

August 2017

## **Peanut Belt Rural Transportation Planning Organization (RPO) Rural Transportation Coordinating Committee (RTCC) By-Laws**

---

### **ARTICLE I-NAME**

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

### **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:

- Bertie County Manager (or his/her designee)
- Halifax County Manager (or his/her designee)
- Hertford County Manager (or his/her designee)
- Northampton County Manager (or his/her designee)
- Bertie County Planning Director (or his/her designee)
- Halifax County Planning Director (or his/her designee)
- Hertford County Planning Director (or his/her designee)
- Northampton County Planning Director (or his/her designee)
- Bertie County Economic Director (or his/her designee)
- Halifax County Economic Director (or his/her designee)
- Hertford County Economic Director (or his/her designee)
- Northampton County Economic Director (or his/her designee)
- Choanoke Public Transportation Authority
- One municipal representative from Bertie County representing the municipalities within Bertie County

## August 2017

- One municipal representative from Halifax County representing the municipalities within Halifax County
- One municipal representative from Hertford County representing the municipalities within Hertford County
- One municipal representative from Northampton County representing the municipalities within Northampton County
- NCDOT Division 1 Engineer (or his/her designee)
- NCDOT Division 4 Engineer (or his/her designee representative)
- The Manager, NCDOT Transportation Planning Branch (or his/her designee)

Each of the members listed above has one vote.

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.

In order to participate as a member of the RTCC, 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 RTCC 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. Alternates**

Each member may appoint an alternate or a line of alternates based on his/her organizational authority for the representative as reflect in the membership roster. The alternate may serve as a full voting member during any meeting where that board's primary representative is not in attendance. Absentee voting will not be permitted.

### **Section 3. Duties of Officers**

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

## **ARTICLE IV-OFFICERS**

### **Section 1. Officers Defined**

The officers of the RTCC 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 RTCC.

### **Section 2. Duties of Officers**

#### **Section 2.1 Duties of the Chairman**

The Chair 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 Chair shall:

- Sign all official documents of the RTCC.
- Preside at all meetings of the RTCC.
- Decide all points of order or procedure.
- Order the transmittal of all recommendations of the RTCC to the RTAC.
- With assistance from the Peanut Belt RPO Transportation Planner, draft the

August 2017

meeting agendas and make said available to the RTCC members in a 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 RTCC shall be performed by the Peanut Belt RPO Transportation Planner, who shall report to the Chair of the RTCC. The Peanut Belt RPO Transportation Planner shall:

- Keep minutes of the Peanut Belt RPO RTCC meetings in proper form for the approval of the RTCC at its next regular meeting.
- Email notices of regular meetings of the Peanut Belt 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.

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

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

**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.

August 2017

**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 eligible members of the RTCC, plus as many additional members as required to ensure that 51% of possible votes are present. The RTCC shall meet when it is deemed necessary, appropriate and advisable. The RTCC will be staffed by Halifax County or his/her designated staff representative. Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC of the RPO.

**Section 6. 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 Chair and/or the Peanut Belt 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 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 RTCC. The Chair is permitted to vote. Ad-hoc, proxy, absentee voting are not permitted. Abstentions shall be considered affirmative votes. By approval of the RTCC, 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.

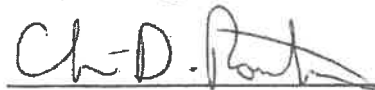
**ARTICLE VII-AMENDMENTS TO BY-LAWS**

Amendments to these By-Laws of the RTCC shall require the affirmative vote of a majority of the RTCC'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) 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 Coordinating Committee (RTCC) on August 3, 2017



Cathy Scott, Peanut Belt RPO RTCC Chair



Chris D. Rountree, Secretary to Peanut Belt RPO RTCC