

**A Eastern Carolina Rural Transportation Planning Organization (RPO)
Rural Transportation Coordinating Committee (RTCC) By-Laws
Revised July 27, 2017**

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and recommend the Eastern Carolina RPO Prospectus to the Rural Transportation Advisory Committee (RTAC)
- review and recommend to the RTAC the Eastern Carolina RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the Eastern Carolina RPO
- assist the RTAC to establish goals, priorities, and objectives for the rural transportation planning process in the Eastern Carolina RPO
- coordinate work efforts with the RTAC in meeting the transportation and economic development needs of the Eastern Carolina Region
- prepare transportation studies, plans, and programming recommendations required or requested by state or federal agencies or as requested by the RTAC
- provide transportation-related information to local governments and other interested organizations and persons to coordinate transportation related tasks that enhance transportation system development, coordination, and efficiency
- review and recommend to the RTAC transportation improvement projects that support and enhance inter-county and intra-county transportation serving the Eastern Carolina RPO area
- identify and prioritize transportation projects for the RTAC to submit to the North Carolina Department of Transportation (NCDOT) for inclusion in the State Transportation Improvement Program (TIP)
- make recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process

- review and recommend to the RTAC 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 Memorandum of Understanding (MOU) between the Eastern Carolina RPO and NCDOT, the RTCC 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.

Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC.

The initial voting membership shall include, but not be limited to, the following members:

- County Manager, or his/her designee, from each of the counties of the RPO planning area
- The Chief Administrative Official, or his/her designee, from each municipality in the RPO planning area that is a member of the RPO
- The County Transportation Committee Member or Planner Designated by each county as their representative for this seat
- A representative from the Duplin County Airport Authority, Mt. Olive Municipal Airport Authority, and a representative from the North Carolina Global TransPark Authority
- The Base Commander of the Fourth Fighter Wing, at Seymour Johnson Air Force Base (or his/her designee)
- The Director of Duplin County Transportation Department (or his/her designee)
- The Director of Greene County Transportation (or his/her designee)
- The Lenoir County Transportation Coordinator (or his/her designee)
- The Director of Goldsboro – Wayne Transportation Authority (or his/her designee)
- NC DOT Division Engineers of Division 2, 3, and 4, or his/her designated representatives

- Manager, Transportation Planning Branch, Planning and Systems, North Carolina Department of Transportation, or his/her designated representative
- The Regional Traffic Safety Engineer, Division of Highways, Transportation Mobility and Safety, Traffic Safety Unit, North Carolina Department of Transportation, or his/her designated representative

Section 2- Ex Officio 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 RTCC shall include a representative from the Transportation Planner for the Goldsboro Urban Area Metropolitan Planning Organization, as ex officio. Ex officio members in the Eastern Carolina RPO will be advisory and non-voting. Ex Officio Members shall include, but not be limited to, the following members:

- A representative from the Transportation Planner for the Goldsboro Urban Area Metropolitan Planning Organization

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.

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 (2) consecutive terms. They will be elected by a majority vote of the eligible members. An RPO Transportation Planner, as staff to the Eastern Carolina RPO, shall act 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 RTCC
- Preside at all meetings of the RTCC
- Decide all points of order or procedure

- Transmit all recommendations of the RTCC to the RTAC
- With assistance from the RPO Transportation Planner, 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.

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

- Keep minutes of the Eastern Carolina RPO RTCC meetings in proper form for the approval of the RTCC at its next regular meeting
- Send notices of regular meetings of the Eastern Carolina RPO RTCC, with a copy of the agenda, in accordance with Article V of these rules
- All meetings will be handled in accordance with North Carolina Open Meeting Law
- Maintain all files, records, and correspondence of the RTCC

2.4 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.

2.5 The Chair and Vice-Chair shall be elected annually at the first regularly scheduled meeting of the fiscal 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 he/she continues to hold the same or a similar position or office representing the same entity.

ARTICLE V-MEETINGS

Section 1- Regular Meetings:

The RTCC shall meet when it is deemed necessary, appropriate, and advisable. The regular meeting of the RTCC shall be held as determined by RTCC members. Meeting notice and agenda are to be sent no later than seven (7) calendar days prior to the regular RTCC meeting date. Regular meetings may be canceled by the Chair should there be insufficient business for the RTCC to conduct.

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. 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 sent to RTCC members in the same manner as regular meetings of the RTCC.

Section 4- Attendance:

RTCC members are expected to attend each regular meeting and each special meeting of the RTCC. If a RTCC member is unable to attend a meeting, notice should be given by the member to be absent, to the RPO Transportation Planner. RTCC members are allowed to designate an alternate to attend meetings in their absence, providing such alternate 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 RTCC Chair shall contact the appointing entity to discuss consideration of a replacement member.

If a RTCC member misses two (2) consecutive RTCC 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 RTCC 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 RTCC can place items on the agenda prior to its distribution, by notifying the RTCC Chair and/or the 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 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 RTCC 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. For the purpose of establishing a quorum, only one representative of one member municipality within a county must be present for the voting member representing the municipalities in that county to be deemed as present.

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. When voting, the Chief Administrative Officials from all the participating municipalities within each county will have one vote per county. They will caucus among themselves within that county group and by a majority vote will choose how to cast their one vote. Ex officio members in the Eastern Carolina RPO will be advisory and non-voting.

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 vote does not pass. Abstentions on issues requiring a vote are permitted, provided members desiring to abstain obtain approval by the RTCC for said abstention by a majority vote of the RTCC 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.

ARTICLE VI-AMENDMENTS TO BY-LAWS

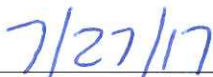
Amendments to these By-Laws shall require the affirmative vote of a majority of the RTCC eligible voting members, provided that written notice of the proposed amendment has been mailed seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does 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 Coordinating Committee (RTCC) approved these revised By-Laws on July 27, 2017.

SIGNATORY:



Chris Roberson, Chair Eastern Carolina RPO RTCC




Date

ATTEST:



Patrick Flanagan, RPO Transportation Planner



Date