

**Eastern Carolina Rural Transportation Planning Organization (RPO)
Rural Transportation Advisory Committee (RTAC) By-Laws
Revised July 26, 2017**

ARTICLE I-NAME

The name of this committee shall be the Eastern Carolina RPO Rural Transportation Advisory Committee (RTAC), hereinafter referred to as the RTAC.

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and approve the Eastern Carolina RPO Prospectus.
- review and approve the Eastern Carolina RPO Planning Work Program (PWP), which defines tasks and responsibilities for the various agencies participating in the Eastern Carolina RPO.
- establish goals, priorities, and objectives for the rural transportation planning process in the Eastern Carolina RPO area.
- coordinate efforts with the Eastern Carolina RPO Rural-Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of the Eastern Carolina RPO Area.
- make recommendations to the respective local, state, and federal governmental agencies regarding any necessary actions relating to the continuing transportation planning process.
- review and recommend transportation improvement projects that support and enhance inter-county and intra-county transportation serving the Eastern Carolina RPO area.
- develop and prioritize transportation projects that the Eastern Carolina RPO recommends for inclusion in the State Transportation Improvement Program (TIP).
- develop and amend as necessary the Eastern Carolina RPO Long-Range Multimodal Transportation Plan.
- review and recommend to the North Carolina Department of Transportation (NCDOT) changes to Transportation Plans for the units of government of the Eastern Carolina RPO.
- provide a forum for public participation in the rural transportation planning process.

ARTICLE III-MEMBERS

Section 1- Membership:

As specified in the Eastern Carolina RPO Memorandum of Understanding (MOU) between the Eastern Carolina RPO and North Carolina Department of Transportation (NCDOT), the RTAC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Eastern Carolina RPO planning area, which includes Duplin, Greene, Lenoir, and Wayne Counties, as well as the incorporated municipalities within each county that are members of the Eastern Carolina RPO. The initial voting membership shall include the following members:

- One County Commissioner representing the County of Duplin.
- One municipal elected official to represent the interest of all the municipal local governments in Duplin County.
- One County Commissioner representing the County of Greene.
- One municipal elected official to represent the interest of all the municipal local governments in Greene County.
- One County Commissioner representing the County of Lenoir.
- One municipal elected official to represent the interest of all the municipal local governments in Lenoir County.
- One County Commissioner representing the County of Wayne.
- One municipal elected official to represent the interest of all the municipal local governments in Wayne County, except municipalities within the Goldsboro Urban Area Metropolitan Planning Organization, which are represented by the Goldsboro Urban Area Metropolitan Planning Organization.
- One member representing the North Carolina Board of Transportation.

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, including the North Carolina Ethics Commission. In any case, where one of the voting members listed about cannot meet these requirements, that seat will be considered vacant and will not be counted towards quorum. The RTAC Chair shall contact said member to discuss consideration of a replacement member for that seat. Subsequent compliance will allow the voting member automatic reinstatement.

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 Duplin, Greene, Lenoir and Wayne Counties to the RTAC shall be for two (2) years, and the initial Municipal appointments shall be for one (1) year. All subsequent appointments shall be for two (2) years.

Vacancies to the RTAC shall be filled in the manner in which the original appointment was made.

Section 3- Ex Officio Membership:

The RTAC shall include a representative from the Goldsboro Urban Area Metropolitan Planning Organization's Transportation Advisory Committee, as ex officio. Ex officio members in the Eastern Carolina RPO will be advisory and non-voting.

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 a majority vote of the eligible members. The Eastern Carolina Council Executive Director and an RPO Transportation Planner shall serve as staff to the Eastern Carolina RPO. The RPO Transportation Planner shall act as Secretary to the RTAC.

Section 2-Duties of Officers:

2.1 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 RPO Transportation Planner, draft the meeting agendas and make said available to the RTAC 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.

2.3 The administrative coordination for the RTAC shall be performed by the RPO Transportation Planner, as staff for the Eastern Carolina RPO. The RPO Transportation Planner 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

appointing entity to discuss consideration of a replacement member for that unit of government or organization. If an RTAC member and/or their alternate miss two (2) consecutive RTAC meetings, that seat is considered to be vacant and does not count towards the number required for a quorum. If that member later attends a RTAC meeting, the seat is active again and is counted toward the quorum.

Section 5- 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 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 6- 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 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 voters are present. An alternate may be appointed to attend meetings should the member not be able to attend. Vacant seats as defined in the bylaws will not count against the quorum. Electronic meetings are allowed as long as public notice is given and a location for listening is provided.

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. Each voting member of the RTAC shall have one (1) vote.

Ex officio members in the Eastern Carolina RPO will be advisory and non-voting.

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

The Chair is permitted to vote. 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. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain, obtain approval by the RTAC for said abstention by a majority vote of the RTAC members present. Any member present and not voting shall be recorded as a positive vote on the motion. 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.

- All meetings will be handled in accordance with North Carolina Open Meeting Law
- Maintain all files, records, and correspondence of the RTAC

2.4 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.

2.5 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.

2.6 An elected officer shall continue in office until a replacement is elected or appointed as long as they continue to hold the same or a similar position or office representing the same entity.

ARTICLE V-MEETINGS

Section 1- Regular Meetings:

The RTAC shall meet when it is deemed necessary, appropriate, or 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.

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- Attendance:

RTAC members are expected to attend each regular meeting and each special meeting of the RTAC. If a RTAC member is unable to attend a meeting, notice should be given by the member to be absent, to the RPO Transportation Planner. RTAC members are allowed to designate an alternate to attend meetings in their absence, providing such alternate member meets the same membership requirements as the absent member. Should a member fail to attend, or make arrangements for an alternate to attend, fifty percent (50%) or more of the scheduled meetings in any one (1) calendar year period (January to December), the RTAC Chair shall contact the

ARTICLE VI-AMENDMENTS TO BY-LAWS

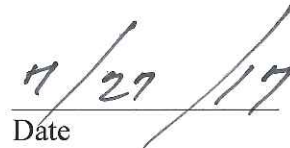
Amendments to these By-Laws shall require the affirmative vote of a majority of the RTAC eligible voting members, provided that written notice of the proposed amendment has been sent seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) for the Eastern Carolina RPO, 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 Eastern Carolina RPO Rural Transportation Advisory Committee (RTAC) approved these revised By-Laws on July 27, 2017.

SIGNATORY:



Jesse Dowe, Chair Eastern Carolina RPO RTAC

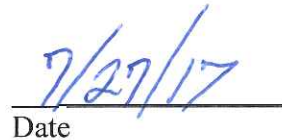


Date

ATTEST:



Patrick Flanagan, RPO Transportation Planner



Date