

Central Pines Rural Planning Organization (CPRPO) Rural Technical Coordinating Committee (RTCC) By-Laws

ARTICLE I- NAME

The name of this committee shall be the Central Pines Rural Planning Organization (CPRPO) 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 CPRPO 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 CPRPO believes should be included in the State Transportation Improvement Program (STIP).
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 CPRPO 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 by-laws with specific attendees and alternates for each member government listed in the CPRPO 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 Division, or his/her designee
- The Central Pines Regional Council 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.

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 CPRPO 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 the 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 CPRPO 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 or e-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 RTCC shall appoint a Chair Pro-Tern for that meeting or until such time as 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:

The RTCC 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 RTCC meeting date.

Electronic meetings are permitted, given that a physical location is provided where members, alternates, and the general public can participate.

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 the Open Meeting Laws of the North Carolina General Statutes.

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. Per the MOU, the membership of a county or a municipal voting representative who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.

Section 5 - Quorum:

51% 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 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 By-laws 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 BY-LAWS

Amendments to these By-laws 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 By-laws.

The CPRPO Rural Technical Coordinating Committee approved these By-laws on the **8th day of August, 2024.**

ATTEST:



Nish Trivedi
Chair, Central Pines RPO RTCC



Karyl Fuller
Secretary, Central Pines RPO RTCC