

Isothermal Rural Transportation Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- Endorse, review and approve the Prospectus and Planning Work Program.
- Provide guidance on transportation goals and objectives to the RTCC (Rural Transportation Coordinating Committee) and establish goals, priorities, and objectives for the rural transportation planning process.
- Review and approve changes to the Isothermal Long-Range Transportation Plan.
- Review and recommend changes to adopted Transportation Plans for the Rural Planning Organization;
- Review and recommend transportation improvement projects, which support and enhance intra-county transportation within the Rural Planning Organization (RPO).
- Review the developed and prioritized suggestions for transportation projects submitted by the RTCC, which the Rural Planning Organization believes, should be included in the State TIP, prior to submittal to North Carolina Department of Transportation for inclusion in the State TIP.
- Request that the RTCC perform additional work, if necessary, to revise the RPO recommendations for the State TIP prior to submittal for final review by the RTAC.
- Upon adoption by the RTAC of the RTCC recommendations for projects to be included within the State TIP, present the recommendations to NC-DOT.
- Make recommendations to the respective local, state, and federal governmental agencies and the regarding any necessary actions relating to the continuing transportation planning process.
- Provide a forum for public participation in the rural transportation planning process.

ARTICLE III-MEMBERS

Membership:

As specified in the Memorandum of Understanding (MOU), the RTAC shall consist of officials from local and federal governmental agencies directly related to and concerned with the transportation planning process for the Isothermal planning area, which includes McDowell, Polk, and Rutherford Counties, as well as the incorporated municipalities within each County. The initial voting membership shall include, but not be limited to, the **following 12 members:**

- McDowell County
- Polk County
- Rutherford County
- City of Marion
- Town of Columbus
- Town of Tryon
- City of Saluda
- Town of Forest City
- Town of Spindale
- Town of Rutherfordton
- Town of Lake Lure
- NC-DOT Board of Transportation Board

Other local agencies, upon filing a request, will be informed of all meetings of the RTAC and may attend meetings. Membership to the RTAC may be altered on the basis of a majority vote of its membership.

Alternates:

In addition to naming a representative to the RTAC, each participating county and municipality shall have the authority to designate proxy alternates who are elected representatives for the purpose of proxy attendance at meetings. The alternate may vote in the absence of the regular board member and may serve as a full voting member during any meeting where that board's representative is not in attendance. Absentee voting may not be permitted.

Term of Membership:

Term of office for all seats on the RTAC is two years. Re-appointment is possible. All subsequent appointments shall be for two (2) years.

There are two other prerequisites for being a **voting** member of RTAC. One, the newly appointed representative must comply with NC Ethics Commission requirements for RPO members, including but not limited to submitting the required forms and responding to emails. Two, the municipality must be current with RPO dues, effective July 1, 2015.

ARTICLE IV-OFFICERS

Officers Defined:

The officers of the RTAC will consist of a Chairman and a Vice-Chairman serving annual terms, but limited to two consecutive terms. The Secretary shall be the RPO staff transportation planner.

Duties of Officers:

The Chairman shall call meetings of the RTAC to order and shall act as Chairman 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.
- Draft the agenda and make said available to the Secretary in a timely manner.

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

The administrative coordination for the RTAC shall be performed by the Isothermal RPO Transportation Planner, as Secretary, who shall report to the Chairman of the RTAC. The Secretary shall:

- Keep minutes of the Isothermal RPO RTAC meetings in proper form for the approval of the RTAC at its next regular meeting.
- Mail notices of regular meetings of the Isothermal RTAC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of special meetings called in accordance with NC Open Meeting Law.
- Maintain all files, records, and correspondence of the RTAC.

Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the Chairman shall appoint a Chairman for that meeting only or until such time the Chairman or Vice-Chairman can resume their responsibilities. Should the Secretary be unable to attend a meeting, the Chairman of the Isothermal RTAC, shall appoint an acting secretary to record and prepare the minutes.

ARTICLE V-MEETINGS

Regular Meetings:

The RTAC meet when it is deemed necessary, appropriate and advisable. The RTAC shall meet on a quarterly basis, at a date and time determined by a vote of RTAC. The meeting schedule will be posted on Isothermal RPO's website. Meeting notice and agenda are to be sent no later than seven (7) days prior to the meeting date.

Special Meetings:

Special meetings may be called by the Chairman, or at the request of the eligible voting members petitioning the Chairman. Notice of special meetings shall be given in accordance with Open Meeting Laws of the North Carolina General Statutes.

Workshops:

The RTAC may choose to hold workshops from time to time. All workshops shall be noticed in the manner as regular meetings of the RTAC.

Attendance:

Each member shall be expected to attend each regular meeting and each special meeting. Should a member fail to attend, or make arrangements for an alternate to attend, two or more consecutive meetings, that member's seat shall be considered vacant. Vacant seats shall be reinstated upon attendance by a qualifying member of the affected organization.

Agenda:

The agenda is a list of items for consideration at a meeting. Any member of the RTAC can place items on the agenda prior to its distribution. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

Voting Procedures:

The Chairman may call for a vote on any issue upon a motion and second duly made, provided the issue is within the purposes set forth in Article II and provided the issue is on the agenda as outlined as stipulated in the By-Laws. A quorum of 51% of the RTAC is required to call for a vote. A seat designated as vacant shall not be counted in determining a quorum. Each voting member of the RTAC shall have one vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the RTAC.

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 shall be considered affirmative votes. By approval of the RTAC, a member may withdraw from voting on an issue. 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.

Members of the TAC shall make disclosures on items that present potential conflicts of interest and shall excuse themselves from a vote in the event that such matters come before the committee.

ARTICLE VI-AMENDMENTS TO BY-LAWS

Amendments to these By-Laws of the RTAC shall require the affirmative vote of at least three-fifths (60%) of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven 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) governing this document. In the event of any conflict, the MOU shall carry precedence over these By-Laws.


The Isothermal RPO Rural Transportation Advisory Committee approved these By-Laws on May 24, 2007.

The Isothermal RPO Rural Transportation Advisory Committee amended these by-laws on May 28, 2014.



David Eaker, Chairman
Isothermal RPO TAC

ATTEST:



Karyl Fuller, Secretary, Isothermal RPO RTCC