

Town of Blowing Rock

Request for Council Action

FROM: Town Manager
SUBJECT: Rural Transportation Advisory Committee
TO: Town Council
DATE: December 12, 2017
REQUESTED BY: HCCOG

Public Hearing Yes No Will be required
Properly Advertised Yes No Will be required

BACKGROUND:

See attached By-laws.

High Country Rural Transportation Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws

ARTICLE I-NAME

The name of this committee shall be the High Country RPO Rural Transportation Advisory Committee (RTAC), hereinafter referred to as the RTAC.

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and approve the High Country RPO Prospectus.
- review and approve the High Country RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the High Country RPO.
- establish goals, priorities, and objectives for the rural transportation planning process in the High Country RPO area.
- coordinate work efforts with the High Country RPO Rural Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of the High Country Region.
- make recommendations to the respective local, state, and federal governmental agencies regarding any necessary actions relating to the continuing transportation planning process.
- review and recommend transportation improvement projects that support and enhance inter-county and intra-county transportation serving the High Country RPO area.
- develop and prioritize transportation projects that the High Country RPO recommends for inclusion in the State Transportation Improvement Program (TIP).
- develop and amend as necessary the High Country RPO Long-Range Transportation Plan.
- review and recommend to the North Carolina Department of Transportation (NCDOT) changes to Transportation Plans for the units of government of the High Country RPO.
- provide a forum for public participation in the rural transportation planning process.

ARTICLE III-MEMBERS

Section 1-Membership:

As specified in the High Country RPO Memorandum of Understanding (MOU) between the High Country RPO and North Carolina Department of Transportation (NCDOT), the RTAC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the High Country planning area, which includes Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey Counties, as well as the incorporated municipalities within each County that are members of the High Country RPO. The initial voting membership shall include the following members:

- One County Commissioner representing the County of Alleghany.

STATEMENT OF PLAN CONSISTENCY:

It is the opinion of staff that the proposed action IS IS NOT consistent with the Comprehensive Plan for Blowing Rock.

ATTACHMENTS:

1. By-laws

STAFF RECOMMENDATIONS:

Town Council *appoint a representative to serve on the Rural Transportation Advisory Committee.*

COUNCIL ACTION:

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- One County Commissioner representing the County of Alleghany.

- One municipal elected official to represent the interest of all the municipal local governments in Alleghany County.
- One County Commissioner representing the County of Ashe.
- One municipal elected official to represent the interest of all the municipal local governments in Ashe County.
- One County Commissioner representing the County of Avery.
- One municipal elected official to represent the interest of all the municipal local governments in Avery County.
- One County Commissioner representing the County of Mitchell.
- One municipal elected official to represent the interest of all the municipal local governments in Mitchell County.
- One County Commissioner representing the County of Watauga.
- One municipal elected official, from either the Town of Blowing Rock or the Town of Seven Devils, to represent the interest of all the municipal local governments in Watauga County.
- One County Commissioner representing the County of Wilkes.
- One municipal elected official to represent the interest of all the municipal local governments in Wilkes County.
- One County Commissioner representing the County of Yancey.
- One municipal elected official to represent the interest of all the municipal local governments in Yancey County.
- One elected official from each municipality in the RPO with a population of 10,000 or more.
- One member representing the North Carolina Board of Transportation.

Section 2-Term of Membership:

Term of office for all seats on the RTAC is two years. Re-appointment is possible. To facilitate staggered terms and thereby promote continuity, the initial appointments (county and municipal) from Alleghany, Avery, Watauga, and Yancey County to the RTAC shall be for one (1) year. All subsequent appointments shall be for two (2) years.

ARTICLE IV-OFFICERS

Section 1-Officers Defined:

The officers of the RTAC shall consist of a Chairman and a Vice-Chairman serving one two-year term.. The High Country Council of Governments (COG) Transportation Planner, as staff to the High Country RPO, shall act as Secretary to the RTAC.

Section 2-Duties of Officers:

2.1 The Chairman shall call meetings of the RTAC 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 will:

- Sign all official documents of the RTAC.
- Preside at all meetings of the RTAC.
- Decide all points of order or procedure.
- Transmit all recommendations of the RTAC to NCDOT.

- With assistance from the High Country COG Transportation Planner, draft the meeting agendas and make said available to the RTAC 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 RTAC shall be performed by the High Country COG Transportation Planner, as staff for the High Country RPO. The High Country RPO Transportation Planner shall:

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

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the RTAC shall appoint a Chairman Pro-Tem for that meeting or until such time the Chairman or Vice-Chairman can resume their responsibilities.

ARTICLE V-MEETINGS

Section 1-Regular Meetings:

The RTAC shall meet when it is deemed necessary, appropriate, and advisable. The regular meeting of the RTAC shall be held on the third Wednesday of the months of February, May, August and December at 2:00 PM. The RTAC shall meet on an as needed (on-call) basis as determined by the Chairman of the RTAC and at a time to be determined by the Chairman of the RTAC. Meeting notice and agenda are to be mailed no later than seven (7) days prior to a determined RTAC meeting date.

Section 2-Special Meetings:

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

Section 4-Attendance:

RTAC members are expected to attend each regular meeting and each special meeting of the RTAC. If a RTAC member is unable to attend a meeting, notice should be given by the member to be absent, to the High Country RPO Transportation Planner. RTAC members are allowed to designate an alternate to

attend meetings in their absence, providing such alternate member meets the same membership requirements as the absent member. Should a member fail to attend, or make arrangements for an alternate to attend, Two (2) or more consecutive meetings, that member's seat shall be considered vacant. Vacant seats shall be reinstated upon attendance by a qualifying member of the affected organization.

A simple majority of eligible voting members or their alternates shall constitute a quorum. If a quorum is not established, the meeting shall be rescheduled. All business (action or no action items) will not be discussed until a quorum is established at the meeting.

Section 6-Agenda:

The agenda is a list of considerations for discussion at a meeting. Any member of the RTAC can place items on the agenda prior to its distribution, by notifying the RTAC Chairman and/or the High Country RPO Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the RTAC meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

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 quorum of 51% of the RTAC is required to call for a vote. Each voting member of the RTAC 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 RTAC. Vacant seats shall not be included in the RTAC membership for the purposes of establishing a quorum.

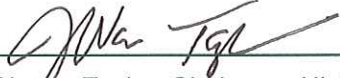
Consideration of RTCC recommendation is required prior to any vote affecting the Planning Work Program (PWP).

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 motion does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the RTAC for said abstention by a majority vote of the RTAC 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-AMENDMENTS TO BY-LAWS

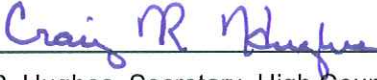
Amendments to these By-Laws shall require the affirmative vote of a majority of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been mailed seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) for the High Country RPO, which is the governing document for these By-Laws. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

The High Country RPO Rural Transportation Advisory Committee (RTAC) approved these amended By-Laws on February 20, 2008.



Warren Taylor, Chairman, High Country RPO RTAC

ATTEST:



Craig R. Hughes, Secretary, High Country RPO RTAC