

Southwestern Rural Transportation Planning Organization (RPO) Rural Transportation Coordinating Committee (RTCC) By-Laws

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and recommend the Southwestern RPO Prospectus to the Rural Transportation Advisory Committee (RTAC)
- review and recommend to the RTAC the Southwestern RPO Planning Work Program (PWP), which defines work, tasks, and responsibilities for the Southwestern RPO.
- assist the RTAC to establish goals, priorities, and objectives for the rural transportation planning process in the Southwestern RPO.
- coordinate work efforts with the RTAC in meeting the transportation and economic development needs of the Southwestern Region.
- prepare transportation studies, plans, and programming recommendations required under state and federal law, and as requested by the RTAC.
- provide transportation-related information to local governments and other interested organizations and persons to coordinate transportation related tasks that enhance transportation system development, coordination, and efficiency.
- review and recommend to the RTAC transportation improvement projects that support and enhance inter-county and intra-county transportation serving the Southwestern RPO area.
- identify and prioritize transportation projects for the RTAC to submit to the North Carolina Department of Transportation (NCDOT) for inclusion in the State Transportation Improvement Program (TIP).
- make recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the transportation planning process.
- review and recommend to the RTAC changes to Transportation Plans for the units of government of the Southwestern RPO.
- provide a forum for public participation in the rural transportation planning process.

ARTICLE III-MEMBERS

Section 1-Membership:

As specified in the Memorandum of Understanding (MOU) between the Southwestern RPO and NCDOT, the RTCC shall consist of officials from local and state governmental agencies concerned with the transportation planning process for the Southwestern RPO 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.

Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC.

The initial voting membership shall include, but not be limited to, the following members:

- County Manager, or his/her designee, from each of the counties of the RPO planning area.
- The Chief Administrative Official, or his/her designee, from each municipality in the RPO planning area that is a member of the RPO.
- The Transportation Coordinator of the Southwestern Commission
- The DOT 14th Division Engineer, or his/her designated representatives.
- Manager, Statewide Planning Branch, Planning and Environment, North Carolina Department of Transportation, or his/her designated representative.
- Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation, or his/her designated representative.

Section 2-Term of Membership:

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

Section 3-Subcommittees:

Subcommittees may be formed by the RTCC as deemed necessary. Purpose, title, and membership of any subcommittee is subject to RTCC approval.

ARTICLE IV-OFFICERS

Section 1-Officers Defined:

The officers of the RTCC will consist of a Chairman and a Vice-Chairman serving annual terms with no limitation on the number of terms that may be served. The Chairman and the Vice-Chairman shall be appointed by the Chairman of the RTAC. The Southwestern Commission Transportation Coordinator, as staff to the Southwestern RPO, shall act as Secretary to the RTCC.

Section 2-Duties of Officers:

2.1 The Chairman shall call meetings of the RTCC 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 shall:

- Sign all official documents of the RTCC.
- Preside at all meetings of the RTCC.
- Decide all points of order or procedure.

- Transmit all recommendations of the RTCC to the RTAC.
- With assistance from the Southwestern Commission Transportation Coordinator, draft the meeting agendas and make said available to the 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 RTCC shall be performed by the Southwestern Commission Transportation Coordinator, as staff for the Southwestern RPO. The Southwestern Commission Transportation Coordinator shall:

- Keep minutes of the Southwestern RPO RTCC meetings in proper form for the approval of the RTCC at its next regular meeting.
- Mail notices of regular meetings of the Southwestern RPO RTCC, 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 RTCC.

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

ARTICLE V-MEETINGS

Section 1-Regular Meetings:

The RTCC shall meet when it is deemed necessary, appropriate, and advisable. The regular meeting of the RTCC 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. Meeting notice and agenda are to be mailed no later than seven (7) days prior to the regular RTCC 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 RTCC petitioning the Chairman. Notice of special meetings shall be given in accordance with Open Meeting Laws of the North Carolina General Statutes.

Section 3-Workshops:

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

Section 4-Attendance:

RTCC members are expected to attend each regular meeting and each special meeting of the RTCC. If a RTCC member is unable to attend a meeting, notice should be given by the member to be absent, to the Southwestern RPO Transportation Planner. RTCC members are 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 RTCC can place items on the agenda prior to its distribution, by notifying the RTCC Chairman and/or the Southwestern RPO Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the RTCC 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 five of the member municipalities representing at least three of the member counties is required to call for a vote

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 vote does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the RTCC for said abstention by a majority vote of the RTCC 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 for the RTCC May 19, 2003.

William Hughes, Chairman, Southwestern RPO RTAC

ATTEST:

Elizabeth Ledford, Secretary, Southwestern RPO RTCC