

**Triangle Area Rural Transportation Planning Organization (RPO)
Rural Transportation Advisory Committee (RTAC) By-Laws**

ARTICLE I – NAME

The name of this committee shall be the Triangle Area 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 Triangle Area RPO Prospectus.
- Review and approve the Triangle Area RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the Triangle Area RPO.
- Establish goals, priorities, and objectives for the rural transportation planning process in the Triangle Area RPO service area.
- Coordinate work efforts with the Triangle Area RPO Rural Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of Chatham, Lee, Moore, and Orange Counties.
- 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, which support and enhance inter-county and intra-county transportation serving the Triangle Area RPO service area.
- Develop and prioritize transportation projects, which the Triangle Area RPO recommends for inclusion in the State Transportation Improvement Program (TIP).
- Develop and amend as necessary the Triangle Area RPO Long-Range Transportation Plan.
- Review and recommend to the North Carolina Department of Transportation (NCDOT) changes to Transportation Plans for the units of government of the Triangle Area RPO.
- Provide a forum for public participation in the rural transportation planning process.
- Coordinate with adjacent MPOs and RPOs and with the appropriate NCDOT Divisions.

ARTICLE III – MEMBERS

Section 1 – Membership:

As specified in the Triangle Area RPO Memorandum of Understanding (MOU) between the Triangle Area 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 planning area, which includes Lee County, Moore County and the parts of Chatham and Orange Counties that are not in the Durham-Chapel Hill-Carrboro MPO or Burlington-Graham MPO areas, as well as the incorporated municipalities within each county that are in the service area. The initial voting membership shall include the following members:

- One County Commissioner representing Chatham County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Chatham County that, by affirmative vote of their governing boards, have

elected to become members of the Triangle Area RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Chatham County that are members of the Triangle Area RPO, shall meet jointly to determine the elected official to represent the Chatham County municipalities on the Triangle Area Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the TARPO RTAC membership roster.

- One County Commissioner representing Lee County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Lee County that, by affirmative vote of their governing boards, have elected to become members of the Triangle Area RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Lee County that are members of the Triangle Area RPO, shall meet jointly to determine the elected official to represent the Lee County municipalities on the Triangle Area Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the TARPO RTAC membership roster.
- One County Commissioner representing Moore County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Moore County that, by affirmative vote of their governing boards, have elected to become members of the Triangle Area RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Moore County that are members of the Triangle Area RPO, shall meet jointly to determine the elected official to represent the Moore County municipalities on the Triangle Area Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the TARPO RTAC membership roster.
- One County Commissioner representing Orange County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Orange County that, by affirmative vote of their governing boards, have elected to become members of the Triangle Area RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Orange County that are members of the Triangle Area RPO, shall meet jointly to determine the elected official to represent the Orange County municipalities on the Triangle Area Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the TARPO RTAC membership roster.
- One North Carolina Board of Transportation member representing the Triangle Area RPO service area. An alternate voting member may also be designated from the North Carolina Board of Transportation. These persons shall be identified by name in the TARPO RTAC membership roster.

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. In

any case where one of the voting members listed above cannot meet these requirements, that seat will be considered vacant and will not be counted toward quorum. The RTAC Chair shall contact said member to discuss consideration of a replacement member for that unit of government or organization.

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 appointments from Orange County and Lee County to the RTAC shall be for one (1) year. All subsequent appointments shall be for two (2) years.

ARTICLE IV – OFFICERS

Section 1 – Officers Defined:

The officers of the RTAC shall consist of a Chair and a Vice-Chair serving annual terms. The Triangle J COG Transportation Planner, as staff to the Triangle Area RPO, shall act as Secretary to the RTAC. In the absence of a Transportation Planner assigned to the RPO, the Triangle J COG Planning Director 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 for procedure.
- Transmit all recommendations of the RTAC to NCDOT.
- With assistance from the Triangle J COG 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.

2.3 The administrative coordination for the RTAC shall be performed by the Triangle J COG Transportation Planner, as staff for the Triangle Area RPO. The Triangle Area 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 via mail or email, 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 Laws.
- 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 as the Chair or Vice-Chair can resume their responsibilities.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings:

The RTAC shall establish a regular meeting date and time and publish a schedule for each calendar year. Meeting notice and agenda are to be sent via mail or email no later than seven (7) days prior to a determined RTAC 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 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 via mail or email 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 Triangle Area 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, five (5) or more meetings in any one (1) fiscal year period (July to June), the RTAC Chair shall contact said member to discuss consideration of a replacement member for that unit of government or organization.

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 Triangle Area 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 – Voting Procedures:

A quorum is required for the transaction of all official business, including conducting hearings, or for voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the RTAC or their designated alternates to ensure that a majority of the possible votes are present.

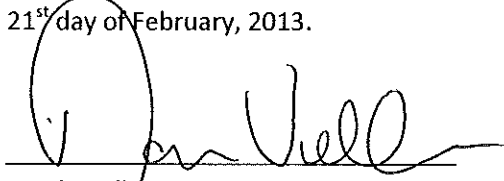
The Chair may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the RTAC shall have one (1) vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the RTAC.

The Chair is permitted to vote. In the event of a tie, where the Chair has already voted, the Chair cannot vote again to break the tie. In the event of a tie, 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 and provide reasons for the abstention as described by established procedures in the State of North Carolina. 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

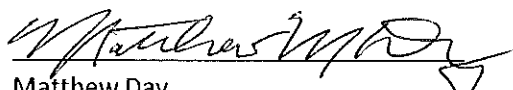
Amendments to these By-Laws shall require the affirmative vote of a majority of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been sent via mail or email seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) for the Triangle Area 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 Triangle Area RPO Rural Transportation Advisory Committee (RTAC) approved these By-Laws on the 21st day of February, 2013.



Randy Voller
Chair, Triangle Area RPO RTAC

ATTEST:



Matthew Day
Secretary, Triangle Area RPO RTAC