

**Lake Norman Rural Planning Organization
Technical Coordinating Committee
Bylaws**

ARTICLE I-NAME

The name of this committee shall be the Technical Coordinating Committee, hereinafter referred to as the TCC, 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 advise the Lake Norman transportation Advisory Committee (TAC) 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 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 TCC shall consist of officials from local and state governmental agencies 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 LNRPO 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 Manager or his/her designated staff representative
- Gaston County Manager or his/her designated staff representative
- Iredell County Manager or his/her designated staff representative
- Lincoln County Manager or his/her designated staff representative
- The City Manager, Town Manager or Administrator, or Clerk or his/her designated staff representative from each member municipality
- The NCDOT Division 12 Engineer or his/her designated staff representative

- The NCDOT Transportation Planning Branch Engineer assigned to the LNRPO or his/her representative

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

- All municipalities in any given county together have ONE vote.

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

- A representative of the Centralina Council of Governments
- Representatives of the Chambers of Commerce in each county/municipality of LNRPO members
- Staff representatives of adjacent MPOs and RPOs

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

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 TCC is two years. Re-appointment is possible.

ARTICLE IV-OFFICERS

Section 1-Officers Defined:

The officers of the TCC 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 TCC.

Section 2-Duties of Officers:

The Chairman shall call meetings of the TCC 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 TCC.
- Preside at all meetings of the TCC.
- Decide all points of order or procedure.
- Transmit all recommendations of the TCC to the TAC.
- 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 representative of Centralina Council of Governments shall perform the administrative coordination for the TCC. Staff shall serve as Secretary of the TCC and report to the Chairman of the TCC. The Secretary shall:

- Keep minutes of the TCC meetings in proper form for the approval of the TCC at its next regular meeting.
- Mail notices of regular meetings of the TCC, 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 TCC.

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 TCC shall appoint an acting secretary to record and prepare the minutes.

ARTICLE V-MEETINGS

Section 1-Regular Meetings:

A meeting will be held the second Wednesday of January, February, April, May, July, August, October 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 1:30 p.m. The Chairman may cancel regular meetings should there be insufficient items on the TCC'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 TCC 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 TCC.

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 member 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 item by the TCC.

Section 6-Agenda:

The agenda is a list of considerations for discussion at a meeting. Any member of the TCC 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 of eligible voting members shall constitute a quorum. 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 TCC, 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, NCDOT Transportation Planning Branch representative and NCDOT Division 12 Engineer individually has one vote.

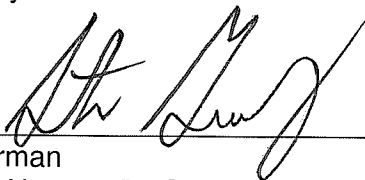
ARTICLE VI – ROBERT’S RULES OF ORDER

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 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 (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 TCC approved these Bylaws on June 25, 2002. Amended this 10th day of May 2006.



Chairman
Lake Norman RPO TCC



Secretary
Lake Norman RPO TCC