

# **HEART OF ALABAMA RURAL PLANNING ORGANIZATION**

## **RURAL TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS**

### **SECTION 1.0 – PURPOSE and RESPONSIBILITIES**

The purpose of the Rural Transportation Technical Advisory Committee (RTTAC) is to provide the Rural Transportation Executive Committee of the Heart of Alabama Rural Planning Organization with the technical support, providing a linkage between planning and implementation for the Heart of Alabama Rural Transportation Planning Process. Specifically, the RTTAC shall be responsible for:

- A. Review and recommend the Heart of Alabama RPO Prospectus (Summary Document) to the Rural Transportation Executive Committee (Executive Committee)
- B. Review and recommend to the Executive Committee 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.
- C. Assist the Executive Committee to establish goals, priorities, and objectives for the rural transportation planning process in the Heart of Alabama RPO.
- D. Review and recommend to the Executive Committee the Coordinated Long Range Rural Transportation Plan (CLRRTTP), which identifies short, mid, and long range multimodal transportation programs and projects, transportation policies, project prioritization, and fiscal expectations.
- E. Review and recommend to the Executive Committee the Rural Transportation Improvement Program which identifies and prioritizes transportation projects from the CLRRTTP to submit to the Alabama Department of Transportation (ALDOT) for inclusion in the State Transportation Improvement Program (TIP).
- F. Review and recommend to the Executive Committee, transportation improvement projects which support and enhance inter-county and intra-county transportation serving the Heart of Alabama RPO service area.
- G. Discuss and recommend to the Executive Committee multimodal transportation plans and programs, including but not limited to: county-level transportation plans, thoroughfare plans, corridor plans, safety plans, freight and mobility plans, and area specific transportation plans.
- H. Review and recommend to the Executive Committee changes to Transportation Plans for the units of government of the Heart of Alabama RPO.
- I. Make recommendations to the respective local, state, and federal governmental agencies and the Executive Committee regarding any necessary actions relating to the continuing transportation planning process.
- J. Recommend technical methods, procedures, and standards to the Heart of Alabama RPO Rural Transportation Executive Committee to further the planning process.
- K. Prepare transportation studies, plans, and programming recommendations required under state and federal law, and as requested by the Executive Committee.
- L. Provide transportation-related information to local governments and other interested organizations and persons to coordinate transportation related tasks that enhance transportation system development, coordination, and efficiency.
- M. Coordinate work efforts with the Executive Committee in meeting the transportation and economic development needs of the Heart of Alabama RPO service area.

- N. Provide a forum for public participation in the rural transportation planning process.
- O. Coordinate with adjacent RPOs and MPOs and with the appropriate ALDOT Divisions.

## **SECTION 2.0 - MEMBERSHIP**

As specified in the agreement between the Regional Planning Commission of Greater Birmingham (RPCGB) and the Alabama Department of Transportation for the administration of the Heart of Alabama RPO, the RPO shall convene a Rural Transportation Technical Advisory Committee which shall consist of both public officials from local and state governmental agencies that are directly related to and concerned with the transportation planning process for the planning area, and private officials with expertise directly related to and concerned with transportation and/or land use planning, demographics, transportation engineering, public transportation, and freight movement. The planning area 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. Membership of the RTTAC may be altered on the basis of a majority vote of its membership and approval of the Executive Committee.

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

- A. County Traffic Engineer/County Engineer (if designated) from each of the counties in the RPO Planning Area.
- B. County Planner (if designated) from each of the counties in the RPO Planning Area.
- C. The Chief Administrative Official or Planner (as designated) from two municipalities having a population of 1,000 or more in the each County in the RPO Planning Area appointed by the Executive Committee.
- D. Economic Development Officer (if designated) from each of the counties in the RPO Planning Areas.
- E. The staff member designated as the RPO Transportation Process Coordinator for the Regional Planning Commission of Greater Birmingham.
- F. One Representative, appointed by the Regional Planning Commission of Greater Birmingham Board of Directors.
- G. The 3<sup>rd</sup> Division Pre-Construction Engineer or designated representative, Alabama Department of Transportation.
- H. The 5<sup>th</sup> Division Pre-Construction Engineer or designated representative, Alabama Department of Transportation.
- I. Bureau Chief or designated representative, Multimodal Division - Rural Public Transportation, Alabama Department of Transportation.
- J. The District Engineer (if designated) for each of the counties in the RPO Planning Area, Alabama Department of Transportation.
- K. Director, Rural Public Transportation Provider from each of the counties in the Heart of Alabama RPO Planning Area.
- L. Representative, Area Agency on Aging for each of the counties in the Heart of Alabama RPO Planning Area.

Ex-officio members shall consist of the following:

- A. Three citizens (non-elected official or non-local or state agency representative) having direct experience in transportation planning, transportation engineering, land use planning, economic development, demographics, rural public transportation, human

- service transportation, or freight and goods movement who reside or whose business is physically located in at least one of the RPO counties, jointly selected by the Rural Transportation Executive Committee. A majority vote of the Executive Committee shall determine the citizen representatives.
- B. Jefferson County Engineer.
  - C. Shelby County Engineer.
  - D. Alabama Department of Transportation.
    - 3<sup>rd</sup> Division Engineer.
    - 5<sup>th</sup> Division Engineer.
1. The Executive Committee as a whole may appoint additional members.
  2. Each member of the Rural Transportation Technical Advisory Committee may name an alternate (in writing) from the same agency, jurisdiction, or organization which the member represents and who may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.
  3. The Rural Transportation Technical Advisory Committee shall meet when it is deemed appropriate and advisable, and shall establish a regular meeting schedule. On the basis of majority vote of its membership, the Rural Transportation Technical Advisory Committee shall appoint a member of the committee to act as Chairperson with the responsibility for coordinating the committee's activities.
  4. Membership of the Rural Transportation Technical Committee may be revised on the basis of a majority vote of its membership and approval of the Rural Transportation Executive Committee of the RPO.

### **SECTION 3.0 - APPOINTMENTS and TERMS**

- A. Each County Traffic Engineer/County Engineer will serve terms on the committee coinciding with the terms of their respective offices.
- B. Each County Planner (if designated) will serve terms on the committee coinciding with the terms of their respective offices.
- C. Each Chief Administrative Official or Planner (as designated) from two municipalities having a population of 1,000 or more in the each County in the RPO Planning Area appointed by the Executive Committee will serve terms on the committee coinciding with the terms of their respective offices.
- D. Each Economic Development Officer (if designated) from each of the counties the RPO Planning Areas will serve terms on the committee coinciding with the terms of their respective offices.
- E. The staff member designated as the RPO Transportation Process Coordinator for the Regional Planning Commission of Greater Birmingham will serve terms on the committee coinciding with the terms of their respective offices.
- F. One Representative, appointed by the Board of Directors of the Regional Planning Commission of Greater Birmingham to a term not to exceed two years beginning in October 2006. Re-appointment is possible.
- G. The 3<sup>rd</sup> Division Pre-Construction Engineer or designated representative, Alabama Department of Transportation will serve terms on the committee coinciding with the term of their respective office.

- H. The 5<sup>th</sup> Division Pre-Construction Engineer or designated representative, Alabama Department of Transportation will serve a term on the committee coinciding with the terms of their respective office.
- I. Bureau Chief or designated representative, Multimodal Division - Rural Public Transportation, Alabama Department of Transportation will serve terms on the committee coinciding with the term of their respective office.
- J. The District Engineer (if designated) for each of the counties in the RPO Planning Area, Alabama Department of Transportation will serve terms on the committee coinciding with the terms of their respective offices.
- K. Director, Rural Public Transportation Provider from each of the counties in the Heart of Alabama RPO Planning Area will serve terms on the committee coinciding with the terms of their respective offices.
- L. One (1) Representative, Area Agency on Aging for each of the counties in the Heart of Alabama RPO Planning Area will serve terms on the committee coinciding with the terms of their respective offices.

#### **SECTION 4.0 - ATTENDANCE**

Rural Transportation Technical Advisory Committee members are expected to attend each regular meeting and each special meeting of the RTTAC. If a RTTAC 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. RTTAC 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, two (2) or more meetings in any one (1) fiscal year period (October 1 to September 30), the RTTAC Chair shall contact said member to discuss consideration of a replacement member for that unit of government or organization.

#### **SECTION 5.0 - OFFICERS**

- A. Officers of the Rural Transportation Technical Advisory Committee shall be chosen from the voting members of the Rural Transportation Technical Advisory Committee and shall be County or local municipality agency 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).
- E. The Transportation Process Coordinator will serve as the Executive Secretary on behalf of this committee.

#### **SECTION 6.0 - MEETINGS**

##### **A. Regular Meetings:**

The RTTAC 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 RTTAC meeting date. Regular meetings may be canceled by the Chair should there be insufficient business for the RTTAC to conduct.

##### **B. Special Meetings:**

Special meetings may be called by the Chair, or at the request of five (5) eligible voting members of the RTTAC petitioning the Chair. Notice of special meetings shall be given

in accordance with Open Meeting Laws of the Alabama General Statues.

**C. Workshops:**

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

**D. Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the RTTAC can place items on the agenda prior to its distribution, by notifying the RTTAC 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 RTTAC 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 Section 6.0 and provided the issue is on the agenda as outlined in Section 6.G. Each voting member of the RTTAC 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 RTTAC.

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 RTTAC for said abstention by a majority vote of the RTTAC 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 Rural Transportation Technical Advisory 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. Each meeting of the Technical Coordinating Committee shall precede each regularly scheduled meeting of the Executive Committee.
- 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 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. A proposed agenda should also be provided. The ten business day notice may be waived if a majority of the voting membership of the RTTAC concurs. The decision to waive the ten business 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 Rural Transportation Technical Advisory Committee shall be open to the general public
- G. A quorum shall consist of majority plus one (1) voting members of the Rural Transportation Technical Advisory 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 RTTAC 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 RTTAC 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.
- K. Should neither the Chair nor Vice-Chair be able to preside at a meeting, the RTCC shall appoint a Chair Pro-Tem for that meeting or until such time the Chair or Vice-Chair can resume their responsibilities.

### **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 Rural Transportation Technical Advisory 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 agreement between the Alabama Department of Transportation and the Regional Planning Commission of Greater Birmingham for administration of the Heart of Alabama RPO, which is the governing document for these By-Laws. In the event of any conflict, the agreement shall carry precedence over these By-Laws.

The Heart of Alabama Rural Planning Organization Rural Transportation Technical Advisory Committee (RTTAC) approved these By-Laws on the 28th day of February, 2007.