

**Down East Rural Transportation Planning Organization (RPO)  
Rural Technical Coordinating Committee (RTCC) Bylaws  
Revised \_\_\_\_\_**

**ARTICLE I - NAME; ENABLING STATUTORY AUTHORITY**

The name of this committee shall be the Down East RPO Rural Technical Coordinating Committee, (hereinafter referred to as the “RTCC”). This committee is established pursuant to the authority set forth in Article 17, Chapter 136 of the North Carolina General Statutes.

**ARTICLE II - PURPOSE**

The purpose and goals of this committee as outlined in the Amended Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of a Rural Transportation Planning Organization for Carteret, Craven, Jones, Onslow, and Pamlico Counties and the Participating Municipalities Therein, and the North Carolina Department of Transportation dated December 2, 2002 (hereinafter referred to as “DERPO MOU”) shall be to advise the Down East RPO Rural Transportation Advisory Committee (hereinafter referred to as “RTAC”) in its purposes:

- develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (hereinafter referred to as “MPOs”) and the North Carolina Department of Transportation (hereinafter referred to as “NCDOT”);
- provide a forum for public participation in the rural transportation planning process;
- develop and prioritize suggestions for transportation projects that the Rural Planning Organization (hereinafter referred to as “RPO”) believes should be included in the State Transportation Improvement Program;
- provide transportation-related information to local governments and other interested organizations and persons;
- conduct transportation-related studies and surveys for local governments and other interested entities/organizations; and
- 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 DERPO 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 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 DERPO MOU and subsequent Bylaws with specific appointees and alternates for each seat for each member government listed in the RPO membership roster, to be updated no less than on an annual basis. Seats on the RTCC may be altered on the basis of a majority vote of its voting membership and approval of the RTAC. Members have one vote. The initial voting membership shall include, but not be limited to, members appointed to the following seats:

- Carteret County Manager or his/her designated representative
- Craven County Manager or his/her designated representative
- Jones County Manager or his/her designated representative
- Onslow County Manager or his/her designated representative
- Pamlico County Manager or his/her designated representative
- The Chief Administrative Official, or his/her designee, from each member municipality
- Two people appointed by each County in the RPO (excluding Jacksonville) planning area to represent county-wide planning and economic development interests
- A representative from the Craven-Jones-Pamlico Transportation Committee
- A representative from the Carteret County Transportation Committee
- A representative from the Onslow County Transportation Committee
- A representative from the Beaufort-Morehead Airport Authority
- A representative from the office of Planning and Development from the North Carolina Ports Authority
- The Director of Craven Area Rural Transit Service, CARTS or his/her designee
- The Transportation Coordinator of Carteret County Area Transportation System, CCATS, or his/her designee
- The Director of Onslow United Transit System, Inc., OUTS, or his/her designee

- NC DOT Division Engineers of Division 2 and 3 or his/her designated representatives
- The NCDOT Transportation Planning Branch Manager, or his/her designated representative
- An Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation, or his/her designated representative
- A representative from the NCDOT Ferry Division
- A representative from the NC Highway Patrol, as designated by the RTCC Chair

**Section 2 - Ex Officio Membership:**

Ex officio seats shall include, but not be limited to, the following:

- The Transportation Planner for the Jacksonville Urban Area Metropolitan Planning Organization
- The Transportation Planner for the New Bern Metropolitan Planning Organization
- A representative from the Community Plans and Liaison Office at Marine Corps Air Station Cherry Point to represent the military base at Havelock
- A representative from the Installations and Environment Department at Marine Corps Base Camp LeJeune to represent the military base in the Jacksonville area
- A representative of Public Transportation Division, North Carolina Department of Transportation
- A representative from the Coastal Carolina Regional Airport Authority
- A representative from the Albert J. Ellis Airport

Ex officio members are advisory only and do not count for quorum calculations. Ex officio members have no vote.

**Section 3 - Subcommittees:**

Subcommittees may be formed by the RTCC as deemed necessary. Purpose, title, and membership of any subcommittee is subject to RTCC approval.

**Section 4 - Alternates:**

Each member may appoint an alternate to its seat, as reflected in the membership roster, who meets the same membership requirements as the member (hereinafter referred to as “Designated

Alternate.”) The Designated Alternate may serve as a full voting member during any meeting at which the primary representative is not in attendance. Absentee voting will not be permitted.

### **Section 5 - Term of Membership:**

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 will consist of a Chair and a Vice-Chair serving annual terms, but limited to two consecutive terms. They will be elected by majority of the eligible voting membership. The Director of the Eastern Carolina Council, or their designee, shall serve as Secretary to the RTCC.

### **Section 2 - Duties of Officers:**

**2.1** The Chair shall call meetings of the RTCC 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 RTC;
- preside at all meetings of the RTCC;
- decide all points of order or procedure;
- transmit all recommendations of the RTCC to the RTAC; and
- with assistance from the Secretary, draft the meeting agendas and make said available to the members in a timely manner.

**2.2** 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 RTCC shall be performed by the RPO Coordinator/ECC Transportation Planner. The RPO Coordinator/ECC Transportation Planner shall serve as Secretary of the RTCC and report to the Chair of the RTCC. The Secretary shall:

- keep minutes of the RTCC meetings in proper form for the approval of the RTCC at its next regular meeting;
- send notices of regular meetings of the RTCC, 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; and
- maintain all files, records, and correspondence of the RTCC.

**2.3** Should neither the Chair nor Vice-Chair be able to preside at a meeting, the RTCC shall appoint a Chair Pro-Tem for that meeting or until such time the Chair or Vice-Chair can resume his/her responsibilities.

**2.4** 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 third Tuesday of every January, March, May, July, September, and November. Meeting notices and agendas are to be sent no later than seven days prior to the meeting date. The Chairman may cancel regular meetings should there be insufficient items on the RTCC's tentative agenda.

### **Section 2 - Special Meetings:**

Special meetings may be called by the Chair, or at the request of three eligible voting members of the RTCC petitioning the Chair. Notice of special meetings shall be given in accordance with Open Meetings Law 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 sent to RTCC members in the same manner as regular meetings of the RTCC.

### **Section 4 - Quorum:**

A quorum of at least fifty-one percent (51%) of the voting membership shall be required for the RTCC to take official action of any kind. A member who fails to attend or to send a Designated Alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards calculating quorum of the voting membership. Attendance at future meetings will automatically reinstate the member unless and until such time as the member or his or her Designated Alternate again misses two consecutive meetings, in which case the seat will again become vacant. If an RTCC member is appointed to the RTAC, the RTCC seat will not count towards quorum until the RTCC seat has been filled, or the Designated Alternate is appointed to be the designated member for that seat. If a new member is appointed to a seat considered to be vacant, that member does not count towards quorum until he or she attends a meeting.

### **Section 5 - Attendance:**

Each member or their Designated Alternate shall be expected to attend each regular meeting and each special meeting provided that at least seven days notice is given. If an RTCC member is unable to attend a meeting, the member should give advance notice of the absence to the RPO Coordinator/ECC Transportation Planner. A simple majority of the RTCC may recommend the removal from membership of any member who fails to attend or send his or her Designated Alternate to two or more meetings during a one-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 items for considerations and discussion at a meeting. Any member of the RTCC may request that items be placed on the agenda prior to its distribution, by notifying the RTCC 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 Designated 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, and 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. As stated in Article III, Section 1, each member has one vote.

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

## **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, the UNC School of Government Suggested Procedural Rules for Local Appointed Boards will govern procedures regarding voting.

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

Amendments to these Bylaws shall require the affirmative vote of at least two-thirds of the RTCC's eligible voting members, provided that written notice of the proposed amendment has been sent 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, which is the governing document for these Bylaws. In the event of any conflict, the terms of the MOU shall take precedence over these Bylaws.

The Down East RPO Rural Technical Coordinating Committee (TCC) approved these Bylaws on February 25, 2003. The Bylaws were amended September 24, 2004; January 24, 2006; May 26, 2009; and \_\_\_\_\_.

**SIGNATORY:**

\_\_\_\_\_  
Chair  
Down East RPO RTCC

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Secretary  
Down East RPO RTCC

\_\_\_\_\_  
Date