

**Lake Norman Rural Planning Organization
Transportation Advisory Committee
Bylaws**

ARTICLE I-NAME

The name of this committee shall be the Transportation Advisory Committee, hereinafter referred to as the TAC, as part of the Lake Norman Rural Planning Organization, hereinafter referred to as the LNRPO.

ARTICLE II-PURPOSE

The purpose and goals of this committee 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 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 Rural Planning Organization (RPO) believes should be included in the State Transportation Improvement Program.
4. Provide transportation-related information to local governments and other interested organizations and persons.
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 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 LNRPO planning area, which includes Cleveland, Iredell, and Lincoln Counties and a portion of Gaston County, as well as the participating incorporated municipalities within each County that are members of the LNRPO. 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:

- Cleveland County Board of Commissioners appointee or its appointed representative
- Gaston County Board of Commissioners appointee or its appointed representative
- Iredell County Board of Commissioners appointee or its appointed representative
- Lincoln County Board of Commissioners appointee or his/her appointed representative
- The Mayor or an elected member of the governing board appointee or his/her appointed representative from each member municipality
- The NCDOT Board of Transportation member representing Division 12

Each of the agencies listed above have ONE vote, with the following exceptions:

- All municipalities in any given county together have ONE vote. A simple majority vote of members present shall represent the single vote for the municipalities for that county. In the event of a tie, their vote shall be considered against the motion under discussion.

The following people may participate in the meetings. These people will not count in the quorum or in voting

- Technical Coordinating Committee (TCC) Chairman or his/her designated representative
- Centralina Council of Governments Executive Committee representative
- MPO TAC representatives
- Chamber of Commerce representatives from the LNRPO member counties and/or municipalities
- The NCDOT Division 12 Engineer or his/her representative
- The NCDOT Transportation Planning Branch Engineer assigned to the LNRPO or his/her representative

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

Section 2-Alternates:

Each member may appoint one alternate to be its representative as reflected in the membership roster. That 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 TAC is two years. Re-appointment is possible.

ARTICLE IV-OFFICERS

Section 1-Officers Defined:

The officers of the TAC will consist of a Chairman and a Vice-Chairman serving annual terms, but limited to two consecutive terms. They will be elected by majority vote of the eligible members. The Director of the Lead Planning Agency, or his/her designated staff representative, shall serve as Secretary to the TAC.

Section 2-Duties of Officers:

The Chairman shall call meetings of the TAC to order and shall act as Chairman 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 TAC.
- Preside at all meetings of the TAC.
- Decide all points of order or procedure.
- Transmit all recommendations of the TAC to NCDOT.

- Draft the agenda and make said available to the Secretary in a timely manner.

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

The designated staff of Centralina Council of Governments shall perform the administrative coordination for the TAC. Staff shall serve as Secretary of the TAC and report to the Chairman of the TAC. The Secretary shall:

- Keep minutes of the TAC meetings in proper form for the approval of the TAC at its next regular meeting.
- Mail notices of regular meetings of the TAC, 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 Meeting Law.
- Maintain all files, records, and correspondence of the TAC.

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

ARTICLE V-MEETINGS

Section 1-Regular Meetings:

Meeting will be held on the fourth Tuesday of February, May, August, and November. Meeting notices and agendas are to be mailed in sufficient time for them to be received by each committee member, no later than seven (7) days prior to the meeting date. Unless otherwise stated, all meetings will begin at 2:00 p.m. The Chairman may cancel regular meetings should there be insufficient items on the TAC's tentative agenda.

Section 2-Special Meetings:

Special meetings may be called by the Chairman or at the request of a majority of eligible voting members petitioning the Chairman. Whenever possible, at least seven (7) days notice shall be given.

Section 3-Workshops:

The TAC 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 TAC.

Section 4-Attendance:

Each member or their designated alternate shall be expected to attend each regular meeting and each special meeting provided that at least seven (7) days notice is given. Any member who fails to attend, or make arrangements for an alternate to attend, three (3) consecutive meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member. Such recommendations shall be forwarded to the appointing agency or jurisdiction prior to a vacant seat designation.

Section 5-Quorum:

A simple majority of the eligible voting members or their alternates shall constitute a quorum. If a quorum does not exist not action shall be taken on any agenda item by the TAC.

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 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 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. 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 all municipalities in any given county together have ONE vote, while each county representative and the NCDOT Board of Transportation member individually 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 (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 MOU governing this document. In the event of any conflict, the MOU shall carry precedence over these Bylaws.

The Lake Norman RPO TAC approved these Bylaws on June 25, 2002. Amended this 23rd day of May, 2006.



Chairman
Lake Norman RPOTAC



Secretary
Lake Norman RPO TAC