

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

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- Develop and prioritize suggestions for transportation projects which the Isothermal Rural Transportation Planning Organization believes should be included in the State Transportation Planning Program.
- Submit recommendations for prioritized projects to the RTAC for review prior to submittal to the North Carolina Department of Transportation for inclusion into the State TIP.
- Make recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process.
- Be responsible for the completion of all required transportation studies, plans, and programming recommendation 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
- Undertake mutually agreed upon transportation related tasks to enhance transportation system development, coordination, and efficiency.
- Provide a forum for public participation in the rural transportation planning process.

ARTICLE III-MEMBERS

Membership:

As specified in the Memorandum of Understanding (MOU) between the Isothermal RPO and NCDOT, the RTCC shall consist of officials from local and federal governmental agencies directly related to and concerned with the transportation planning process for the Region-C planning area which contains the three RPO counties of McDowell, Polk and Rutherford. The voting membership shall include, but not be limited to, the following 14 local government and 6 staff members:

- McDowell County Manager
- Rutherford County Manager

- Rutherford County Transit Manager
- Polk County Manager
- Polk County Transit Manager
- Marion City Manager
- Forest City Town Manager
- Spindale Town Manager
- Rutherfordton Town Planner
- Lake Lure Town Manager
- Old Fort Town Planner
- Columbus Town Manager
- Tryon Town Manager
- Saluda Town Administrator
- NC-DOT Manager Statewide Planning Branch
- NC-DOT Division 13 Representative
- NC-DOT Division 14 Representative
- NC-DOT PTD Representative
- Executive Director, Isothermal Planning and Development Commission
- Transportation Planner, Isothermal Planning and Development Commission

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

Alternates:

Each member may appoint an alternate to its representative, provided each alternate also meets the same qualifications of membership. That alternate 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:

There shall be no designated term of membership.

ARTICLE IV-OFFICERS

Officers Defined:

The officers of the RTCC will consist of a Chairman and a Vice-Chairman serving annual terms, but limited to two consecutive terms.

Duties of Officers:

The Chairman shall call meetings of the RTCC 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 RTCC.
- Preside at all meetings of the RTCC.
- Decide all points of order or procedure.

- Transmit all recommendations of the RTCC to the RTAC.
- 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 RTCC shall be performed by the Isothermal RPO Transportation Planner, as Secretary, who shall report to the Chairman of the RTCC. The Secretary shall:

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

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 RTCC, shall appoint an acting secretary to record and prepare the minutes.

ARTICLE V-MEETINGS

Regular Meetings:

The RTCC meet when it is deemed necessary, appropriate and advisable. The RTCC shall meet on a quarterly basis, at a date and time determined by a vote of RTCC. 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 RTCC may choose to hold workshops from time to time. All workshops shall be noticed in the manner as regular meetings of the RTCC.

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 considerations for discussion at a meeting. Any member of the RTCC 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, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda. A quorum of 51% of the RTCC 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 RTCC 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 RTCC.

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 RTCC, 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.

ARTICLE VI-AMENDMENTS TO BY-LAWS

Amendments to these By-Laws of the RTCC shall require the affirmative vote of at least three-fifths of the RTCC'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 Coordinating Committee approved these By-Laws with Changes on February 22, 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