

Land-of-Sky Rural Transportation Planning Organization Rural Technical Coordinating Committee (TCC) By-Laws

ARTICLE I-NAME

The name of this committee shall be the Rural Technical Coordinating Committee, hereinafter referred to as the TCC, as part of the Land-of-Sky Rural Transportation Planning Organization, hereinafter referred to as the RPO.

ARTICLE II-PURPOSE

The purpose and goals of this committee as outlined in the Memorandum of Understanding (MOU) shall be to advise the RPO Rural Transportation Advisory Committee (TAC) in its purposes:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the French Broad River MPO and 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 suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program;
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 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 RPO and NCDOT, the TCC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the RPO planning area. **The RPO planning area** ~~which~~ includes Buncombe, Haywood, Madison, and Transylvania counties, as well as the incorporated municipalities within each county that are members of the RPO, **and not located in the FBRMPO**. Membership is defined in the MOU and subsequent Bylaws with specific attendees and alternates for each member government listed in the RPO membership roster, to be updated no less than on an annual basis.

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

- " The Manager, Assistant Manager, Planner, Clerk, or Engineer from each of the four counties of the RPO planning area or his/her designated staff representative.
- " The Chief Administrative Official, City Planner, City Engineer, or City Clerk from each municipality in the RPO planning area that is a member of the RPO, or his/her designated representative.

- All Division Engineer(s) for the RPO planning area, serving the Division of Highways, North Carolina Department of Transportation, or his/her designated representative.
- Manager, Transportation Planning Branch, Planning and Environment, North Carolina Department of Transportation, or his/her designated representative.
- Regional Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation, or his/her designated representative.

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

- The Executive Director or other representative from the Land-of-Sky Regional Council
- Representative of the Chambers of Commerce in each county/municipality of Land-of-Sky RPO 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 of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC.

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. Reappointment 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 two year terms**, but limited to two (2) consecutive terms. They will be elected by majority vote of the eligible members. The Land-of- Sky Regional Council (LOSRC) Transportation Planner, as staff to the RPO, shall act as Secretary to the TCC.

Section 2-Duties of Officers:

2.1 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 LOSRC 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 LOSRC Transportation Planner, as staff for the RPO. The LOSRC Transportation Planner shall:

- Keep minutes of the RPO TCC meetings in proper form for the approval of the TCC at its next regular meeting.
- ~~Mail~~ Email notices of regular meetings of the 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 Meetings 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 a Chairman Pro-Tern for that meeting 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:

The TCC shall meet when it is deemed necessary, appropriate, and advisable. Meeting notice and agenda are to be ~~mailed~~ emailed no later than seven (7) days prior to the regular TCC meeting date. Regular meetings may be canceled by the Chairman should there be insufficient business for the TCC to conduct.

Section 2-Special Meetings:

Special meetings may be called by the Chairman, or at the request of a majority of eligible voting members of the TCC petitioning the Chairman. Notice of special meetings shall be given in accordance with Open Meetings Law 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~~ emailed 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 either in person or virtually provided that at least seven (7) days notice is given. Should a member fail to attend or make arrangements for an alternate to attend, two (2) or more consecutive, regularly-scheduled meetings, their seat will be considered a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member. Notice that a TCC member has failed to attend two (2) or more consecutive meetings shall be forward to the appointing agency or jurisdiction prior to a vacant seat designation.

Section 5-Quorum:

A quorum 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. A quorum consists of 51% of the members of the TCC, plus as many additional members as required to ensure that 51% of possible votes are present. 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, by notifying the TCC Chairman and/or the LOSRC 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 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 11 and provided the issue is on the agenda as outlined in Section 5 of this article. A quorum of 51% of the TCC members is required to call for a vote. Each member of the TCC shall normally have one (1) vote in the deliberations of the TCC except when a weighted vote is called. A weighted vote may be called by any member. In weighted voting procedures, each person entitled to vote shall have one (1) vote, except each county member shall cast two (2) votes. A simple majority vote of the members (or their authorized alternates) present and eligible to vote per the MOU shall be sufficient for approval of matters coming before the TCC.

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.

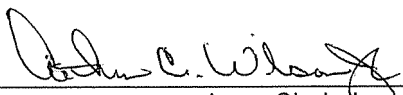
ARTICLE VI-ROBERT'S RULES OF ORDER

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 TCC's eligible voting members, provided that written notice of the proposed amendment has been ~~mailed~~ **emailed** 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 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 Land-of-Sky RPO Rural Transportation Coordinating Committee (TCC) approved these By-Laws on February 15, 2006. Amended this 18, day of March, 2009.



Arthur C. Wilson, Jr. Chair, Land-of-Sky RPO TCC

ATTEST:


Caroline Runser-Turner, Secretary, Land-of-Sky RPO TCC

The Land-of-Sky RPO Rural Transportation Coordinating Committee (TCC) approved these By-Laws on February 15, 2006, amended this 18 day of March 2009, second amendment May 9, 2024.

Darby Terrell, Chair, Land of Sky RPO TCC

Vicki Eastland, Secretary, Land of Sky RPO TCC