

# Upper Coastal Plain Area Rural Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws

---

## ARTICLE I-NAME

The name of this committee shall be the Upper Coastal Plain Area Rural Transportation Planning 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 Upper Coastal Plain Area RPO Prospectus.
- review and approve the Upper Coastal Plain Area RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the Upper Coastal Plain Area RPO.
- establish goals, priorities, and objectives for the rural transportation planning process in the Upper Coastal Plain Area RPO area.
- coordinate work efforts with the Upper Coastal Plain Area RPO Rural Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of the Upper Coastal Plain Area Region.
- 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 Upper Coastal Plain Area RPO area.
- develop and prioritize transportation projects, which the Upper Coastal Plain Area RPO recommends for inclusion in the State Transportation Improvement Program (TIP).
- develop and amend as necessary the Upper Coastal Plain Area RPO Long-Range Transportation Plan.
- review and recommend to the North Carolina Department of Transportation (NC-DOT) changes to Transportation Plans for the units of government of the Upper Coastal Plain Area RPO.
- provide a forum for public participation in the rural transportation planning process.

## ARTICLE III-MEMBERS

### **Section 1-Membership:**

As specified in the Upper Coastal Plain Area RPO Memorandum of Understanding (MOU) between the Upper Coastal Plain Area RPO and North Carolina Department of Transportation (NC-DOT), the RTAC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Upper Coastal Plain Area planning area, which includes Edgecombe, Johnston, Nash and Wilson Counties, as well as the incorporated municipalities within each County that are members of the Upper Coastal Plain Area RPO. The initial voting membership shall include the following members:

- One County Commissioner and one at-large member with transportation interest representing Edgecombe County. Two municipal elected officials representing the municipalities within

Edgecombe County. The Edgecombe County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Edgecombe County that are members of the Upper Coastal Plain Area RPO.

- One County Commissioner and one at-large member with transportation interest representing Johnston County. Two municipal elected officials representing the municipalities within Johnston County. The Johnston County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Johnston County that are members of the Upper Coastal Plain Area RPO.
- One County Commissioner and one at-large member with transportation interest representing Nash County. Two municipal elected officials representing the municipalities within Nash County. The Nash County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Nash County that are members of the Upper Coastal Plain Area RPO.
- One County Commissioner and one at-large member with transportation interest representing Wilson County. Two municipal elected officials representing the municipalities within Wilson County. The Wilson County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Wilson County that are members of the Upper Coastal Plain Area RPO.
- The North Carolina Board of Transportation member representing the North Carolina Department of Transportation Division 4.

**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 Edgecombe County and Johnston 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 Chairman and a Vice-Chairman serving annual terms, but limited to two (2) consecutive terms. The Upper Coastal Plain COG Transportation Planner, as staff to the Upper Coastal Plain Area RPO, shall act as Secretary to the RTAC.

**Section 2-Duties of Officers:**

**2.1** The Chairman shall call meetings of the RTAC to order, and shall act as presiding officer of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman 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 NC-DOT.
- With assistance from the Upper Coastal Plain COG Transportation Planner, draft the meeting agendas and make said available to the RTAC members in a timely manner.

**2.2** The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

2.3 The administrative coordination for the RTAC shall be performed by the Upper Coastal Plain COG Transportation Planner, as staff for the Upper Coastal Plain Area RPO. The Upper Coastal Plain 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.
- Mail notices of regular meetings of the RTAC, 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 Law.
- Maintain all files, records, and correspondence of the RTAC.

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the RTAC shall appoint a Chairman Pro-Temp for that meeting or until such time the Chairman or Vice-Chairman can resume their responsibilities.

## ARTICLE V-MEETINGS

### **Section 1-Regular Meetings:**

The RTAC shall meet when it is deemed necessary, appropriate, and advisable. The RTAC shall meet on an as needed (on-call) basis as determined by the Chairman of the RTAC and at a time to be determined by the Chairman of the RTAC. Meeting notice and agenda are to be mailed no later than seven (7) days prior to a determined RTAC meeting date.

### **Section 2-Special Meetings:**

Special meetings may be called by the Chairman, or at the request of three (3) eligible voting members of the RTAC petitioning the Chairman. 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 mailed to RTAC members in the same manner as regular meetings of the RTAC.

### **Section 4-Attendance:**

RTAC member 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 Upper Coastal Plain 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 Chairman 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 Chairman and/or the Upper Coastal Plain 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:**

The Chairman 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. Assuming a quorum, 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, except amendments to the By-Laws. Fifty percent (50%), or nine (9) of the voting members of the RTAC of the Upper Coastal Plain Area RPO shall constitute a quorum.

The Chairman is permitted to vote. In the event of a tie, where the Chairman has already voted, the Chairman cannot vote again to break the tie and the motion does not pass. Abstentions on issues requiring a vote is permitted, provided voting members desiring to abstain, obtain approval by the RTAC for said abstention by a majority vote of the RTAC members present. Unless an abstention has been approved, 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 (Newly Revised, 10 Edition) will designate procedures governing voting.

**ARTICLE VI-AMENDMENTS TO BY-LAWS**

Amendments to these By-Laws shall require the affirmative vote of a 2/3 majority of the RTAC's 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 Upper Coastal Plain 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.

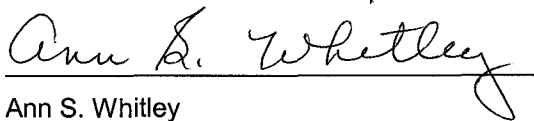
The Upper Coastal Plain Area RPO Rural Transportation Advisory Committee (RTAC) approved these By-Laws on the 13<sup>th</sup> day of February, 2003.



---

Vines Cobb  
Chairman  
Upper Coastal Plain Area RPO RTAC

**ATTEST:**



---

Ann S. Whitley  
Secretary  
Upper Coastal Plain Area RPO RTAC