

**Triangle Area Rural Planning Organization
Rural Technical Coordinating Committee
Bylaws**

ARTICLE I – NAME

The name of this committee shall be the Triangle Area Rural Planning Organization (TARPO) Rural Technical Coordinating Committee, hereinafter referred to as the RTCC.

ARTICLE II – PURPOSE

The purpose and goals of this committee as outlined in the memorandum of understanding (MOU) shall be to advise the TARPO Rural Transportation Advisory Committee (RTAC) in its purposes:

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 TARPO believes should be included in the State Transportation Improvement Program.
4. Provide transportation-related information to local governments and other interested entities/organizations.
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 MOU, the TCC shall consist of officials from local and federal governmental agencies directly related to and concerned with the transportation planning process for the TARPO planning area, which includes Chatham, Lee, Moore and Orange Counties as well as the participating incorporated municipalities within each county. Membership is defined in the MOU and subsequent bylaws with specific attendees and alternates for each member government listed in the TARPO membership roster, to be updated no less than on an annual basis. The voting membership shall include, but not be limited to, the following:

- Chatham County Manager, or his/her designee
- Lee County Manager, or his/her designee
- Moore County Manager, or his/her designee
- Orange County Manager, or his/her designee
- The City Manager, Town Manager or Administrator, or Clerk from each member municipality, or his/her designee
- The NCDOT Division 7 Engineer, or his/her designee
- The NCDOT Division 8 Engineer, or his/her designee

- The Manager, NCDOT Transportation Planning Branch, or his/her designee
- The Triangle J Council of Governments Executive Director, or his/her designee

Each of the members listed above has one vote.

Other local agencies, upon filing a request, will be informed of all meetings of the RTCC and may attend meetings. Membership to the RTCC may be altered on the basis of a majority vote of its membership.

In order to participate as a member of the RTCC, 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 (or his/her designee) cannot meet these requirements, ^{as determined by the RTCC chair} that seat will be considered vacant and will not be counted toward quorum. Membership for these vacant seats will be reinstated immediately once the individual meets the membership requirements.

Section 2 – Alternates:

Each member may appoint an alternate or a line of alternates based on his/her organizational authority for the representative as reflected in the membership roster. The 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.

Section 3 – 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 vote of the eligible members. The TARPO staff, or its appointee, shall serve as Secretary to the RTCC.

Section 2 – Duties of Officers:

The Chair shall call meetings of the RTCC to order and shall act as Chair of such meetings. The Chair shall see that all orders and action items, including amendments, are carried into effect. The Chair:

- Sign all official documents of the RTCC.
- Preside at all meetings of the RTCC.
- Decide all points of order or procedure.
- Order the transmittal of all recommendations of the RTCC to the RTAC.
- Order the preparation of meeting agenda in a timely manner.

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

The TARPO staff, or its appointee, shall perform the administrative coordination for the RTCC. Staff 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.
- Mail notices of regular meetings to 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 Meetings Law.
- Maintain all files, records, and correspondence of the RTCC.

Should neither the Chair nor Vice-Chair be able to preside at a meeting, the Chair shall appoint an acting Chair for that meeting only or until such time the Chair or Vice-Chair can resume their responsibilities. Should the Secretary be unable to attend a meeting, the Chair of the RTCC shall appoint an acting Secretary to record and prepare the minutes.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings:

Meetings will normally be held bi-monthly on the third Thursday of every February, April, June, August, October, and December. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each committee member, no later than seven days prior to the meeting date. Unless otherwise stated, all meetings will begin at 10:30 A.M. The Chair may cancel regular meetings should there be insufficient items on the RTCC's tentative agenda. Meeting notices and agendas may also be provided electronically, at the direction of the RTCC.

Section 2 – Special Meetings:

Special Meetings may be called by the Chair or at the request of a majority of members petitioning the Chair. Whenever possible, at least seven days notice shall be given.

Section 3 – Workshops:

The RTCC may choose to hold workshops from time to time. Notice for all workshops shall be provided in the same manner as regular meetings of the RTCC.

Section 4 – Attendance:

Each member or the alternate shall be expected to attend each regular meeting and each special meeting provided that at least Seven days notice is given. Any member who fails to attend, or make arrangements for an alternate to attend, two consecutive meetings in a one-year period will be designated as having a vacant seat and will not count towards quorum in subsequent absences. Attendance at future meetings will automatically reinstate the member. Such recommendations shall be forwarded to the appointing agency or governmental unit prior to a vacant seat designation.

Section 5 – Quorum:

A simple majority of eligible voting members or their alternates present and eligible to vote per the MOU shall constitute a quorum, which is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. If a quorum does not exist, no action shall be taken on any agenda business item by the RTCC.

Section 6 – 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. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

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 6 of this article. A simple majority of members shall constitute a quorum. A simple majority vote of the members (or their authorized alternates) present and eligible to vote per the MOU 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 without the vote considered affirmative. As stated in Article III, Section 1 each member has one vote.

ARTICLE VI – ROBERT’S RULES OF ORDER

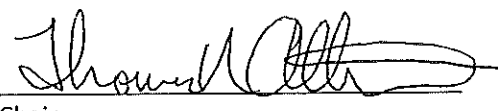
In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert’s Rules of Order will designate procedures governing voting.

ARTICLE VII – AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TCC shall require the affirmative vote of at least two-thirds of the TCC’s eligible voting members, provided that written notice of the proposed amendment has been received by each member at least 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 MOU governing this document. In the event of any conflict, the MOU shall carry precedence over these Bylaws.

The TARPO Rural Technical Coordinating Committee approved these Bylaws on the 21st day of February, 2013.

Vice-Chair
TARPO RTCC



Secretary
TARPO RTCC

