

# **Kerr-Tar Regional Transportation Planning Organization (RPO) Transportation Coordinating Committee (TCC) Bylaws**

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## **ARTICLE I-NAME**

The name of this committee shall be the Kerr-Tar Regional Transportation Planning Coordinating Committee (TCC), hereinafter referred to as the TCC.

## **ARTICLE II-PURPOSE**

The purpose and goals of this committee shall be to:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation (NCDOT).
2. Provide a forum for public participation in the regional 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 entities/organizations.
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 Memorandum of Understanding (MOU) between the Kerr-Tar RPO and NC-DOT, the TCC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Kerr-Tar RPO planning area, which includes Franklin, Granville, Person, Vance, and Warren Counties, as well as the incorporated municipalities within each County that are members of the Kerr-Tar RPO.

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

The initial voting membership shall include, but not be limited to, the following members:

- County Manager (or his/her staff designee) from each of the five counties of the Kerr-Tar RPO;
- Chief Administrative Official (or his/her staff designee) from each RPO member municipality in the Kerr-Tar RPO;
- Planning Director (or his/her staff designee) from each RPO member county in the Kerr-Tar RPO;
- Executive Director, Kerr-Tar Regional Council of Governments;
- Transportation Planner or Director, Kerr-Tar Regional Council of Governments;
- Executive Director of each County Economic Development Commission within the Kerr-Tar RPO (or his/her staff designee);
- Executive Director of the Kerr Area Regional Transportation Systems (KARTS) for Kerr-Tar RPO (or his/her staff designee);
- Director of the Person Area Transportation System (PATs) for Person County (or his/her staff designee);
- Division Engineer serving Division 5 of the North Carolina Department of Transportation (or his/her staff designee);

- Manager, Transportation Planning Branch, North Carolina Department of Transportation (or his/her staff designee);
- Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation;

**Section 2 – Term of Membership:**

Term of office for all TCC members is for four years. Re-appointment is possible; no term limits shall be applied.

**ARTICLE IV-OFFICERS**

**Section 1-Officers Defined:**

The officers of the TCC will consist of a Chairman and a Vice-Chairman serving annual terms. The Kerr-Tar COG Planning Department will act as staff to the Kerr-Tar RPO, shall act as Secretary to the TCC. The nominations for the positions of Chair and Vice-Chair will be received from among the voting members present at the last meeting of the fiscal year. The Chair and Vice-Chair will assume their posts at the first meeting of the next fiscal year.

**Section 2-Duties of Officers:**

The Chairman shall call meetings of the TCC to order and shall act as presiding officer 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 Kerr-Tar COG Planning Staff, draft the meeting agendas and make said available to the members in a timely manner.

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

The administrative coordination for the TCC shall be performed by the Kerr-Tar RPO Planning Staff, as staff for the Kerr-Tar RPO. The Kerr-Tar RPO Transportation Planner shall:

- Keep minutes of the Kerr-Tar RPO TCC meetings in proper form for the approval of the TCC at its next regular meeting.
- Mail notices of regular meetings of the Kerr-Tar RPO TCC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of 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 TCC shall appoint a Chairman Pro-Tem for that meeting nor until such time can the Chairman or Vice-Chairman resume their responsibilities.

**ARTICLE V-MEETINGS**

**Section 1-Regular Meetings:**

The TCC shall meet when it is deemed necessary, appropriate, and advisable. Regular meetings may be canceled by the Chairman should there be insufficient business for the TCC to conduct. In the event of public health declaration or other disaster declaration by the State of North Carolina or the Federal Government, the TCC shall meeting via conference call or other virtual method (e.g. Zoom, GoToWebinar).

### **Section 2-Special Meetings:**

Special meetings may be called by the Chairman, or at the request of three (3) eligible voting members of the TCC 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. Notification of all workshops shall be mailed to TCC members in the same manner as regular meetings of the TCC.

### **Section 4-Attendance:**

TCC members are expected to attend each regular meeting and each special meeting of the TCC in person . If a TCC member is unable to attend a meeting, either in person or via conference call or other virtual method, notice should be given by the member to be absent, to the Kerr-Tar RPO Transportation Planner. TCC members are allowed to designate an alternate to attend meetings in their absence, providing such alternate meets the general membership requirements as the absent member. Should a member fail to attend, or make arrangements for an alternate to attend, five (5) or more meetings in any one (1) fiscal year period (July to June), the TCC Chairman shall contact said member to discuss consideration of a replacement member for that unit of government or organization. Voting members (or their authorized alternates) not attending three (3) consecutive meetings will be considered non-voting members for the purposes of determining a quorum as of the third meeting. A member's or alternate's voting privileges will be reinstated automatically by his/her attendance at a later TCC meeting.

### **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 notifying the TCC Chairman and/or the Kerr-Tar RPO Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the TCC 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 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 in person or attending via conference call or other virtual method, 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 Chairman cannot vote again to break the tie and the vote 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 Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

### **Section 7-Quorum**

A quorum shall be constituted by the presence of at least fifty percent (50%) of the eligible voting members. Ex Officio advisory representatives identified in Article III, Section 2 shall not be considered for the purposes of obtaining a quorum. Members deemed inactive non-voting members according to Article V, Section 4 shall not be considered for the purposes of obtaining a quorum.

**ARTICLE VI-AMENDMENTS TO BYLAWS**

Amendments to these Bylaws shall require the affirmative vote of a majority of the TCC's eligible voting members, provided that written notice of the proposed amendment has been mailed 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 Kerr-Tar RPO, which is the governing document for these Bylaws. In the event of any conflict, the MOU shall carry precedence over these Bylaws.

The Kerr-Tar RPO TCC approved the amendments made to these Bylaws on the 19<sup>th</sup> Day of May, 2005.  
The Kerr-Tar RPO TCC approved the amendments made to these Bylaws on the 9<sup>th</sup> Day of November, 2006.  
The Kerr-Tar RPO TCC approved the amendments made to these Bylaws on the 10<sup>th</sup> Day of January, 2008.  
The Kerr-Tar RPO TCC approved the amendments made to these Bylaws on the 11<sup>th</sup> Day of February, 2010.  
The Kerr-Tar RPO TCC approved the amendments made to these Bylaws on the 14<sup>th</sup> Day of December, 2016.  
The Kerr-Tar RPO TCC approved the amendments made to these Bylaws on the 25<sup>th</sup> Day of June, 2020

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Barry Baker  
Chairman  
Kerr-Tar RPO TCC

**ATTEST:**

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Stephanie Harmon  
Secretary  
Kerr-Tar RPO TCC