

Lumber River Rural Transportation Planning Organization Transportation Coordinating Committee By-Laws

ARTICLE I-NAME

The name of this committee shall be the Lumber River RTPO Transportation Coordinating Committee, hereinafter referred to as the TCC.

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- Review and recommend the Lumber River RTPO Prospectus and Planning Work Program (PWP) to the Transportation Advisory Committee (TAC).
- Prepare transportation studies, plans, and programming recommendations required under state and federal law and as requested by the TAC.
- Identify, prioritize, and recommend to the TAC transportation projects for the TAC to submit to the North Carolina Department of Transportation (NCDOT) for inclusion in the State Transportation Improvement Program (TIP).
- 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.
- Make recommendations to the respective local, state, and federal governmental agencies and the TAC regarding any necessary actions relating to the continuing transportation planning process.
- Review and recommend to the TAC changes to Transportation Plans for the units of government of the Lumber River RTPO.
- Provide a forum for meaningful public participation in the rural transportation planning process.

ARTICLE III-MEMBERS

Section 1-Membership:

As specified in the Memorandum of Understanding (MOU), the TCC shall be partially composed of twenty-two (22) local government representatives directly related to and concerned with the transportation planning process for the Lumber River planning area (which included Hoke, Richmond, Robeson, and Scotland Counties and the participating incorporated municipalities within each County). These voting members shall be appointed by the respective Board of Commissioners of each County and shall include the following number of representatives from each county:

- Four (4) representatives from Hoke County
- Four (4) representatives from Richmond County

- Ten (10) representatives from Robeson County
- Four (4) representatives from Scotland County

The remainder of the TCC membership shall be composed of the following:

- One (1) Division Engineer from the Division of Highways, NCDOT (or designee)
- Manager of Statewide Planning Branch, Planning and Environment, NCDOT (or designee)
- One (1) Traffic Engineer, Division of Highways, Traffic Engineering Branch, NCDOT

Other local agencies, upon filing a request, will be informed of all meetings of the TCC and may attend meetings. Alteration of membership to the TCC shall require the affirmative vote of at least two-thirds of the TCC's eligible voting members and approval of the TAC.

Section 2-Alternates:

Each member may appoint an alternate, or line of alternates, provided each alternate also meets the same qualification of membership. The member must provide the alternate's name(s) to RPO staff at least one week before the TCC meeting. The alternate's name must be included in the official TCC roster before the alternate is authorized to serve. An authorized alternate may serve as a full voting member during any meeting where that board's primary representative is not in attendance. Proxy and absentee voting may not be permitted.

Section 3-Term of Membership:

County appointments to the TCC can be made periodically or as deemed appropriate by each County.

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.

Section 2-Duties of Officers:

2.1 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 shall:

- 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.
- With assistance from the Lumber River COG Transportation Planner, draft the meeting agendas and make said available to the 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 TCC shall be performed by the Lumber River COG's Transportation Planner, as staff and Secretary to the TCC. The Secretary shall:

- Ensure that minutes of the TCC meetings are kept 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 special meetings called in accordance with NC Open Meeting Law.
- Maintain all files, records, and correspondence of the TCC.

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the TCC 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:

Regular meetings will be held bimonthly, on the second Tuesday of each odd numbered month (January, March, May July, September, and November). Unless otherwise stated, all meetings will begin at 10:30 a.m. Members will be notified of regular meetings at least seven (7) days prior to the meeting date. Agendas are to be mailed in sufficient time for them to have been received by each committee member, no later than three (3) days prior to the meeting date. The Chairman may cancel regular meetings should there be insufficient business on the TCC's tentative agenda.

Section 2-Special Meetings

Special meetings may be called by the Chairman, or at the request of three (3) eligible voting members 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 TCC may choose to hold workshops from time to time. All workshops shall be noticed in the manner as regular meetings of the TCC.

Section 4-Attendance and Good Standing:

Each member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is given. Attendance may be achieved through direct presence at the meeting location, teleconferencing, or other electronic means.

Good standing for each member shall be maintained through regular attendance at meetings. Following two consecutive absences, a member's seat shall be declared vacant, and shall not be counted toward a quorum. Good standing shall be automatically restored upon a member's attendance at a meeting. A replacement member may be requested following a vote of the Committee following the loss of good standing.

A quorum of at least 51% of voting members must be present to conduct business. Positions that are vacant do not count when determining the number of members needed to reach a quorum.

Section 5-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 by contacting the Secretary. Additional items may be placed on the regular agenda following the discussion of the last item on the regular agenda, if approved by a majority vote of the present and eligible voting members.

There will be a regular item on each agenda entitled **Standing Reports**. During the **Standing Reports**, each County will have an opportunity to bring forth transportation issues and/or report on any activity that has importance to that County or the Planning region as a whole. The Division Engineers, Statewide Planning and the Transportation Planner will also have an opportunity to make reports, comments, and suggestions on any transportation issue. If an issue comes up during these reports that requires action by the TCC, the issue will be placed on the next meeting's agenda to provide adequate time for Committee and staff to prepare related materials and reports.

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 TCC shall have one (1) vote. 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 TCC. The Chairman is permitted to vote. In the event of a tie, where the Chairman has already voted, the motion does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the TCC for said abstention by a majority vote of the TCC 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 By-Laws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

ARTICLE VI-AMENDMENT TO BY-LAWS

Amendments to these By-Laws 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 Memorandum of Understanding (MOU) governing this document. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

The Lumber River RTPO Transportation Coordinating Committee approved these By-Laws on November 26, 2002.

The following was amended and approved by the TCC on June 28, 2005:

1. Article V-Meetings
Section 4-Attendance

The following was amended and approved by the TCC on February 8, 2006:

1. Article V-Meetings
Section 1-Regular Meetings
Section 4-Attendance

The following was amended and approved by the TCC on January 19, 2017:

1. Article V-Meetings
Section 4-Attendance and Good Standing

The following was amended and approved by the TCC on January 8, 2019:

1. Article 5-Meetings
Section 1- Regular Meetings

The following was amended and approved by the TCC on March 10, 2020:

1. Article III-Members
Section 2-Alternates

The following was amended and approved by the TCC on July 15, 2021:

1. Article III-Members
Section 4- Attendance and Good Standing
Amendment – additional text added: “Attendance may be achieved through direct presence at the meeting location, teleconferencing, or other electronic means.”