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**Peanut Belt Rural Transportation Planning Organization (RPO)
Rural Transportation Advisory Committee (RTAC) By-Laws**

ARTICLE I-NAME

The name of this committee shall be the Peanut Belt Technical Advisory Committee (RTAC), hereinafter referred to as the RTAC.

ARTICLE II-PURPOSE

The purpose and goals of this committee as outlined in the memorandum of understanding (MOU) shall be to advise the Peanut Belt RPO Rural Transportation Advisory Committee (RTAC) in its purposes:

- To develop long range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation.
- To provide a forum for public participation in the rural transportation planning process.
- To develop and prioritize suggestions for transportation projects which the Peanut Belt RPO believes should be included in the State Transportation Improvement Program.
- To provide transportation related information to local governments and other interested organizations and persons.
- To conduct transportation related studies and surveys for local governments and other interested entities/organizations.
- To undertake mutually agreed upon transportation related tasks to enhance transportation system development, coordination and efficiency.

ARTICLE III-MEMBERS

Section 1-Membership:

As specified in the MOU the RTCC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the counties of Bertie, Halifax, Hertford and Northampton Counties as well as the participating incorporated municipalities within each county. Membership is defined in the MOU and subsequent bylaws with specific attendees and alternates for each member government listed in the Peanut Belt RPO membership roster, to be updated at least every quarter.

The voting membership shall include the following members:

- One County Commissioner representing Bertie County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Bertie County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Bertie County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Bertie County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
- One County Commissioner representing Halifax County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Halifax County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Halifax County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent

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the Halifax County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.

- One County Commissioner representing Hertford County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Hertford County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Hertford County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Hertford County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
- One County Commissioner representing Northampton County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Northampton County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Northampton County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Northampton County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
- One North Carolina Board of Transportation member representing the Peanut Belt RPO service area. An alternate voting member may also be designated from the North Carolina Board of Transportation. These persons shall be identified by name in the Peanut Belt RPO membership Roster.

In order to participate as a member of the RTAC, individuals must meet any requirements established by the MOU, these bylaws, and state or federal regulations as minimum requirements for membership. In any case where one of the voting members listed above (or his/her designee) cannot meet these requirements as determined by the RTAC Chair, that seat will be considered vacant and will not be counted toward quorum. Membership for these vacant seats will be reinstated immediately once the individual meets the membership requirements.

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 Chair and a Vice-Chair serving annual terms, but limited to two (2) consecutive terms. They will be elected by majority vote of the eligible members. The Peanut Belt RPO Transportation Planner shall act as Secretary to the RTAC.

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Section 2. Duties of Officers

Section 2.1 Duties of the Chairman

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

- Sign all official documents of the RTAC.
- Preside at all meetings of the RTAC.
- Decide all points of order or procedure.
- Order the transmittal of all recommendations of the RTAC to the NCDOT.
- With assistance from the Peanut Belt RPO Transportation Planner, draft the meeting agendas and make said available to the RTAC members in timely manner.

Section 2.2 Duties of the Vice-Chair

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

Section 2.3 Administrative Coordination

The administrative coordination for the RTAC shall be performed by the Peanut Belt RPO Transportation Planner. The Peanut Belt RPO Transportation Planner shall:

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

Section 2.4 Chair Pro-Temp

Should neither the Chair nor Vice-Chair be able to preside at a meeting, the Chair shall appoint a Chair Pro-Temp for that meeting or until such time the Chair or Vice-Chair can resume their responsibilities.

ARTICLE V-MEETINGS

Section 1. Regular Meetings

The RTAC shall meet when it is deemed necessary, appropriate, and advisable. The RTAC shall meet on an as needed (on-call) basis as determined by the Chair of the RTAC and at a time to be determined by the Chair of the RTAC. Meeting notice and agenda are to be emailed and/or mailed no later than seven (7) days prior to a determined RTAC meeting date.

Section 2. Special Meetings

Special meetings may be called by the Chair, or at the request of three (3) eligible voting members of the RTAC petitioning the Chair. Whenever possible, at least seven days notice shall be given. Notice of special meetings shall be given in accordance with Open Meeting Laws of the North Carolina General Statutes.

Section 3. Workshops

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

Section 4. Attendance

Each member or the alternate shall be are expected to attend each regular meeting and each special meeting provided that at least seven days notice is given. Any member who fails to attend or make arrangements for an alternate to attend, 2 consecutive meetings in a one year period will be designated as having a vacant seat and will not count towards quorum in subsequent absences. Attendance at future meetings will automatically reinstate the member. Such recommendations shall be forwarded to the appointing agency or governmental unit prior to a vacant seat designation.

Section 5. Quorum

A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the RTAC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The RTAC will meet as often as it is deemed necessary, appropriate and advisable.

Section 6. 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 Chair and/or the Peanut Belt 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 7. Voting Procedures

The Chair 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 6 of this article. A quorum shall be established at the beginning of each meeting. The quorum shall consist of 51% the membership of the committee. 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 Chair is permitted to vote. Ad-hoc, proxy, absentee voting are not permitted. Abstentions shall be considered affirmative votes. By approval of the RTAC, a member may withdraw from voting on an issue without the vote considered affirmative. As stated in Article III, Section 1 each member has one vote.

ARTICLE VI-ROBERT'S RULES OF ORDER

In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

ARTICLE VII-AMENDMENTS TO BY-LAWS

Amendments to these By-Laws of the RTAC 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 received by each member at least 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) e governing this document. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

Approved by the Peanut Belt RPO Technical Advisory Committee (RTAC) on Nov. 30, 2017

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Vernon Bryant, Peanut Belt RPO RTAC Chair



Chris D. Rountree, Secretary to Peanut Belt RPO RTAC