FFY2027 BYLAWS
of the
Northwest Regional Transportation Planning Organization
(NWRTPO)

ARTICLE I

NAME & STATUS

A. The Northwest Regional Transportation Planning Organization (NWRTPO) is the designated name of the organization.

B. The organization shall be considered a quasi-governmental association formed for the purposes outlined herein below.

C. The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an inter-agency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives.

D. The geographic area served by the NWRTPO is established as Cibola, McKinley and San Juan Counties in northwestern New Mexico.

ARTICLE II

PURPOSES, GOALS AND FUNCTIONS

A. Purpose

1. The overarching purpose of the NWRTPO is to foster multimodal transportation development as a means for achieving and enhancing quality of place, quality of life, mobility, and economic security for the citizens and communities of northwestern New Mexico.

2. In alignment with the primary mandates of the NMDOT, the NWRTPO is charged with maintaining a continuous, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support community & economic development and social goals.

3. These plans and programs, in turn, are to lead to the development and operation of an integrated, intermodal transportation system that facilitates the safe, efficient, economic movement of people and goods.

B. Goals

In service to its general purposes, the NWRTPO shall:

1. Serve as a regional forum that analyzes transportation needs and opportunities, formulates comprehensive and specific plans and strategies for efficient and sustainable transportation development, and elicits, evaluates and submits to NMDOT and other agencies informed, ranked and prioritized recommendations for multimodal transportation and enhancement project development in the region;

2. Ensure substantial consultation with and input from the elected officials of the region's local and tribal governments regarding transportation needs, plans, projects and funding priorities;

3. Promote the implementation of an efficient, safe, functional and accessible transportation network in McKinley, Cibola and San Juan Counties.

4. Ensure compliance with all applicable federal and state laws, rules and regulations.

5. Lead and facilitate cross-jurisdictional consultation, cooperation and collaboration among the counties, municipalities, Native American tribes and NMDOT Districts of the region in strategically planning, prioritizing and securing resources for effective multimodal transportation development in service to the mobility, quality of life and economic security of the citizens of northwestern New Mexico.

C. Functions

To achieve the organization's purposes and goals, the NWRTPO shall engage in the following functions:

1. Establish and administer policy for the initial submission of proposed federally funded surface transportation projects.

2. Establish a continuous, multi-year prioritization process for the review, rating and ranking of proposed transportation projects for the Statewide Transportation Improvement Program (STIP), Federal and State grant and loan programs, or other funding programs as designated in the future.

3. Establish an annual review of existing programmed projects for reprioritizing based on regional, state, and federal transportation priorities and agreed upon process and criteria.

4. Determine the viability of and prioritize transportation projects from a regional perspective. Provide support and technical assistance to participating local governments for more effective development of local transportation projects.

5. Support cross-jurisdictional collaboration, encourage creative funding strategies, and provide a framework for coordinated development of multi-modal transportation among local governments in the NWRTPO planning area.

6. Establish the membership and voting criteria of the NWRTPO.

7. Act as the regional focal point for public involvement in the statewide planning process and strengthen communication and transparency between NMDOT and local governments participating in the NWRTPO.

8. Provide periodic review and updating of the NWRTPO Long-Range Transportation Plan, which is used as a guide for informing regional transportation priorities and goals.

9. Facilitate transportation-related training and information sharing among NWRTPO members.

10. In collaboration with the NMDOT, increase and strengthen the viability and role of the NWRTPO and its fellow regional transportation planning organizations as an effective planning, development, and change agents for regional multimodal transportation mobility, and sustainability for rural transportation infrastructure, services, programs, and funding.

ARTICLE III

MEMBERSHIP

A. Boundaries

The NWRTPO service area encompasses McKinley, Cibola and San Juan counties in northwestern New Mexico.

B. Local Governmental Members

The governmental jurisdictions comprising the membership of the NWRTPO shall include:

1. The Counties of Cibola, McKinley and San Juan;

2. The municipalities of Gallup, Grants, and Milan; and

3. The Tribal Nations of Navajo Nation, Ramah Navajo of the Navajo Nation, Pueblo of Acoma, Pueblo of Laguna, and Pueblo of Zuni.

C. Technical Members

1. The New Mexico Department of Transportation (NMDOT) shall be considered a technical advisory member, serving an *ex-officio* and nonvoting role with representatives including staff from the Government-to-Government Unit, Transportation Districts 5 & 6, and other divisions and programs as appropriate.

2. The cities of Farmington, Aztec, Bloomfield, and Kirtland are part of the Farmington Metropolitan Planning Organization (MPO), which also includes San Juan County. The MPO and RTPO are cooperating partners in regional transportation development.

D. Governing Structure

1. Joint Technical/Policy Committee: There shall be established a Joint Technical/Policy Committee (JTPC), which shall be comprised of representatives from each of the local and tribal members of the NWRTPO, which shall engage in the inter-agency consultative and collaborative functions of the organization, and which shall actualize, oversee and guide the work program of the NWRTPO.

2. Appointments: Each municipal, county and tribal government within the NWRTPO service area shall elect or appoint **one member and one alternate** to serve on the Joint Technical/Policy Committee.

   2.1 In its policy capacity, the NWRTPO representatives shall be authorized to represent their respective governments' interests in policy decisions affecting regional transportation and are responsible for informing and engaging their respective governmental authorities in the regional transportation policy process.

   2.2 Names and contact information of Committee members and alternates can be updated and submitted as needed throughout the year in writing to the NWRTPO staff using the RTPO member appointment form.

3. Voting:

   3.1 Voting privileges shall be accorded and restricted to the duly appointed members or alternates of the Joint Technical/Policy Committee.

   3.2 When votes are taken, tallied and recorded in connection with a Committee action, each member entity shall be accorded one (1) vote.

4. Attendance: In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government representative misses three (3) consecutive meetings, the Committee may seek to replace that representative on the Committee, in consultation with the local or tribal appointing entity.

5. Term: Members and alternates may serve at the discretion of their local governing body for an indefinite timeframe, provided that:

   5.1 The members and alternatives shall be appointed or re-appointed annually; and

   5.2 Biennial election or reconfirmation of Committee officers shall take place.

ARTICLE IV

DUTIES OF THE JOINT TECHNICAL/POLICY COMMITTEE

A. The Joint Technical/Policy Committee (JTPC) receives transportation project applications via member submission of such forms as are devised and required by the RTPO and NMDOT, reviews and rates the projects for inclusion in the Regional Transportation Improvement Program Recommendations (RTIPR)

document, and submits the RTIPR to the New Mexico Department of Transportation on at least a biennial basis or as otherwise required by the Department.

B. The JTPC reviews, rates, and ranks all funding program projects on at least a biennial basis and submits these to the appropriate NMDOT Office. This includes a biennial (minimally) RTIPR ranking process as well as transportation alternatives; an annual evaluative process for public transportation, and review of other programs as requested by NMDOT.

C. JTPC members are responsible for identifying potential transportation projects on behalf of local communities within the area of governance they serve, representing and discussing these projects with the NWRTPO Planner and NMDOT District representatives, and submitting projects for formal inclusion in the Transportation Improvement Plans of the region and state. JTPC members are also responsible for attending monthly RTPO meetings and collaborating with the RTPO Planner and NMDOT personnel regarding the progress and status of transportation development and maintenance projects within their respective jurisdictions.

D. In its policy capacity, the JTPC will review, approve and authorize the following roles and services of the NWRTPO on an annual basis:

- The annual work program for the NWRTPO, in consultation with the Northwest New Mexico Council of Governments and NMDOT;
- Acceptance or reconfirmation of member appointments of representatives to the Joint Technical/Policy Committee;
- Review and finalization of the prioritization and ranking of proposed projects in the Regional Transportation Improvement Program Recommendations (RTIPR), for submission to the NMDOT; and
- Review and authorization of proposed actions by the NWRTPO that bear a significant impact upon participating member governments, beyond the routine services provided by the NWRTPO for transportation development and maintenance.

E. Both regular and special policy actions shall engage a process through which the requested action is presented at an initial monthly meeting, after which the RTPO members submit the proposed action and their recommendations through their respective governments' leadership, and bring back their vote for action on the proposed policy action at the following month's meeting. This process assures adequate review and equitable participation on behalf of all participating governments.

F. The JTPC may appoint subcommittees and task forces as needed to enhance the functioning and productivity of the NWRTPO.

ARTICLE V

OFFICERS

A. Establishment

Committee Officers shall be considered officers of the NWRTPO association, consisting of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee to serve for two (2) years, from October to September of each year. Elections or term renewal shall take place at the first meeting prior annually.

B. Removal

The Committee officers may be removed by annual election, resignation, or by appointing member governments (i.e., when the officer no longer represents his/her member government). In the event that the Chair resigns or is removed, the Vice-Chair shall assume the role of Chairperson, and a new Vice-Chair shall be appointed.

C. Duties of Officers

1. Chairperson

   a. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus on specific areas of concern.

   b. The Chairperson is an *ex officio* member of all standing sub-committees.

   c. The Chairperson provides as appropriate a written and/or oral summary of sub-committee reports to the membership at RTPO committee meetings.

   d. The Chairperson collaborates with the RTPO Planner to ensure that protocol and regulations for public notice and membership notice (including agendas and minutes) for all RTPO meetings are adhered to.

2. Vice-Chairperson

   a. The Vice-Chairperson presides at all meetings at which the Chairperson is absent and performs all duties for which the Chairperson is responsible. If neither is present, the RTPO Planner or another member will be selected as temporary leader for the floor.

   b. It is the preference that the Vice Chair succeeds to the Chair position. However, the NWRTPO Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the term and may choose to elect an alternative member.

   c. If the Chairperson resigns or is no longer eligible to be a member of the RTPO Committee, the Vice Chairperson will serve as Chair until an election is held.

ARTICLE VI

STAFF SUPPORT

A. Contracted Services

Under contract with the New Mexico Department of Transportation (NMDOT), the Northwest New Mexico Council of Governments (NWNMCOG) will hire and supervise a NWRTPO Program Manager to carry out the annual work program of the NWRTPO under the oversight and guidance of the NWRTPO Joint Technical/Planning Committee, and to staff the work and activities of the Committee. This contract serves as the official document for defining the relationship between the NMDOT and the NWNMCOG with respect to the carrying out the functions and fulfilling the objectives of the NWRTPO. The Program Manager shall work to assist NWRTPO members in both an administrative and technical capacity.

B. Staff Duties

The Program Manager's duties shall include, but are not limited to, the following:

1. Fulfill the duties and responsibilities outlined by the NMDOT and the local government member representatives in the Annual Work Program.

2. Facilitate and assist with the biennial RTIPR process including development of project identification and/or other required forms in collaboration with RTPO members, facilitation of the annual rating and ranking process, creation and distribution of the RTIPR to NMDOT and NWRTPO members.

3. Prepare and facilitate NWRTPO meetings, including meeting arrangements, agenda, public notices, informing members and all other interested parties of meetings, and development and distribution of minutes and other materials.

4. Provide NWRTPO members, the NMDOT District Engineer, Government to Government Unit and other participating NMDOT staff with meeting agendas and information at least one week (7 days) in advance of meetings, and provide public notice no later than as recommended in the Open Meetings Act in advance of NWRTPO meetings.

5. Make presentations on the RTPO planning process and the status of local projects programmed in the RTIPR or STIP to NWRTPO members' governing bodies. These presentations and orientations should be made at least once every three (3) years to each member government to accommodate turnover in staffing and elected leadership.

6. Research, seek and maintain awareness of and correspondence with federal transportation departments and national resource organizations (NADO, AASHTO, AMPO, FHWA, FTA) and funding sources, to:

- stay abreast of state, national and global trends in transportation planning and policy, legislative issues, best practices, and resource, training and funding opportunities, and engage the NWRTPO membership to take advantage of this information in local and regional actions that will enhance the impact of transportation facilities and services on the quality of place, quality of life and economic security of their citizens; and

- provide technical assistance to NWRTPO members and projects to support regional multimodal rural transportation mobility and sustainability on behalf of member governments and the citizens of northwest New Mexico.

ARTICLE VII

MEETINGS

A. All Joint Technical/Policy Committee meetings shall be subject to the Open Meetings Act (NMSA 10-15-1 to 10-15-4) and shall be conducted in accordance with such methods and procedures as the Committee adopts, including virtual meetings when determined required by circumstances by the RTPO Chairman and staff in accordance with state guidance.

B. The Joint Technical/Policy Committee (JTPC) shall meet according to a regular schedule, nominally on the second Wednesday every other month (6-meetings per year) but subject to change at the discretion of the Committee.

C. As they arise, policy actions shall be discussed at regular or special meetings of the Committee, shall be brought to the attention of member government leaders for consultation on preferred action, and shall be voted on at the following month's meeting.

D. A quorum shall consist of one-half (50%) of the voting members.

E. The Committee shall adopt such rules of order as its members agree upon, except that formal actions shall at minimum include a motion, second, and call for vote.

F. Members submitting a project feasibility form (PFF) and/or project identification form (PIF) to be recommended for inclusion in the NWRTPO RTIPR must attend the mandatory meeting each year (February) for project presentation.

G. The NWRTPO Planner may (optional and not required) notify the public by newspaper advertisement of the time and place of regular meetings at least 10 days in advance (special meetings 3 days in advance, emergency meetings with as much advance notice as possible) and shall make such notices available to participating local and tribal governments for posting as appropriate within their communities. At a minimum, the NWRTPO Planner shall post a schedule of regular meetings on the Northwest New Mexico Council of Governments' website to meet Open Meetings Act Requirements.

H. Any JTPC member may submit a matter for consideration on a future agenda.

I. In the absence of the Chairperson and Vice Chairperson from a meeting of the JTPC at which a quorum is present, the NWRTPO Planner shall convene and facilitate the meeting, and/or the members present may choose an alternate member to assist or lead the meeting until its conclusion or the arrival of the Chair or Vice-Chair.

J. Persons from the public or any other group or organization desiring to address the NWRTPO or provide a presentation shall make their request to the RTPO Planner at least one week (7 days) in advance of the meeting. The RTPO Planner shall then consult with the RTPO officers for inclusion on the agenda in an upcoming meeting. Presentations shall not exceed 30 minutes unless authorized by the RTPO Chairman under special circumstances.

K. Public participation in meetings shall be as follows:

1. Persons wishing to comment on a specific agenda item must first get permission from the Committee Chair. Speakers are limited to five (5) minutes, and a speaker's time may not be assigned to another speaker.

2. Persons wishing to address the JTPC about issues not on the agenda should offer their comments during the "New Business/Public Comment" agenda item and at the permission of the Committee Chair. Speakers are limited to five (5) minutes, unless at the discretion of the facilitating Chair, discussion ensues, or further explanation is deemed necessary or appropriate. A speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the JTPC or the RTPO Planner, but address dialogue or presentation to the committee as a whole. The Chairperson shall enforce decorum.

ARTICLE VIII

ETHICS POLICY

A member of the NWRTPO Joint Technical/Policy Committee or the NWRTPO Planner shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;

2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;

3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;

4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest;

5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another; or

6. Attempt to influence a legislative decision at any level of government, but only seek to inform members or the public of issues or impacts.

ARTICLE IX

RECORDS

A. Maintenance of Records

All records generated by the JTPC and any subcommittees in conducting NWRTPO business are to be maintained by the NWRTPO Planner of the NWNM Council of Governments. All records generated by the NWRTPO and any of its subcommittees are joint property of the NMDOT and the NWNM Council of Governments and should be maintained in a manner accessible to authorized (appointed) NWRTPO JTPC members.

B. Title of Records

If the Northwest Regional Transportation Planning Organization terminates or ceases to exist and function, the title to all its assets and records will remain with the New Mexico Department of Transportation and the Northwest New Mexico Council of Governments.

ARTICLE X

AMENDMENT OF BYLAWS

A. The Bylaws may be amended by a majority vote of all voting members present, under circumstances of a quorum.

B. Any voting member may propose amendments to the bylaws by submitting in writing to the Chairperson of the Joint Technical/Policy Committee and the NWRTPO Planner at least 30 days prior to the next scheduled meeting in order to provide adequate time for the proposed amendment to be added to the meeting agenda and for distribution to voting members for review. Any bylaw amendment that affects the relationship of the NWRTPO to the NMDOT or NWNMCOG must be submitted to both organizations for consideration.

CERTIFICATION

These NWRTPO bylaws were reviewed and approved by the Northwest Regional Transportation Planning Organization on ~~December 10, 2025~~ – at a duly noticed and public meeting of the NWRTPO.

August 12, 2026

Raymond Concho Jr., *Chairman*
RTPO Joint Technical/Policy Committee

Evan Williams, *Executive Director*
Northwest New Mexico Council of Governments