Albemarle Rural Planning Organization Bylaws

Article I. Name
The name of this organization shall be the Albemarle Rural Transportation Planning Organization, hereafter referred to as the ARPO.

Article II. Purpose
The purpose of the ARPO is to:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation;

2. To provide a forum for public participation in the rural transportation planning process;

3. To develop and prioritize needs for transportation projects to be included in the state's Transportation Improvement Program (TIP);

4. To provide transportation-related information to local governments and other interested organizations and persons;

5. To conduct transportation related studies and surveys for local governments and other interested entities/organizations;

6. To perform other related transportation planning activities that shall be agreed upon between the RPO and the North Carolina Department of Transportation; and

7. Assist NCDOT in complying with the provisions of federal transportation laws and regulations.

Article III. Membership
As specified in the Albemarle RPO Memorandum of Understanding (MOU) with the North Carolina Department of Transportation (NCDOT) and the 10 Albemarle RPO member counties, the Albemarle RPO shall consist of two committees. Representation upon the committees shall be governed as described below.

A. The Rural Transportation Advisory Committee (RTAC) consists of elected officials from the ten-county area, and the NCDOT Board of Transportation member for NCDOT Division 1. The membership of RTAC shall consist of the following:

A. One County Commissioner (or designee) representing the County of Camden.

B. One County Commissioner (or designee) representing the County of Chowan. One municipal elected official (or designee) from the local government in Chowan County.
C. One County Commissioner (or designee) representing the County of Currituck

D. One County Commissioner (or designee) representing the County of Dare. One municipal (or designee) elected official from each municipal local government in Dare County.

E. One County Commissioner (or designee) representing the County of Gates. One municipal elected official (or designee) from the municipal local government in Gates County.

F. One County Commissioner (or designee) representing the County of Hyde.

G. One County Commissioner (or designee) representing the County of Pasquotank. One municipal elected official (or designee) from the municipal local government in Pasquotank County.

H. One County Commissioner (or designee) representing the County of Perquimans. One municipal elected official (or designee) from each municipal local government in Perquimans County.

I. One County Commissioner (or designee) representing the County of Tyrrell. One municipal elected official (or designee) from the municipal local government in Tyrrell County.

J. One County Commissioner (or designee) representing the County of Washington. One municipal elected official (or designee) from each municipal local government in Washington County.

K. One member of the Region R Council of Governments Executive Board.

L. One member of the North Carolina Board of Transportation representing the Department of Transportation Division 1.

1. **Voting** – In all regards, voting privileges shall be limited to the ten county commissioners representing their respective counties and the member of the North Carolina Board of Transportation representing NCDOT Division 1. Absentee voting shall not be permitted. Member governments shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.

2. **Quorum** – A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTAC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or to send an 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.
3. **Term of Membership** - A representative's term of appointment shall be two years. Each County and municipal representative shall be appointed by the appropriate Town/City Council or Board of Commissioners in regular session. Reappointment of individual representatives to the RTAC shall not be limited; so long as he/she continues to meet the qualifications outlined above.

4. In the event that a county withdraws from the ARPO, both county and municipal representation shall be forfeited.

5. **Officers** - Officers of the RTAC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTAC. Officers shall be selected at the first meeting of each odd calendar year.

6. The Chairperson shall preside over all meetings of the RTAC, sign official documents on behalf of the RTAC, assist in the drafting of meeting agendas and decide points of order or procedure.

7. The Vice-Chairperson shall conduct the duties of the Chairperson in the event of his/her absence. Should neither the Chairperson nor Vice-Chairperson be available to preside over a meeting of the RTAC, a Chair Pro-Tem shall be appointed by majority vote.

B. **The Rural Technical Coordinating Committee (RTCC) shall consist of staff and appointed officials from the ten-county area, NCDOT and other agencies.** The membership of RTCC shall consist of, but may not be limited to, the following:

   - **A.** County Manager (or his/her designee) from each of the ten counties of the RPO planning area.

   - **B.** The Chief Administrative Official (or his/her designee) from each municipality in the Region R planning area.

   - **C.** Division Engineer serving the 1st Division of Highways, North Carolina Department of transportation, or his/her designated representative.

   - **D.** Manager, Transportation Planning Branch, Planning and Environment, North Carolina Department of Transportation, or his/her designated representative.

   - **E.** Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation.

1. **Voting** - Each representative shall have one vote. Absentee voting shall not be permitted. Member organizations shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.
2. **Quorum** - A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTCC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or send an 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.

3. **Membership** - Organizational representation on the RTCC may be altered by an affirmative vote of fifty percent (50%) plus one (1) of the voting members of the RTCC, per the current Memorandum of Understanding, with final approval by the RTAC.

4. **Officers** - Officers of the RTCC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTCC. Officers shall be selected at the first meeting of each odd calendar year.

### Article IV. Administration

#### Meetings

Regular meetings of the RTAC and RTCC shall be held when deemed necessary, appropriate and advisable, according to a schedule approved by each Committee. Notices shall be distributed at least seven days prior to a scheduled meeting, and in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Special meetings may be called as deemed necessary by the Chairperson, or at the request of the eleven eligible voting members of the RTAC. Notice of special meetings shall be given in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

#### Attendance

Representatives or their designee are expected to attend all regular and special meetings. Attendance may be achieved through direct presence or teleconferencing.

#### Standing

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

#### Agendas

Meeting agendas shall list items for consideration by the Committee. Additional items may be placed on the agenda at the beginning of a regular meeting with the affirmative vote of fifty percent (50%) plus one (1), of the voting membership of both the RTCC and RTAC.
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Rules of Order
In the absence of guidance from these Bylaws or other adopted procedural policies, the “Modern Rules of Order” shall be used.

Records
The Secretary shall maintain all files, records and correspondence of the ARPO, including the preparation and distribution of minutes, agendas and meeting notices. Access to these records shall be provided at reasonable times and with reasonable supervision according to the Public Records Laws of the North Carolina General Statutes, §132-6.

Amendments
Amendments to these Bylaws shall require an affirmative vote of at least fifty (50) percent plus one (1) of the voting membership of both the RTCC and RTAC. Written notice of proposed amendments shall be provided to all members prior to consideration. Amendments must not conflict with the letter or fundamental intent of the Memorandum of Understanding which governs this document. In the event of a conflict, the Memorandum of Understanding shall carry precedence.

Approved by the Albemarle Rural Transportation Planning Organization on the Wednesday June 18, 2014.

Lloyd Griffin, RTAC Chairperson

Rhett White, RTCC Chairperson

Angela Welsh, Secretary