



Missouri Highways and Transportation Commission Policies

Category: COMMISSION

Sub-Category: Organization

Sub-Subcategory: Leadership

Related Statutes: Section 226.030 RSMo–Number of members–qualifications–term–removal–compensation
Section 226.100 RSMo–Principal office to be in Jefferson City–persons authorized to administer oaths.
Section 226.120 RSMo–Chairman and vice-chairman, election, term–quorum–monthly meeting, required.
Section 227.290 RSMo–Highways and transportation commission may convey or exchange land or leasehold.

COMMISSION CHAIR AND VICE-CHAIR

Election and Rotation of Chair and Vice-Chair

The Commission bi-annually elects a Chair and Vice-Chair to serve the Commission and MoDOT. Commissioners elected to these positions are in leadership roles that require extra time to fulfill the responsibilities. Each officer is charged with ensuring the integrity of the Commission's decision-making processes, facilitating discussion, and motivating the Commission to be as effective as possible in fulfilling its responsibilities and duties.

The Commission elects its two most senior members, who must be from opposing political parties, as its Chair and Vice Chair for a period of one year; these terms begin in March of years that end with odd numbers. At the end of such year, the members serving as Chair and Vice Chair shall have the option to rotate positions: the member serving as Vice Chair will serve as Chair and vice-versa.

If one of the Commission leadership offices becomes vacant due to death, resignation, removal, or refusal to serve before the one-year leadership term expires, the Commission shall elect one of its members that is of the same political party as the vacating officer to serve the remainder of the vacating officer's leadership term. Such election shall not prohibit that member from later serving as Chair and Vice Chair when such member's seniority in Commission service qualifies him or her for those offices.

Any member reappointed shall only be eligible to serve as Chair or Vice Chair during the final two years of such member's reappointment.

Authority and Responsibilities of the Chair

In addition to the regular duties and responsibilities inherent in the position of a Commissioner, the responsibilities of the Chair are listed below.

- Set an example for the Commission and staff in terms of professionalism and ethical behavior.

- Review the Commission meeting agendas created by the Director and ensure that the timing for each discussion item is appropriate.
- As needed, call special meetings of the Commission upon notice to the members. *See 226.120 RSMo*
- Preside over Commission meetings and running them in an orderly manner.
- Keep meetings on point with the agenda and ensuring discussions stay focused and within the allotted time.
- Ensure that all Commissioners participate fairly in discussions and all different points of view are heard and considered.
- Help the Commission “speak in one voice” to best represent the membership as a whole.
- Encourage Commissioners to have perfect attendance at meetings, including arriving on time and staying until the meeting has adjourned, in recognition of the fact that all Commissioners are valuable to the decision making process.
- Make sure the Commission has the appropriate amount of time for effective study and review of business under consideration.
- Maintain communication with the Director at all times, especially when issues arise and require immediate attention and consideration; and foster a mutually beneficial relationship with the Director that helps both parties avoid surprises.
- Encourage a cooperative relationship between the Commission and the Governor’s office by seeking the Governor’s advice and counsel when appropriate so that both entities remain well informed of the state of Missouri’s transportation system.
- Address ethical issues that have been brought up by the Commission, MoDOT staff, or others.
- Represent MHTC to external groups and the media, as requested by the Commission.
- Coordinate the annual performance evaluation of the Director and Commission Secretary and conveying the results to them.
- Ensure Commission members are selected to serve on committees and boards as provided by Commission policy or statute. The Commission has two standing committees, Audit and Legislative. In addition, it elects Commission representatives to two boards, Missouri Transportation Finance Corporation Board of Directors (MTFC) and MoDOT and Patrol Employees’ Retirement System Board of Trustees (MPERS).
- Establish ad-hoc committees, as needed.
- Administer oaths so far as such authority is incidental to the performance of his or her duties. *See Section 226.100 RSMo*
- Certify any actions taken by the Commission, when required, and executing documents on behalf of the Commission.
- Execute deeds and other documents used to convey property or property rights. *See Section 227.290.1RSMo*
- Issue correspondence that conveys action, explains policy, or otherwise communicates the sentiment of the Commission.
- Perform any additional duties as required by action of the Commission.

Authority and Responsibilities of the Vice-Chair

In addition to the regular duties and responsibilities inherent in the position of a Commissioner, the responsibilities of the Vice-Chair are listed below.

- Educate himself or herself about the major activities of the MHTC so that he or she is able to take the place of the Chair if necessary.
- Serve as the Chair if the person elected to that position has resigned or cannot serve in that capacity.
- Perform all the duties of the Chair in the event of the Chair's inability to act.
- As needed, call special meetings of the Commission, in the event of the Chair's inability to act, upon notice to the members. *See 226.120 RSMo*
- Collaborate with the Chair in conveying the performance evaluation results to the Director and Commission Secretary on an annual basis.
- Administer oaths so far as such authority is incidental to the performance of his or her duties. *See Section 226.100 RSMo*
- Execute deeds and other documents used to convey property or property rights. *See Section 227.290.1RSMo*
- Perform any other duties reasonably related to the office of Vice-Chair of MHTC if requested by the Commission.

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Last Reaffirmed:

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Related Commission Minutes: May 16, 2014 – New Policy. October 3, 2018 – grammar and statutory citation corrections.