AREAWIDE PLANNING & TECHNICAL ADVISORY COMMITTEE BYLAWS

FORMAL ADOPTION DATE:
DECEMBER 27, 1979

REVISED:
APRIL 24, 1980

SECOND REVISION APPROVED
BY ACOG BOARD:
MAY 28, 1992

ADMINISTRATIVE CHANGES:
OCTOBER 17, 2011
MAY 11, 2023

Association of Central Oklahoma Governments
4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org
BYLAWS FOR THE AREA WIDE PLANNING & TECHNICAL ADVISORY COMMITTEE

ARTICLE I. GENERAL

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

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

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 Area Wide Planning and Technical Advisory Committee (APTAC).

ARTICLE II. PURPOSE

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 in its entirety March 31, 1983, as amended, and as last approved May 31, 2018, to continue in existence.

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

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.

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."
ARTICLE 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 4: MEMBERSHIP & STRUCTURE

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 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.

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.

3. TERMS
Members of the APTAC shall be appointed for an indefinite term, to serve as long as qualified under ARTICLE 4 Section 1, above.

4. VACANCIES
In the event of a vacancy on the APTAC, the vacancy shall be filled according to the procedures of ARTICLE 4, Sections 1 and 2.

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 an areawide agreement on the planning effort.

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.

7. COMMITTEE OFFICERS
The APTAC shall elect a Chair and Vice-Chair from its membership for a one-year term. Committee officers may succeed themselves for additional terms.

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 Chair of any such subcommittee shall be appointed by the APTAC Chair and shall be a member of the APTAC.
ARTICLE 5: MEETINGS

1. MEETING TIME AND PLACE
   Regular meetings of the APTAC shall be held on the second Thursday of every other month (or as determined by a majority vote of the Committee) at 9 a.m. in the ACOG Oklahoma Board Room, 4205 N. Lincoln Blvd., Oklahoma City, OK 73105, except when this date conflicts with holidays or the APTAC or Board of Directors requests a change. Meetings may be canceled, or special meetings called at the discretion of the APTAC Chair or the ACOG Executive Director.

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.

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.

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.

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.

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

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

ARTICLE 6: ADVISORY ROLE

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.

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 7: SEVERABILITY CLAUSE

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.