

# **Southwestern Rural Transportation Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws**

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## **ARTICLE I-NAME**

The name of this committee shall be the Southwestern RPO Rural Transportation Advisory Committee (RTAC), hereinafter referred to as the RTAC.

## **ARTICLE II-PURPOSE**

The purpose and goals of this committee shall be to:

- review and approve the Southwestern RPO Prospectus.
- review and approve the Southwestern RPO Planning Work Program (PWP), which defines work, tasks, and responsibilities for the Southwestern RPO.
- establish goals, priorities, and objectives for the rural transportation planning process in the Southwestern RPO area.
- coordinate work efforts with the Southwestern RPO Rural Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of the Southwestern Region.
- make recommendations to the respective local, state, and federal governmental agencies regarding any necessary actions relating to the continuing transportation planning process.
- review and recommend transportation improvement projects that support and enhance inter-county and intra-county transportation serving the Southwestern RPO area.
- develop and prioritize transportation projects that the Southwestern RPO recommends for inclusion in the State Transportation Improvement Program (TIP).
- develop and amend as necessary the Southwestern RPO Long-Range Transportation Plan.
- make recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the transportation planning process.
- provide a forum for public participation in the rural transportation planning process.

## **ARTICLE III-MEMBERS**

### **Section 1-Membership:**

As specified in the Southwestern RPO Memorandum of Understanding (MOU) between the Southwestern RPO and North Carolina Department of Transportation (NCDOT), the RTAC shall consist of officials identified below concerned with the transportation planning process for the Southwestern planning area, which includes Cherokee, Clay, Graham, Jackson, Macon, and Swain Counties, as well as the incorporated municipalities within each County that are members of the Southwestern RPO. The initial voting membership shall include the following members:

- One County Commissioner representing the County of Cherokee.
- One municipal elected official to represent the interest of all the municipal local governments in Cherokee County.

- One County Commissioner representing the County of Clay.
- One municipal elected official to represent the interest of all the municipal local governments in Clay County.
- One County Commissioner representing the County of Graham.
- One municipal elected official to represent the interest of all the municipal local governments in Graham County.
- One County Commissioner representing the County of Jackson.
- One municipal elected official to represent the interest of all the municipal local governments in Jackson County.
- One County Commissioner representing the County of Macon.
- One municipal elected official to represent the interest of all the municipal local governments in Macon County.
- One County Commissioner representing the County of Swain.
- One municipal elected official to represent the interest of all the municipal local governments in Swain County.
- One member representing the 14<sup>th</sup> Division of the North Carolina Board of Transportation.

**Section 2-Term of Membership:**

Term of office for all seats on the RTAC is two years. Re-appointment is possible.

**ARTICLE IV-OFFICERS**

**Section 1-Officers Defined:**

The officers of the RTAC shall consist of a Chairman and a Vice-Chairman serving annual terms, but limited to two (2) consecutive terms. The Chairman and Vice-Chairman shall be the Chairman and First Vice-Chairman of the Southwestern Commission. The Southwestern Commission (COG) Transportation Coordinator, as staff to the Southwestern RPO, shall act as Secretary to the RTAC.

**Section 2-Duties of Officers:**

**2.1** The Chairman shall call meetings of the RTAC to order, and shall act as presiding officer of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman will:

- Sign all official documents of the RTAC.
- Preside at all meetings of the RTAC.
- Decide all points of order or procedure.
- Transmit all recommendations of the RTAC to NCDOT.
- With assistance from the Southwestern Commission Transportation Coordinator and Planner, draft the meeting agendas and make said available to the RTAC members in a timely manner.

**2.2** The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

**2.3** The administrative coordination for the RTAC shall be performed by the Southwestern Commission Transportation Planner, as staff for the Southwestern RPO. The Southwestern RPO Transportation Planner shall:

- Keep minutes of the RTAC meetings in proper form for the approval of the RTAC at its next regular meeting.

- Mail notices of regular meetings of the RTAC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of special meetings called in accordance with North Carolina Open Meeting Law.
- Maintain all files, records, and correspondence of the RTAC.

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the RTAC shall appoint a Chairman Pro-Tem for that meeting or until such time as the Chairman or Vice-Chairman can resume his responsibilities.

## ARTICLE V-MEETINGS

### **Section 1-Regular Meetings:**

The RTAC shall meet when it is deemed necessary, appropriate, and advisable. The regular meeting of the RTAC shall be held as part of the business meeting of the Southwestern Commission on the fourth Monday of every other month beginning in January at 6:30 PM. The RTAC shall meet on an as needed (on-call) basis as determined by the Chairman of the RTAC and at a time to be determined by the Chairman of the RTAC. Meeting notice and agenda are to be mailed no later than seven (7) days prior to a determined RTAC meeting date. Regular meetings may be canceled by the Chairman should there be insufficient business for the RTCC to conduct.

### **Section 2-Special Meetings:**

Special meetings may be called by the Chairman or at the request of three (3) eligible voting members of the RTAC petitioning the Chairman.

### **Section 3-Workshops:**

The RTAC may choose to hold workshops from time to time. Notification of all workshops shall be mailed to RTAC members in the same manner as notification of regular meetings of the RTAC.

### **Section 4-Attendance:**

RTAC members are expected to attend each regular meeting and each special meeting of the RTAC. If a RTAC member is unable to attend a meeting, notice should be given by the member to be absent, to the Southwestern RPO Transportation Planner. RTAC members are not allowed to designate an alternate to attend meetings in their absence.

### **Section 5-Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the RTAC can place items on the agenda prior to its distribution, by notifying the RTAC Chairman and/or the Southwestern RPO Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the RTAC meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

### **Section 6-Voting Procedures:**

The Chairman may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. A quorum of representation by three of the member counties and three of the member municipalities representing at least three of the member counties is required to call for a vote. Each voting member of the RTAC shall

have one (1) vote. A majority vote of the members present and eligible to vote shall be sufficient for approval of matters coming before the RTAC.

The elected official to represent the municipal interest in each county shall be determined by one of two methods.

1. The elected officials of the municipalities in a county may elect the voting member by majority vote, or
2. The elected officials of the municipalities in a county can caucus at the meeting and appoint a voting member.

If the elected officials of the municipalities in a county cannot reach agreement using the above processes, then there will be no municipal voting member from that county on the issue set forth.

The Chairman is permitted to vote. In the event of a tie, where the Chairman has already voted, the Chairman cannot vote again to break the tie and the motion does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the RTAC for said abstention by a majority vote of the RTAC members present. Any member present and not voting shall be recorded as a positive vote on the motion. In the absence of any direction from these By-Laws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

#### **ARTICLE VI-AMENDMENTS TO BY-LAWS**

Amendments to these By-Laws shall require the affirmative vote of a majority of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been mailed seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) for the Southwestern RPO, which is the governing document for these By-Laws. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

The Southwestern RPO Rural Transportation Advisory Committee (RTAC) approved these By-Laws on May 19, 2003.

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William Hughes, Chairman, Southwestern RPO RTAC

**ATTEST:**

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Elizabeth Ledford, Secretary, Southwestern RPO RTAC