

# FIVCO AREA DEVELOPMENT DISTRICT

## REGIONAL TRANSPORTATION COMMITTEE (RTC)

### BY-LAWS

#### 1) PURPOSE OF THE REGIONAL TRANSPORTATION COMMITTEE (RTC)

- a) The purpose of the RTC is to advise, provide technical guidance, provide local/regional public input, develop goals and objectives for the regional transportation system and identify/address concerns of the transportation system within the FIVCO ADD Region.
- b) The RTC may define additional and specific responsibilities from time to time.
- c) These By-Laws, when approved, will be sent to FIVCO ADD Board for approval, and then will be sent to KYTC and become part of AWP for upcoming fiscal year.

#### 2) FUNCTIONS OF THE REGIONAL TRANSPORTATION COMMITTEE

- a) Develop, review, and revise goals, objectives, and policies for the RTP process.
- b) Review and provide input to the development of short/long-range transportation plans, studies, and other work elements as required by the transportation planning process.
- c) Facilitate coordination, communication, and understanding between the public, policy/decision-makers, transportation related agencies, and other parties' involved in/or affected by the RTP process.
- d) Carry out any other tasks as required by the transportation planning process.

#### 3) SUBCOMMITTEES OF THE REGIONAL TRANSPORTATION COMMITTEE

The RTC may create subcommittees; formed on an as needed basis to address specific situations.

#### 4) COMPOSITION OF THE MEMBERSHIP

##### a) VOTING MEMBERSHIP

- i) The RTC shall consist of representatives from each county and city within Carter, Elliott and Lawrence Counties and others as appointed by the Board of Directors of FIVCO ADD.
- ii) Membership should be comprised of persons with special training and experience in various fields or modes of transportation to assure continuity in transportation planning decisions.
- iii) Membership may include (where possible) representatives from the following areas:
  - (1) Private and Public Sector;
  - (2) Local Government Officials or Representatives;
  - (3) Transportation providers (people & freight), including school buses, taxicabs, services delivery;
  - (4) Bikeway and Greenway coordinators;
  - (5) Business and Economic Development interests;
  - (6) Law Enforcement Officials and Emergency Service Representatives,
  - (7) Planning & Zoning Commissions; Environmental Interests;
  - (8) Representatives of minority and low-income populations;
  - (9) Representatives of the transportation disadvantaged;
  - (10) Airport, Riverport, and Rail Industry Representatives,
  - (11) Citizens at large.

##### b) ALTERNATE MEMBERS

- i) Each RTC member shall designate an alternate to represent them in their absence.
- ii) A letter of official designation shall be submitted to the FIVCO ADD Regional Transportation Planner, in order that the alternate shall be accorded all voting rights of the member.

##### c) MEMBERSHIP BY SPECIAL APPOINTMENT

The RTC, at any time it deems necessary, may appoint a member, or change the voting status of any current member to the RTC.

##### d) NON-VOTING MEMBERSHIP

The RTC, at any time it deems necessary, may appoint a person as a non-voting member.

#### 5) REMOVAL OF MEMBER

The RTC may remove any member for any reason whatsoever by a majority vote of members present at any regular or special meeting of the committee.

#### 6) STATEMENT OF MEMBER RESPONSIBILITY

Each member of the RTPC is expected to carry out the purpose and functions prescribed above in accordance with the policies of the agency or organization represented, but should remain cognizant of the needs of the entire transportation planning area.

**7) OFFICERS OF THE TRANSPORTATION PLANNING COMMITTEE**

- a) The officers of the RTC shall consist of a Chair, a Vice-Chair and an Executive Secretary (filled by FIVCO ADD RTC Planner) as approved by the FIVCO ADD Board.
- b) The Chair will serve until December 31<sup>st</sup> every year and then the Vice-Chair will become the new Chair and the RTC voting members will elect and new Vice-Chair. Officers shall come from the three counties that are represented (Carter, Elliott, and Lawrence).
- c) Staff will serve in the position of the Executive Secretary. If no officers are present at the meeting, the FIVCO ADD Regional Transportation Planner will serve as temporary Chair.

**8) DUTIES OF OFFICERS**

- a) **CHAIR:** To preside at all meetings of the RTC, facilitate proper adherence to adopted procedures, call special meetings as required, and appoint subcommittees as needed.
- b) **VICE-CHAIR:** To assist Chair in performance of their duties; to perform duties of Chair in their absence.
- c) **SECRETARY:** To notify RTC members of meetings, record minutes/attendance, and disseminate agenda, reports, and other materials to RTC members. Provide staff services to the RTC as required to carry out all work necessary and incidental to goals and objectives of the Regional Transportation Planning Program

**9) MEETINGS OF THE REGIONAL TRANSPORTATION PLANNING COMMITTEE**

- a) Regular meetings of the RTC shall be held as deemed necessary, but at a minimum on a quarterly basis.
- b) The Chair, Vice Chair, the Secretary, or majority of voting membership may call special meetings.

**10) QUORUM AND ATTENDANCE**

- a) A quorum shall consist of the majority present of the voting membership of the committee and/or their designated alternates in attendance at any regular or special meeting.
- b) A sign-in sheet shall be circulated at the beginning of each meeting to determine the quorum number so that business may be conducted.
- c) Record of committee attendance will be maintained and reviewed periodically to determine if members should be replaced on the committee.
- d) A majority vote of the voting membership shall be required for committee action.
- e) Attendance is required at all RTC meetings.

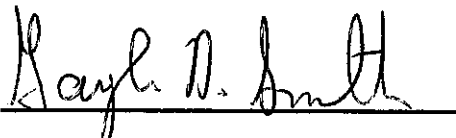
**11) VOTING PROCEDURES**

- a) The Chair or any voting member may make a motion for a vote on any issue, provided it is seconded and it is within the purposes set forth in these By Laws.
- b) Each voting member shall have one (1) vote.
- c) A majority vote of the voting members (or their designated alternates) present shall be sufficient for approval of matters coming before the RTC.

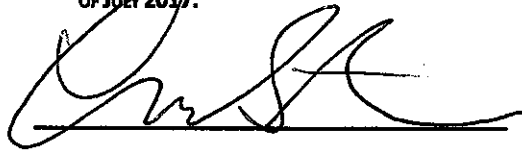
**12) PUBLIC PARTICIPATION**

- a) Attendance at RTC meetings is open to the public.
- b) Membership isn't required for an individual to attend, and/or provide input at a RTC meeting.

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UPON APPROVAL BY THE REGIONAL TRANSPORTATION COMMITTEE IN ATTENDANCE AT A REGULARLY CONVENED MEETING, THESE BY-LAWS ARE ADOPTED THIS 17<sup>TH</sup> DAY OF JULY 2017.



**GAYLE SMITH**  
CHAIR



**LUKE STAPLETON**  
FIVCO REGIONAL TRANSPORTATION PLANNER