

<p style="text-align: center;">Down East Rural Transportation Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws</p>

ARTICLE I-NAME

The name of this committee shall be the Down East RPO Rural Transportation Advisory Committee, 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:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the North Carolina Department of Transportation (NCDOT).
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for transportation projects that the Rural Planning Organization (RPO) believes should be included in the State Transportation Improvement Program.
4. Provide transportation-related information to local governments and other interested organizations and persons.
5. Conduct transportation-related studies and surveys for local governments and other interested entities/organizations.
6. 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 Memorandum of Understanding (MOU), the RTAC shall consist of elected officials from local governments and other governmental agencies directly related to and concerned with the transportation planning process for the Down East RPO planning area, which includes Carteret, Craven, Jones, Onslow and Pamlico Counties, as well as the incorporated municipalities within each county that are members of the Down East RPO. Membership is defined in the MOU and subsequent bylaws with specific attendees and alternates for each member government listed in the RPO membership roster, to be updated no less than on an annual basis. The initial voting membership shall include the following members:

- One County Commissioner representing the County of Carteret.
- One municipal elected official to represent the interest of all the municipal local governments in Carteret County.
- One County Commissioner representing the County of Craven.
- One municipal elected official to represent the interest of all the municipal local governments in Craven County.
- One County Commissioner representing the County of Jones.

- One municipal elected official to represent the interest of all the municipal local governments in Jones County.
- One County Commissioner representing the County of Onslow.
- One municipal elected official to represent the interest of all the municipal local governments in Onslow County, except the City of Jacksonville, which is represented by the Jacksonville Urban Area Metropolitan Planning Organization.
- One County Commissioner representing the County of Pamlico.
- One municipal elected official to represent the interest of all the municipal local governments in Pamlico County.
- One member of the North Carolina Board of Transportation in the Down East RPO region

Section 2-Term of Membership:

Term of office for all seats on the RTAC is two years. Re-appointment is possible. To facilitate staggered terms and thereby promote continuity, the initial county commissioner appointments from Carteret, Craven, Jones, Onslow and Pamlico Counties to the RTAC shall be for two years, and the initial Municipal appointments shall be for one (1) year. All subsequent appointments shall be for two (2) years. Counties are requested to make their new appointments to the RTAC by January of the new year. Vacancies to the RTAC shall be filled in the manner in which the original appointment was made.

Section 3-Ex Officio Membership:

Ex Officio Members shall include, but not be limited to, the following members:

- A representative from the Jacksonville Urban Area Metropolitan Planning Organization's Transportation Advisory Committee.
- A representative of Marine Corps Base Camp LeJeune.
- A representative of Marine Corps Air Station Cherry Point.
- All Division 2 and Division 3 NCDOT Board of Transportation representatives that are not full voting members of the RTAC.

Ex officio members in the Down East RPO will be advisory and non-voting.

Section 4-Alternates:

Each member may appoint an alternate to its representative as reflected in the membership roster. That 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.

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 of eligible members. The Director of the Eastern Carolina Council, or their designee shall serve as Secretary RTAC.

Section 2-Duties of Officers:

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 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 of the RTAC to NCDOT.
- With assistance from the Secretary, draft the meeting agendas and make said available to the RTAC members in a timely manner.

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

The administrative coordination for the RTAC shall be performed by the staff of the Eastern Carolina Council. Staff shall serve as Secretary of the RTAC and report to the Chair of the RTAC. The Secretary shall:

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

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

The Chair and Vice-Chair shall be elected annually at the first regularly scheduled meeting of the calendar year. Additional elections may be held if either the Chair or Vice-Chair cannot carry out his/her duties or complete the remainder of their appointed term.

ARTICLE V-MEETINGS

Section 1-Regular Meetings:

A meeting will be held on the fourth Tuesday of every January, March, May, July, September, and November. Meeting notices and agendas are to be sent in sufficient time for them to have been received by each committee member, no later than seven (7) days prior to the meeting date. The Chairman may cancel regular meetings should there be insufficient items on the RTAC's tentative agenda. The RTAC may 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.

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. Notice of special meetings shall be given in accordance with Open Meeting Laws of the North Carolina General Statutes.

Section 3-Workshops:

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

Section 4-Quorum Requirement:

A quorum of at least fifty-one (51) percent of the voting membership shall be required for the RTAC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or to send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.

Section 5-Attendance:

Each member or their alternate shall be expected to attend each regular meeting and each special meeting provided that at least seven (7) days notice is given. A simple majority of the RTAC may recommend the removal from membership of any member who fails to attend, or make arrangements for an alternate to attend, two (2) or more meetings on a one (1) year period. Such recommendations shall be forwarded to the appointing agency or jurisdictions prior to the removal.

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 the Secretary. Additional items may be placed on the regular agenda at the beginning of the 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 5 of this

article. 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, and 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. As stated in Article III, Section 1 each member has one vote.

RTCC review and comment is required prior to any vote affecting the Planning Work Program (PWP).

In the event of a tie, where the Chair has already voted, the Chair cannot vote again to break the tie and the motion does not pass.

ARTICLE VI-ROBERT'S RULES OF ORDER

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 VII-AMENDMENTS TO BY-LAWS

Amendments to these By-Laws shall require the affirmative vote of at least two-thirds of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been distributed 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, 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 Down East RPO Rural Transportation Advisory Committee (RTAC) originally approved these By-Laws on January 28, 2003. Amended on September 28, 2004. Amended January 24, 2006. Amended May 26, 2009.

SIGNATORY:

Chair
Down East RPO RTAC

Date

ATTEST:

Secretary
Down East RPO RTAC

Date