

BYLAWS  
AREAWIDE PLANNING AND TECHNICAL  
ADVISORY COMMITTEE

FORMAL ADOPTION DATE:  
DECEMBER 27, 1979

REVISED  
APRIL 24, 1980

SECOND REVISION  
APPROVED BY ACOG BOARD  
05-28-92

ADMINISTRATIVE CHANGES:  
10-17-2011

## BYLAWS

### AREAWIDE PLANNING AND TECHNICAL ADVISORY COMMITTEE

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#### ARTICLE I.      GENERAL

SECTION 1.      NAME. This committee shall be known as the Areawide Planning and Technical Advisory Committee (APTAC) of the Association of Central Oklahoma Governments (ACOG).

SECTION 2.      EFFECTIVE DATE. The effective date of these bylaws shall be upon adoption by the ACOG Board of Directors, December 27, 1979.

SECTION 3.      AMENDMENTS TO BYLAWS. These bylaws may be amended by a simple majority of the weighted vote of the ACOG Board of Directors on their own motion or in response to recommendations forwarded to the ACOG Board of Directors by the Areawide Planning and Technical Advisory Committee (APTAC).

#### ARTICLE II.      PURPOSE

SECTION 1.      PURPOSE. The purposes of the APTAC shall include:

- a.      To serve in a planning and technical advisory capacity to the ACOG Board of Directors.
- b.      To supplement and aid the functions and purposes of ACOG, as defined in the Agreement Creating the Association of Central Oklahoma Governments, effective February 16, 1977, as amended.
- c.      To generate public interest in, and attention to, various elements of comprehensive planning in the ACOG Region; and to coordinate with all local, state, and federal agencies related to comprehensive planning.

- d. To provide the ACOG Board of Directors with advisory recommendations in all matters related to areawide development and/or redevelopment.
- e. To act in any way reasonably related to any of the above-mentioned purposes.

ARTICLE III. AUTHORITY

SECTION 1. FEDERAL AUTHORIZATION. Initial authorization for ACOG exists in the Intergovernmental Coordination Act of 1968. Authorization also exists in the Housing and Community Development Act of 1977. The President's Urban Policies, January of 1978, give further authorization for such activity, and changes in Federal mandate or Department of Housing and Urban Development (DHUD) regulations will be incorporated automatically.

SECTION 2. STATE AUTHORIZATION. The Interlocal Cooperation Act, Title 74, Oklahoma Statutes 1971, S1001-1008, permitted by agreement the creation of "legal or administrative entities" ... "to permit local governmental units to make the most efficient use of their powers."

SECTION 3. LOCAL AUTHORIZATION. The Agreement of the Association of Central Oklahoma Governments authorizes such "research, planning and advisory functions as are required to improve physical, economic, social and environmental conditions" in the region.

ARTICLE IV. MEMBERSHIP AND STRUCTURE

SECTION 1. REPRESENTATION. The APTAC shall consist of:

- a. Municipal and county planners within the region.
- b. Community Development and Housing Authority Directors, or their appointed representatives.
- c. Municipal managers from communities without a planner, or the manager's appointed representative.
- d. From entities without a planner, community development director, or manager, a representative as appointed by the governing body of that entity.
- e. Non-voting, ex-officio members of Federal, State and Local agencies as recommended by the APTAC and ACOG staff.
- f. ACOG Staff, who shall be non-voting members.

- SECTION 2. APPOINTMENT. The ACOG Board of Directors shall be notified, on an annual basis, of any new APTAC representatives appointed by member entities or governmental agencies.
- SECTION 3. TERMS. Members of the APTAC shall be appointed for an indefinite term, to serve as long as qualified under Section 1, above.
- SECTION 4. VACANCIES. In the event of a vacancy on the APTAC, the vacancy shall be filled according to the procedures of ARTICLE IV, Sections 1 and 2.
- SECTION 5. MEMBERS' OBLIGATION. Each member of the APTAC is charged with the responsibility of assisting the ACOG Board of Directors and other elected and appointed officials with their decision-making responsibility by making recommendations on important issues. As part of the above responsibility, members should foster a constructive interchange of views and attempt to develop areawide agreement on the planning effort.
- SECTION 6. ALTERNATES. Every APTAC member shall have the power to appoint an alternate who is not already a member of APTAC to act in the member's capacity at any meeting, in the event such member cannot attend.
- SECTION 7. COMMITTEE OFFICERS. The APTAC shall elect a Chairman and Vice-Chairman from its membership for a one year term. Committee officers may succeed themselves for additional terms.
- SECTION 8. SUBCOMMITTEES. The APTAC shall have the power to create subcommittees to study specific subject areas within the realm of comprehensive planning. Membership shall not be limited to APTAC members. The Chairman of any such subcommittee shall be appointed by the APTAC Chairman and shall be a member of the APTAC.

ARTICLE V. MEETINGS

- SECTION 1. MEETING TIME AND PLACE. Regular meetings of the APTAC shall be held on the second Thursday of each month (or as determined by a majority vote of the Committee) at 9 a.m. in the ACOG Board Room, 21 E. Main St., Suite 100, Oklahoma City, OK 73104\*, except when this date conflicts with holidays or the APTAC or Board of Directors requests a change. Meetings may be cancelled or special meetings called at the discretion of the APTAC Chairman or the ACOG Executive Director.
- SECTION 2. MEETING NOTICE AND AGENDA. Meeting notices shall be in conformity with the requirements of the Oklahoma Open Meetings Act; an agenda shall be sent to all members one week in advance of meetings.

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\* Administrative Change of Location - 4-13-2012

SECTION 3. MINUTES. Minutes of all APTAC meetings will be prepared and placed in the next month's agenda packet. Such minutes shall accurately reflect the conduct of the meeting, with all activity identified.

SECTION 4. QUORUM. A quorum shall consist of representation by six member entities. Business conducted in the absence of a quorum shall be noted with a statement that a quorum was not present.

SECTION 5. OPEN MEETINGS. All meetings of the APTAC shall be conducted with no restrictions on the attendance of observers, citizens, or press, and in accordance with the Oklahoma Open Meetings Act.

SECTION 6. CONDUCT OF MEETINGS. All meetings of the APTAC shall be conducted in accordance with Robert's Rules of Order.

SECTION 7. VOTING; MAJORITY. Each APTAC member entity shall have the right to exercise one vote.

#### ARTICLE VI. ADVISORY ROLE

SECTION 1. ADVISORY FUNCTION. APTAC may, on its own motion, bring important matters relative to areawide comprehensive planning to the attention of the ACOG Board of Directors. Such advice and/or recommendations may be accompanied by a request from the APTAC for formal ACOG Board of Directors action in whatever form is appropriate.

SECTION 2. SPECIAL PROJECTS. APTAC, on its own motion, or on a motion by a member of the ACOG Board of Directors, may upon ACOG Board approval, undertake special projects, programs or studies of policy areas, utilizing the available resources of APTAC.

#### ARTICLE VII. SEVERABILITY CLAUSE

SECTION 1. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of these bylaws is for any reason held invalid, said portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of these bylaws.