

HEART OF ALABAMA RURAL PLANNING ORGANIZATION

RURAL TRANSPORTATION EXECUTIVE COMMITTEE BYLAWS

SECTION 1.0 - PURPOSE and RESPONSIBILITIES

The purpose of the Rural Transportation Executive Committee is to serve the Heart of Alabama Rural Planning Organization as the official decision making body of the Heart of Alabama Rural Transportation Planning Process. The responsibilities of the Rural Transportation Executive Committee are as follow:

- A. To give overall guidance to the transportation planning process.
- B. To establish and adopt goals, priorities, and objectives for the Heart of Alabama Rural Transportation Planning Process.
- C. To review and approve the Heart of Alabama RPO Prospectus (Summary Document).
- D. To review and approve the Heart of Alabama RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the Heart of Alabama RPO.
- E. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- F. To have overall responsibility for review and approval of all plans and programs which are developed by the Heart of Alabama Rural Transportation Planning Process.
- G. To take official action on committee recommendations and other matters pertaining to the Heart of Alabama Rural Transportation Planning Process.
- H. To change the designated membership as deemed necessary.
- I. To insure that citizen participation is achieved in the transportation planning process.

SECTION 2.0 - MEMBERSHIP

As specified in the Heart of Alabama RPO Memorandum of Understanding (MOU) between the Heart of Alabama RPO and Alabama Department of Transportation (ALDOT), the Executive Committee shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the planning area, which includes Blount County, Chilton County, St. Clair County, and Walker County, as well as the incorporated municipalities within each County that are in the service area. The initial voting membership shall include the following members:

- A. One County Commissioner representing Blount County. One municipal elected official representing the municipalities within Blount County that, by affirmative vote of their governing boards, have elected to become members of the Heart of Alabama RPO, unless there are no municipalities included in the county's RPO planning area. The Mayors of the municipalities within Blount County that are members of the Heart of Alabama RPO shall meet jointly to determine the elected official to represent the Blount County municipalities on the Heart of Alabama Rural Transportation Executive Committee. A majority vote of the Mayors shall determine the municipal representative.
- B. One County Commissioner representing Chilton County. One municipal elected official representing the municipalities within Chilton County that, by affirmative vote of their

- governing boards, have elected to become members of the Heart of Alabama RPO, unless there are no municipalities included in the county's RPO planning area. The Mayors of the municipalities within Chilton County that are members of the Heart of Alabama RPO shall meet jointly to determine the elected official to represent the Chilton County municipalities on the Heart of Alabama Rural Transportation Executive Committee. A majority vote of the Mayors shall determine the municipal representative.
- C. One County Commissioner representing St. Clair County. One municipal elected official representing the municipalities within St. Clair County that, by affirmative vote of their governing boards, have elected to become members of the Heart of Alabama RPO, unless there are no municipalities included in the county's RPO planning area. The Mayors of the municipalities within St. Clair County that are members of the Heart of Alabama RPO shall meet jointly to determine the elected official to represent the St. Clair County municipalities on the Heart of Alabama Rural Transportation Executive Committee. A majority vote of the Mayors shall determine the municipal representative.
 - D. One County Commissioner representing Walker County. One municipal elected official representing the municipalities within Walker County that, by affirmative vote of their governing boards, have elected to become members of the Heart of Alabama RPO, unless there are no municipalities included in the county's RPO planning area. The Mayors of the municipalities within Walker County that are members of the Heart of Alabama RPO shall meet jointly to determine the elected official to represent the Walker County municipalities on the Heart of Alabama Rural Transportation Executive Committee. A majority vote of the Mayors shall determine the municipal representative.
 - E. One member of the Board of Directors of the Regional Planning Commission of Greater Birmingham, by appointment.
 - F. Executive Director, Regional Planning Commission of Greater Birmingham.
 - G. 3rd Division Engineer, Alabama Department of Transportation.
 - H. 5th Division Engineer, Alabama Department of Transportation.
- Ex-officio members of the Executive Committee shall include the following members:
- A. Division Administrator, Federal Highway Administration.
 - B. Transportation Planning Engineer, Alabama Department of Transportation.
 - C. Chair, Rural Transportation Technical Advisory Committee.
 - D. Chair, Rural Transportation Coordinating Committee.

SECTION 3.0 - APPOINTMENTS and TERMS

- A. Each County Commissioner will be appointed by their respective county commission to a term not to exceed two years beginning in October 2006. Re-appointment is possible. To facilitate staggered terms and thereby promote continuity, the initial appointments from Blount County and Chilton County shall be for one (1) year. All subsequent appointments shall be for two (2) years.
- B. The Regional Planning Commission of Greater Birmingham Board of Directors will appoint a member from the Board of Directors to serve a term not to exceed two (2) years beginning in October 2006. Re-appointment is possible. To facilitate staggered terms and thereby provide continuity, the initial Regional Planning Commission of Greater Birmingham appointment shall be for one (1) year.
- C. The 3rd Division and 5th Division Engineers, of the Alabama Department of Transportation

and the Executive Director of the Regional Planning Commission of Greater Birmingham will serve terms on the committee coinciding with the terms of their respective offices.

- D. Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.
- E. Each voting member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.
- F. The Executive Committee shall appoint additional voting and non-voting members as is deemed essential or necessary.

Term of office for all seats on the Executive Committee is two years.

SECTION 4.0 - OFFICERS

- A. Officers of the Rural Transportation Executive Committee shall be chosen from the voting members of the Rural Transportation Executive Committee and shall be elected public officials.
- B. The Chair shall be elected by the majority of the members in a duly constituted meeting.
- C. A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office.
- D. Election of officers shall be in the first quarter of each fiscal year (October – December).

SECTION 5.0 - ATTENDANCE

Executive Committee members are expected to attend each regular meeting and each special meeting of the Executive Committee. If an Executive Committee member is unable to attend a meeting, notice should be given by the member to be absent, to the Heart of Alabama RPO Transportation Process Coordinator. Executive Committee members are allowed to designate a proxy or 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 (October to September), the Executive Committee Chair shall contact said member to discuss consideration of a replacement member for that unit of government or organization.

SECTION 6.0 - MEETINGS

A. Regular Meetings:

The Executive Committee shall meet when it is deemed necessary, appropriate, and advisable. Meeting notice and agenda are to be sent via mail or email no later than ten (10) business days prior to the regular Executive meeting date. Regular meetings may be canceled by the Chair should there be insufficient business for the Executive Committee to conduct.

B. Special Meetings:

Special meetings may be called by the Chair, or at the request of four (4) eligible voting members of the Executive Committee petitioning the Chair. Notice of special meetings shall be given in accordance with Open Meeting Laws of the Alabama General Statutes.

C. Workshops:

The Executive Committee may choose to hold workshops from time to time. Notification of all workshops shall be sent to Executive Committee members in the same manner as

regular meetings of the Executive Committee.

D. Agenda:

The agenda is a list of considerations for discussion at a meeting. Any member of the Executive Committee can place items on the agenda prior to its distribution, by notifying the Executive Committee Chair and/or the Heart of Alabama RPO Transportation Process Coordinator. Additional items may be placed on the regular agenda at the beginning of the Executive Committee meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

SECTION 7.0 - VOTING PROCEDURES

The Chair may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article 4.0 and provided the issue is on the agenda as outlined in Article 4.4. Each voting member of the Executive Committee 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 Executive Committee.

The Chair is permitted to vote. In the event of a tie, where the Chair has already voted, the Chair cannot vote again to break the tie. In the event of a tie, the vote does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the Executive Committee for said abstention by a majority vote of the Executive Committee members present and provide reasons for the abstention as described by established procedures in the State of Alabama. 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.

SECTION 8.0 - MEETING PROCEDURE

- A. The rules of order herein contained shall govern deliberations and meetings of the Executive Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.
- B. Meetings of the Executive Committee shall be once every quarter.
- C. Meetings will normally be initiated by the Regional Planning Commission of Greater Birmingham, on behalf of the Heart of Alabama Rural Planning Organization. When providing notification for a meeting, at least ten (10) business days' notice will be provided describing, at a minimum, provide the name of the meeting, the date of the meeting, the time of the meeting, the location of the meeting, and the meeting's purpose. The ten business day notice may be waived if a majority of the voting membership of the Executive Committee concurs. The decision to waive the ten day notice may in no way supersede the requirements of the Open Meetings Act as enacted by the State of Alabama.
- D. When possible, a meeting agenda should be provided along with the meeting announcement and be or posted along with the announcement/notice in order to ensure that adequate preparation will occur.
- E. All meeting announcements/notices shall be posted in a readily accessible, common public location by the Rural Planning Organization's membership.
- F. All meetings of the Executive Committee shall be open to the general public.
- G. A quorum shall consist of a majority plus one (1) voting members of the Executive Committee, their alternates or proxies. The member may designate proxies (in writing) if the member and the alternate will be unable to attend a meeting. No action shall be taken by the Executive Committee without a quorum. If a quorum is not present at a

regular or special meeting, those present may reschedule the meeting to another day when a quorum can be obtained.

- H. Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Executive Committee shall fail.
- I. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least three days prior to the date of the scheduled meeting.
- J. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

SECTION 9.0 - ORDER of BUSINESS

The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.

- 1. Call to order by Chair
- 2. Roll Call
- 3. Approval of minutes of previous meeting
- 4. Communications from the presiding officer
- 5. Report of officers and/or committees
- 6. Old Business
- 7. New Business
- 8. Invitation to interested persons wishing to be heard on matters not included in the agenda
- 9. Adjournment

SECTION 10.0 - AMENDMENTS TO BY-LAWS

Amendments to these By-Laws shall require the affirmative vote of a majority of the Executive Committee's eligible voting members, provided that written notice of the proposed amendment has been sent via mail or email ten (10) business 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 Heart of Alabama 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 Heart of Alabama Rural Planning Organization Rural Transportation Executive Committee (Executive Committee) approved these By-Laws on the 21st day of March, 2007.