



## Missouri Highways and Transportation Commission Policies

**Category:** COMMISSION  
**Sub-Category:** Policies and Administrative Rules

### MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION (MHTC) POLICIES

#### **Maintenance of Policies**

The Secretary to the Commission is charged with the responsibility of maintaining current Commission policies and a history thereof.

#### **Consideration of Policy Changes**

Specific policies may be created, revised, reaffirmed, or rescinded at any regularly scheduled or special meeting of the Commission.

The Commission will approve the specific language of all policies. Staff recommendations for new policies, therefore, should include draft policy language. Recommendations for policy revisions should include a red-line version showing the change to the current policy. Recommendations for rescinding or reaffirming a policy should include a copy of the current policy for ready reference.

#### **Effective Date**

Unless otherwise directed by the Commission, the effective date of the policy will be the date of the Commission meeting wherein the specific policy was approved or revised. Reaffirmation of a policy will not change the policy's effective date.

#### **Comprehensive Review**

To make certain that all policies have been previously considered by a majority of those on the current Commission, the Commission will comprehensively review its policies every two years. In order for newly appointed Commissioners (who are generally appointed in odd-numbered years) to be well-informed on the purpose and content of the policies, this review will take place in even numbered years. The review will include staff recommendations for reaffirming, revising, or rescinding each of the policies. The first comprehensive review of these policies will take place in 2016 and every two years thereafter.

Effective Date: November 7, 2013  
Supersedes Policy Dated:  
Last Reaffirmed:  
Date of Origin: November 7, 2013  
Related Commission Minutes: November 7, 2013 – Comprehensive Policy Review.