

# **Southwestern Rural Planning Organization Transportation Advisory Committee Bylaws**

## **ARTICLE I-NAME**

The name of this committee shall be the Southwestern Rural Planning Organization (hereinafter, "RPO") Transportation Advisory Committee, hereinafter referred to as the TAC.

## **ARTICLE II-PURPOSE**

The purpose and goals of the TAC as outlined in the memorandum of understanding (MOU) shall be to:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
4. Provide transportation-related information to local governments and other interested organizations and persons.

## **ARTICLE III-MEMBERS**

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

As specified in the MOU, the TAC shall consist of elected officials from local governments and other agencies or individuals directly related to and concerned with the transportation planning process for the Southwestern RPO planning area, which includes **Cherokee, Clay, Graham, Jackson, Macon and Swain** County, 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 RPO membership roster, to be updated no less than on an annual basis. The initial membership shall include, but not be limited to, the following:

- One Commissioner representing Cherokee County and one elected official from each RPO member municipality therein.
- One Commissioner representing Clay County and one elected official from each RPO member municipality therein.

**Section 3-Workshops:**

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

**Section 4-Attendance:**

An RPO TAC membership roster will be compiled and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member 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. Members may attend meetings via conference call on occasion; however, in-person attendance is preferred.

**Section 5-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 the public business. A quorum consists of 51% of the members of the TAC, with no less than six members. If a quorum is not established, the meeting shall be rescheduled. All business (action and no action items) will not be discussed until a quorum is established at the meeting.

**Section 6-Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the TAC 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 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. A simple majority of eligible voting 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 TAC. The Chairman is permitted to vote. Ad-hoc, proxy, and absentee voting are not permitted. Occasional attendance and voting via phone conference is permitted. Abstentions shall be considered affirmative votes. By approval of the TAC, a member may withdraw from voting on an issue. As stated in Article III, Section 1 each member has one vote.


**ARTICLE VI – ROBERT’S RULES OF ORDER**

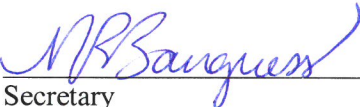
In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert’s Rules of Order will designate procedures governing voting.

**ARTICLE VII-AMENDMENTS TO BYLAWS**

Amendments to these Bylaws of the TAC shall require the affirmative vote of at least two-thirds of the TAC'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 Southwestern RPO TAC approved these Bylaws on May 19, 2003. Amended the 23<sup>rd</sup> day of March 2009 and the 28<sup>th</sup> day of March 2016.

  
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Chairman  
**Mike Fitzgerald RPO TAC**

  
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Secretary  
**Rose Bauguess RPO Coordinator**