (permanent and rotating) and six non-voting advisory members. Voting membership among the 30 municipalities in Dutchess County shall be based on their urban classification as of the most recent decennial Census (see Attachment 1). Voting membership is as follows:

Permanent Voting Members

- Dutchess County Executive
- City of Beacon Mayor
- City of Poughkeepsie Mayor
- Town of Beekman Supervisor
- Town of East Fishkill Supervisor
- Town of Fishkill Supervisor
- Town of Hyde Park Supervisor
- Town of LaGrange Supervisor
- Town of Poughkeepsie Supervisor
- Town of Wappinger Supervisor
- Metropolitan Transportation Authority CEO and Chairperson
- New York State Department of Transportation Commissioner

Rotating & Nominated Voting Members

- Urban Villages: One highest elected official from the urban Villages of Fishkill and Wappingers Falls, serving staggered one-year terms on a rotating basis (e.g., first year on, second year off). The terms shall be from January 1st of the year of appointment through December 31st of the year of the end of the term, and the first iteration of the rotation shall start with the Village of Fishkill followed by the Village of Wappingers Falls.
- Non-Urban Towns and Villages: Two highest elected officials from the nineteen non-urban Towns and Villages in Dutchess County. These members shall be appointed by the Dutchess County Supervisors and Mayors Association for two-year terms, starting on January 1st of the year of appointment through December 31st of the last year of appointment. In those instances when an appointed Council member leaves office prior to the expiration of their term, the Dutchess County Supervisors and Mayors Association will provide the Council with a replacement appointee no more than 60 days after the departing member's last day in office.

Non-voting Advisory Members

- Federal Highway Administration Division Administrator
- Federal Transit Administration Regional Administrator
- New York State Bridge Authority Executive Director
- Dutchess County Department of Planning and Development Commissioner
- Dutchess County Department of Public Works Commissioner
- Dutchess County Division of Public Transit Administrator

Council members may designate in writing an alternate representative from the municipality or agency that is empowered to attend meetings and act on their behalf with the authority to make decisions. This written designation may be temporary or permanent. The designee shall be an elected official (such as a Town Board member) or a non-elected, paid employee of the municipality or agency. Written designations must receive the concurrence of the Chairperson prior to Council vote. All written designations from a Council member shall be nullified upon their departure from the elected office or official position upon which their membership was based.

5. Officers

The Dutchess County Executive shall serve as the permanent Chairperson of the Council and the Commissioner of the New York State Department of Transportation (or their designees) shall serve as the permanent Secretary of the Council. As necessary, the Chairperson may designate the Deputy County Executive or Commissioner of the Dutchess County Department of Planning and Development to serve as the Chairperson of the Council for meetings; such designation shall not be required in writing. The Council may establish and fill other offices as necessary to carry out its work.

6. Planning Area

The Council shall be responsible for the metropolitan transportation planning process for the Metropolitan Planning Area, defined as Dutchess County in its entirety, as agreed to by the Council and the Governor.

7. Council Staff

The Dutchess County Department of Planning and Development shall serve as the host agency for Council staff and shall perform the technical and administrative duties of the Council. Staff shall be accountable to the Council.

8. Council Meetings

The Council shall meet as necessary to accomplish the functions of the MPO, at a time and place designated by the Chairperson. If matters arise that demand the immediate attention of the Council, the Chairperson may convene a special meeting of the Council. A Council member may also request that the Chairperson convene a special meeting of the Council. Council meetings may also be held via a virtual platform due to national, state, or county emergencies, or for time sensitive matters. Council members will receive written notice by mail or electronic mail of a meeting at least 10 days prior to the meeting date; the meeting notice shall include an agenda and all relevant meeting material. Meetings of the Council shall be open to the public. Members of the Planning Committee and Subcommittees will be invited to attend all Council meetings.

Council meetings will follow general rules of parliamentary procedure and use the following order of business, unless modified by the Council Chairperson:

- Call to Order
- Roll Call and Quorum Determination
- Call for Public Participation
- Approval of Previous Meeting Minutes
- New Business
- Communications and Reports
- Call for Announcements
- Adjournment

The following public participation procedures shall be followed at all Council meetings:

- All persons attending, including Council members and the public, shall be asked to record their name, contact information, and the organization they represent, if any.
- The public shall be given the opportunity to speak under the Call for Public Participation section of the agenda on any item pertinent to the agenda or the transportation planning process in general. This does not preclude the public from commenting on any agenda item as it is being discussed, time permitting. Public speakers shall be afforded a reasonable amount of time to make their comments; however, the Chairperson may limit speakers to approximately three to five minutes each if needed to conduct Council business.
- The Chairperson shall be the official spokesperson for the Council at meetings, responsible for informing the public of the work of the Council and maintaining good relations with the media. If directed by the Chairperson or their designee, Council staff may also discuss Council activities with the media.
- A special executive session (i.e., closed to the public) may be called at the request of a Council member to discuss highly sensitive matters such as issues that may imperil public safety or relate to pending or current litigation.

The Council shall maintain a complete and accurate summary of each Council meeting and distribute the summary to the Council prior to the next scheduled meeting, as well as post the meeting summary on the Council's website. Meeting summaries shall be maintained in the permanent records of the Council.

9. Decision Making

All actions taken by the Council shall be by consensus of voting members, with consensus defined as unanimity of affected parties. An action brought before the Council must pass without objection. An abstention shall not be counted as a negative vote. An affected party is a Council member that is directly affected by the proposed activity needing consent. Consensus can result from a vote taken at a Council meeting or from a written ballot of the Council members conducted by Council staff. The

Chairperson shall judge the extent to which members are affected by proposed Council actions and shall declare a consensus or the lack thereof.

Council Meetings

The presence of a majority of voting members, defined as more than half, shall constitute a quorum of the Council, and a quorum shall be required for the Council to vote on an action. Each voting member shall be entitled to one vote on each action brought before the Council. The Chairperson or

Secretary shall make a motion to vote on each action and record any negative vote(s). To carry a motion, there must be an affirmative vote by all voting members present, provided a quorum has been established. A duly passed resolution of the Council, on any matter properly brought before the Council, shall be the act of the Council.

Written Ballots

A written poll of the Council, done electronically or by paper, shall be conducted in the following manner:

- Council staff shall distribute the proposed action and any supporting documentation to the voting members of the Council. The notice shall specify the deadline for response to the ballot and request confirmation of receipt. If, by the specified ballot deadline, Council staff has verified by phone or email that all voting members have received the ballot, and no negative responses have been received, the Chairperson shall presume concurrence and shall be empowered to declare the Council's approval of the proposed action.
- Council members who wish to vote negatively, or who have comments, may indicate so by phone, but are required to provide written confirmation of such action. Council members who vote negatively will be requested to provide the reason to assist Council staff or other members to address the issue prompting the negative vote.
- If any negative votes are received, or if any member has questions, comments, or concerns about the proposed action, the Secretary may suspend, delay, or terminate the balloting until the matter is resolved.
- The submission of a majority of voting ballots, defined as more than half of voting members, shall constitute a quorum of the Council, and a quorum shall be required for the Council to carry a motion.
- When the poll has been concluded, either with the Council's approval, or by virtue of a termination of the balloting, the Secretary shall prepare a record of the decision.
- To ensure maximum participation, Council staff will include the voting member's Planning Committee representative in ballot communications.

10. Planning Committee

The Council shall maintain a Planning Committee that is responsible for providing agency, municipal, and public input during the development of the MTP, TIP, UPWP, and other Council products. The Planning Committee shall also discuss related transportation issues, ensuring that Council staff adequately address federal, State, regional, and local transportation priorities. The Planning Committee shall not act as a decision-making body. The Planning Committee shall meet regularly to carry out its responsibilities, typically on the fourth Wednesday of the month. The Planning Committee may meet in person or via a virtual platform.

At a minimum, the Planning Committee shall perform the following tasks:

Review and update the MTP prior to action by the Council.

- Review and update the TIP prior to action by the Council.
- Review and update the UPWP prior to action by the Council.
- Review past, current, and future MPO planning studies.
- Identify transportation issues that may require further study or research by the Council or specific member(s).

Membership on the Planning Committee shall consist of one representative from each municipality within Dutchess County. The Planning Committee member may be the highest elected official of a municipality or their representative. The Planning Committee shall also include representatives from the following agencies:

- Dutchess County Department of Planning and Development
- Dutchess County Department of Public Works
- Dutchess County Division of Public Transit
- Federal Highway Administration
- Federal Transit Administration
- Metropolitan Transportation Authority/Metro-North Railroad
- New York State Bridge Authority
- New York State Department of Transportation

To keep Council members informed, Planning Committee attendees are encouraged to discuss relevant issues with their respective Council member prior to and after all Planning Committee meetings. Council staff shall also prepare a written summary of all Planning Committee meetings to post on the Council website. The Dutchess County Department of Planning and Development's Transportation Program Administrator shall serve as the chairperson of the Planning Committee.

11. Subcommittees

The Council may establish other subcommittees and advisory committees to complete specific work items or special tasks. These may include the following:

TIP Subcommittee

The TIP Subcommittee would be responsible for soliciting, evaluating, and identifying transportation projects for possible inclusion on the TIP. Members of the TIP Subcommittee would be drawn from the voting and non-voting membership of the Council, the Planning Committee, and if deemed appropriate, community organizations and the public.

The TIP Subcommittee would be chaired by a DCTC staff member. It would serve at the discretion of the Council, performing an advisory function only; it would not have the authority to approve changes to the TIP. The TIP Subcommittee would meet as necessary to fulfill the following duties:

- Develop a TIP project application form.
- Review TIP project applications for completeness.
- Evaluate and prioritize project proposals.
- Advise the Council on matters concerning project proposals.
- Monitor progress on approved TIP projects.
- Review TIP Amendments prior to review by the Planning Committee.
- Review Administrative Modification requests prior to Council staff action.
- Revise the TIP Project Selection Criteria as needed to meet new or revised federal, State, or local transportation priorities.

Bicycle-Pedestrian Advisory Committee (BPAC)

The BPAC would be responsible for promoting walking and bicycling in Dutchess County. Members of the BPAC would be drawn from the voting and non-voting membership of the Council, the Planning Committee, community organizations and the public. The BPAC would be chaired by a DCTC staff member and serve at the discretion of the Council. It would meet as necessary to fulfill the following duties:

- Advise the Council on matters concerning walking and bicycling.
- Maintain a webpage with information on walking and bicycling resources.
- Consult with state, regional, and local bicycle and pedestrian advocacy groups to identify ways to improve non-motorized transportation.
- Assist municipalities and agencies with bicycle and pedestrian project proposals.
- Assist with bicycle and pedestrian studies, including updates to the DCTC's Pedestrian-Bicycle Plan.

Public Transit Advisory Committee (PTAC)

The PTAC would be responsible for identifying projects and policies that promote the use of bus and rail transit and improve the delivery of transit service to the public. Members of the PTAC would be drawn from the voting and non-voting membership of the Council, the Planning Committee, local transit providers, and if requested, community organizations, transit customers, and the public. The PTAC would be chaired by a DCTC staff member and serve at the discretion of the Council. It would meet as necessary to fulfill the following duties:

- Identify and recommend actions to improve transit service in Dutchess County, to include changes to schedules and routes to better serve the public.
- Monitor the progress of transit projects recommended in the MTP and programmed on the TIP.
- Identify and recommend transit projects when the Mid-Hudson Valley Transportation Management Area (TMA) solicits projects for competitive FTA funding Section 5307 (Urbanized Area Formula), Section 5310 (Enhanced Mobility of Seniors and individuals with Disabilities Program), or other transit funding.
- Assist DCTC staff with the development of the Coordinated Public Transit-Human Services Transportation Plan.

The duties and function of the PTAC may also be carried out by a Transit Advisory Committee established and administered by the Dutchess County Division of Public Transit. If such a committee is established, an MPO organized PTAC will not be formed.

12. Metropolitan Transportation Plan (a.k.a., Transportation Plan)

The Metropolitan Transportation Plan (MTP) serves as the official multimodal transportation plan for Dutchess County and is developed, adopted, and updated by the Council through the metropolitan transportation planning process. The MTP addresses no less than a 20-year planning horizon and includes long and short-range strategies and actions to maintain a transportation system that supports the safe and efficient movement of people and goods in and through Dutchess County, based on current and projected future demand.

The Council shall update the MTP as required by federal guidelines to confirm that it is consistent with current and forecasted transportation and land use conditions and trends. The Council shall review and update the MTP at least every four years in air quality nonattainment and maintenance areas and at least every five years in attainment areas. The Council may amend the MTP at any time, consistent with these bylaws, with or without extending the horizon year.

As per 23 CFR Part 450 and 49 CFR Part 613, the MTP shall include the following items:

- The current and projected transportation demands of persons and goods in Dutchess County over the period of the MTP.

- A description of existing and proposed transportation facilities in Dutchess County, including major roadways, transit, multimodal and intermodal facilities, non-motorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors.
- A description of the performance measures and performance targets used in assessing the performance of the transportation system.
- A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to established performance targets.
- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicle congestion and maximize the safety and mobility of people and goods.
- Consideration of the results of the Mid-Hudson Valley TMA Congestion Management Process.
- An assessment of the capital investment and transportation/land use strategies needed to preserve the existing and projected transportation system.
- Consideration of transportation and transit enhancement activities.
- Consideration of pedestrian and bicycle transportation facilities.
- Descriptions of proposed improvements, and if required, sufficient project level information to demonstrate air quality conformity.
- A discussion of potential environmental mitigation strategies to maintain or restore environmental conditions affected by the MTP.
- A financial plan that demonstrates how the MTP can be implemented. The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain federal-aid highways and public transportation systems within Dutchess County.

In accordance with the most recent MPO Performance Monitoring Agreement, the following member agencies shall be required to provide DCTC with system and financial information for their respective transportation systems or transit operations:

- Dutchess County
- New York State Department of Transportation
- Metropolitan Transportation Authority/Metro-North Railroad

Responsibility for the development of the MTP shall rest with Council staff and the Planning Committee. Council staff may convene additional Planning Committee meetings or establish a separate subcommittee to assist in developing the MTP. Public involvement activities for the MTP and Amendments shall adhere to DCTC's Public Participation Plan.

13. Transportation Improvement Program (a.k.a., Capital Program)

The Transportation Improvement Program (TIP) serves as the official prioritized listing of federally funded transportation projects in Dutchess County and shall be developed and formally adopted by the Council as part of the metropolitan transportation planning process. Each project or project phase included in the TIP shall be consistent with the approved MTP. The TIP shall cover a period of no less

than four years and be updated at least every four years. The TIP update cycle will coincide with the update cycle for the Statewide Transportation Improvement Program (STIP). The TIP shall expire when FHWA and FTA approval of the STIP expires.

As per 23 CFR Part 450, the TIP shall include the following items:

- Capital and non-capital surface transportation projects or project phases in Dutchess County that are proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53.
- To the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP.
- Regionally significant projects requiring an action by FHWA or FTA, whether or not they are funded with federal funds.
- A financial plan that identifies the funding resources from public and private sources that are reasonably expected to be made available to carry out the TIP. The TIP shall include a project or project phase only if the Council can reasonably anticipate the availability of funding to complete the project by the project sponsor's estimated completion date. Project sponsors shall be responsible for demonstrating that local match funds will be available to complete the project.
- For each project or project phase, the TIP shall include the following information:
 - Sufficient descriptive material (i.e., type of work, length, location, termini) to identify the project or phase.
 - Estimated total project cost, which may extend beyond the four years of the TIP.
 - Amount of federal funds proposed to be obligated during each program year for the project or phase.
 - Agency responsible for carrying out the project or phase.

Primary responsibility for developing the TIP shall rest with Council staff and the Planning Committee, and if convened, a TIP Subcommittee. New projects proposed for inclusion in the TIP will be evaluated against the most current TIP Project Selection Framework adopted by the Council. The Council will use the results of this evaluation to prioritize which projects will be included in the TIP. During development of the TIP, Council staff will provide progress reports to the Planning Committee at their regular meetings. Council staff will also provide public notice of the process, project eligibility, and proposed schedule. Preliminary project listings and other updates will be posted on the Council website and made available in paper or digital format upon request.

Changes to an approved project or an approved TIP shall be processed according to DCTC's TIP Actions guidelines (see Attachment 2). Changes requiring Council approval are classified as Amendments, while changes approved by Council staff are classified as Administrative Modifications. For Administrative Modifications, Council staff shall provide notice to the Planning Committee of the proposed change prior to processing the change; information on proposed changes will be included in the Planning Committee meeting notice. However, if necessary to meet an obligation deadline, Council staff may process an Administrative Modification without prior notice to the Planning committee.

The Council shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP, in accordance with the public involvement activities identified in DCTC's Public Participation Plan.

14. Unified Planning Work Program (a.k.a., Planning Program)

The Unified Planning Work Program (UPWP) serves as the formal statement of work for the Council and shall be developed and formally adopted by the Council as part of the metropolitan transportation planning process. The UPWP shall include a description of the federally funded planning activities expected to be carried out during the program year and shall identify who will perform the work, the cost and timeframe for the work, and the source of funds.

The UPWP shall cover a period of no more than one year and be updated annually. The UPWP program year will coincide with the New York State Fiscal Year calendar. Primary responsibility for developing the UPWP will rest with Council staff and the Planning Committee. Public involvement activities for the UPWP will adhere to DCTC's Public Participation Plan.

An exception to the requirement for voting member consensus is allowed for minor budget revisions to the Unified Planning Work Program (UPWP). The Chairperson, through Council staff, shall be empowered to approve, on behalf of the Council, the following revisions to the UPWP during the program year:

- Routine end-of-State Fiscal Year adjustments that are necessary for funds carryover, new grant revisions, grant closeouts, and end-of-year expenditure reports.
- Budget revisions necessary to adjust or complete planning activities due to staffing or priority changes.

All other revisions to the UPWP require Council approval.

15. Annual Listing of Obligated Projects (a.k.a., Obligation Report)

As per 23 CFR 450, the Council shall develop an Annual Listing of Obligated Projects (Obligation Report) that lists projects for which funds under 23 U.S.C. and 49 U.S.C. Chapter 53 were obligated in the preceding year-- meaning federal funds were authorized and committed by New York State or a designated recipient and authorized by the FHWA or awarded as a grant by the FTA.

The Council shall publish the Obligation Report no later than ninety days following the end of the Federal Fiscal Year (September 30th). The Obligation Report will also be made available on the Council website. For each project or project phase listed in the Obligation Report, the following information shall be included:

- Sufficient descriptive material (i.e., type of work, length, location, termini) to identify the project.

- Estimated total project cost.
- Project sponsor.
- Amount of federal funds requested in the TIP.
- Amount of federal funding that was obligated during the preceding year.
- Amount of federal funding remaining and available for subsequent years.

Public involvement activities for the Obligation Report shall adhere to the DCTC's Public Participation Plan.

16. Public Participation Plan

As per 23 CFR 450, the Council shall develop and approve a Public Participation Plan that describes how it will engage the public in the MPO's planning process, to include how it will seek out and consider the needs of traditionally underserved populations and communities.

17. Bylaw Changes

These bylaws supersede all prior bylaws, operating procedures, or other internal written understandings of the Council. These bylaws may be changed at any time in accordance with the decision-making process described herein.

Attachment 1: Voting Classifications for Dutchess County Municipalities

Municipality	Total Population (2020 Census)	Urban Population ¹	% Urban	Voting Classification
Beacon city	13,769	13,755	100%	Urban
Poughkeepsie city	31,577	31,577	100%	Urban
Poughkeepsie town	45,026	44,260	98%	Urban
Fishkill town	22,060	20,020	91%	Urban
Wappinger town	22,558	21,002	93%	Urban
East Fishkill town	29,707	21,121	71%	Urban
Beekman town	14,172	11,071	78%	Urban
LaGrange town	15,975	10,095	63%	Urban
Hyde Park town	21,021	15,473	74%	Urban
Fishkill village	2,166	2,166	100%	Urban Village
Wappingers Falls village	6,103	6,103	100%	Urban Village
Pleasant Valley town	9,799	4,703	48%	Non-Urban
Union Vale town	4,558	644	14%	Non-Urban
Amenia town	3,769	0	0%	Non-Urban
Clinton town	4,037	0	0%	Non-Urban
Dover town	8,415	0	0%	Non-Urban
Milan town	2,245	0	0%	Non-Urban
North East town	2,068	0	0%	Non-Urban
Pawling town	6,017	0	0%	Non-Urban
Pine Plains town	2,218	0	0%	Non-Urban
Red Hook town	6,966	0	0%	Non-Urban
Rhinebeck town	4,899	0	0%	Non-Urban
Stanford town	3,682	0	0%	Non-Urban
Washington town	3,067	0	0%	Non-Urban
Millbrook village	1,455	0	0%	Non-Urban
Millerton village	903	0	0%	Non-Urban
Pawling village	1,995	0	0%	Non-Urban
Red Hook village	1,975	0	0%	Non-Urban
Rhinebeck village	2,697	0	0%	Non-Urban
Tivoli village	1,012	0	0%	Non-Urban
Dutchess County	295,911	201,990	68%	

a. Promoting a FHWA or FTA funded project or project phase from the post-STIP period into the four-year STIP.	✓	
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¹ Amendments require Council approval, while Administrative Modifications require Council staff approval.

² For projects with capped funding, including those described in 1.b, the Council shall treat any request for additional FHWA/FTA funds as a new project request (i.e., Amendment) requiring Council approval.

³ The total federal share is defined as the total amount of federal funds previously obligated and/or currently programmed in the TIP. If let/bid together as part of an interconnected project, the programmed funding for two or more related projects may be combined for purposes of determining the need for an Amendment or Administrative Modification.

Attachment 2: TIP Actions

Type of Action	Revision Category ¹	
	Administrative Modification	Amendment
1. Addition or Removal of Project ²		
a. Addition or removal of a transportation project funded by the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) (except for 1.c. below).		✓
b. Addition or removal of a federally funded transportation project directly identified and approved by the President and/or Congress of the United States (e.g., High Priority Project), the FHWA or FTA through a national award, or other federal agency.	✓	
c. Removal of a completed project.	✓	
d. Addition or removal of a non-federally funded project.	✓	
2. Addition or Removal of Project Phase (Existing Project)		
a. Addition of Scoping, Preliminary Design, Detailed Design, Right-of-Way Incidental, or Right-of-Way Acquisition phase for an existing FHWA project (must also comply with 3.b below).	✓	
b. Addition of Construction or Construction Inspection phase for an existing FHWA project.		✓
c. Addition of Miscellaneous phase for an existing FTA project.	✓	
d. Removal of a completed project phase.	✓	
3. Project Cost Change (Increase or Decrease)		
a. Over 25 percent (minimum change of \$250,000) of the total federal share for a FHWA or FTA funded project. ³		✓
b. Less than 25 percent of the total federal share for a FHWA or FTA funded project. ³	✓	
c. Funding change for a non-FHWA or non-FTA funded project.	✓	
4. Fund Source Change (Existing Project)		
a. Change from non-federal to FHWA or FTA fund source, regardless of amount. ²		✓
b. Change from federal to non-federal fund source.	✓	
c. Change between federal fund sources.	✓	
5. Schedule Change for Project or Phase in the Four-Year STIP		
a. Rescheduling an existing FHWA or FTA funded project or project phase within the four-year Statewide Transportation Improvement Program (STIP).	✓	
b. Deferring an existing FHWA or FTA funded project or project phase to the post four-year STIP period.		✓
6. Schedule Change for Project or Phase not in the Four-Year STIP		