

**Cape Fear Area Rural Transportation Planning Organization
Rural Transportation Coordinating Committee
Bylaws**

ARTICLE I – NAME

The name of this committee shall be the Rural Transportation Coordinating Committee (RTCC), hereinafter referred to as the RTCC.

ARTICLE II – PURPOSE

The purpose and goals of this committee shall be to:

1. Review and recommend to the Rural Transportation Advisory Committee (RTAC) the RPO's Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the Cape Fear RPO;
2. Assist the RTAC in establishing goals, priorities, and objectives for the rural transportation planning process in the Cape Fear RPO;
3. Coordinate work efforts with the RTAC in meeting the transportation and economic development needs of the Cape Fear region;
4. Prepare transportation studies, plans, and programming recommendations required or requested by state or federal agencies or as requested by the RTAC;
5. Provide transportation-related information to local governments and other interested organizations and persons to coordinate transportation related tasks that enhance transportation system development, coordination, and efficiency;
6. Review and recommend to the RTAC transportation improvement projects that support and enhance inter-county and intra-county transportation serving the Cape Fear RPO area;
7. Identify and prioritize transportation projects for the RTAC to submit to the North Carolina Department of Transportation (NCDOT) for inclusion in the State Transportation Improvement Program (TIP);
8. Make recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process;
9. Review and recommend to the RTAC changes to Transportation Plans for the units of government of the Cape Fear RPO;
10. Provide a forum for public participation in the rural transportation planning process; and
11. Make a recommendation to the RTAC on any other item that it deems advisable or appropriate.

ARTICLE III – MEMBERS

Section 1 - Membership:

As specified in the Memorandum of Understanding (MOU) governing the Cape Fear RPO, the RTCC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Cape Fear RPO planning area, which includes Brunswick, Columbus and Pender counties, as well as the incorporated municipalities within each County that are within the Cape Fear RPO planning area.

Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC.

The voting membership shall include the following members:

- County Manager, or their designee, from each of the counties of the RPO planning area;
- Two representatives of Brunswick County municipalities within the RPO planning area;
- Two representatives of Columbus County municipalities within the RPO planning area;
- Two representatives of Pender County municipalities within the RPO planning area;
- Representative of Columbus County Transportation System ;
- Representative of Brunswick Transit System;
- Representative of Pender Adult Services Transportation ;
- NCDOT Division Engineers of Division 3 and 6 (or their designees);
- Cape Fear RPO Director;
- Manager, Transportation Planning Branch, North Carolina Department of Transportation (or their designee);
- Cape Fear Council of Governments Executive Director (or their designee);
- Regional Traffic Engineers from Division 3 & 6 (or their designees);
- Representative of the North Carolina State Ports Authority (or their designee);
- Representative of the Military Ocean Terminal at Sunny Point (or their designee); and
- MPO Directors of the Wilmington Urban Area Metropolitan Planning Organization and the Grand Strand Area Transportation Study (or their designees).

A quorum shall be determined on the basis of the number of voting members present.

Municipal representatives for each county shall be selected to serve staggered two-year terms at the first meeting of each calendar year. The selection shall be made by representatives of each county's municipalities within the RPO area. Alternate municipal representatives may be selected in the same manner as regular representatives.

Section 3- Subcommittees:

Subcommittees may be formed by the RTCC as deemed necessary.

ARTICLE IV – OFFICERS

Section 1 - Officers Defined:

As specified in the MOU, the RPO Director is designated as the Chairperson of the RTCC.

Section 2-Duties of Officers:

- A. The Chairperson shall call meetings of the RTCC to order and shall act as presiding officer of such meetings. The Chairperson shall see that all orders and action items, including amendments, are carried into effect. The Chairperson shall:
- Sign all official documents of the RTCC;
 - Preside at all meetings of the RTCC;
 - Decide all points of order or procedure; and
 - Transmit all recommendations of the RTCC to the RTAC.
- B. The Chairperson shall be responsible for the administrative coordination for the RTCC and shall:
- Keep minutes of the RTCC meetings in proper form for the approval of the RTCC at its next regular meeting;
 - Send notices of regular meetings of the RTCC, with a copy of the agenda, in accordance with Article V of these rules; and
 - Conduct all meetings in accordance with North Carolina Open Meeting Law.
- C. Should the Chair not be able to preside at a meeting, the RTCC shall elect a Chair Pro-Tem for that meeting or until such time the Chair can resume their responsibilities.

ARTICLE V – MEETINGS

Section 1 - Regular Meetings:

Regular meetings of the RTCC shall be held as determined by RTCC members. Regular meetings may be canceled by the Chair should there be insufficient business for the RTCC to conduct.

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 Open Meeting Laws of the North Carolina General Statutes.

Section 3 - Workshops:

The RTCC may choose to hold workshops from time to time. Notification of all workshops shall be sent to RTCC members in the same manner as regular meetings of the RTCC.

Section 4 - Attendance:

RTCC members are expected to attend each regular meeting and each special meeting of the RTCC. If a RTCC member is unable to attend a meeting, notice should be given by the member to be absent, to the RPO Director. Should a voting member fail to attend, or make arrangements for an alternate to attend, three (3) consecutive meetings, the seat shall be considered vacant and shall not count for the purpose of determining a quorum. Attendance by the member or a qualified alternate shall reinstate the member.

Section 5 - 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, by notifying the RPO Director. Additional items may be placed on the regular agenda at the beginning of the RTCC 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 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.

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 and the vote does not pass. Abstentions on issues requiring a vote are permitted, provided members desiring to abstain obtain approval by the RTCC for said abstention by a majority vote of the RTCC members present. Any member present and not voting shall be recorded as a positive vote on the motion. 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 VI - AMENDMENTS TO BYLAWS

Amendments to these bylaws shall require the affirmative vote of a majority of the RTCC's eligible voting members, provided that written notice of the proposed amendment has been provided 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 Cape Fear RPO, which is the governing document for these bylaws. In the event of any conflict, the MOU shall carry precedence.

The Cape Fear RPO Rural Transportation Advisory Committee (RTCC) approved these bylaws on the 2nd of March, 2016.



Allen Serkin, Chairperson