

# **GATEWAY AREA DEVELOPMENT DISTRICT**



## **REGIONAL TRANSPORTATION PLANNING COMMITTEE**

### **BY-LAWS FY 2018**



**APPROVED:**

**July 25, 2017**

# **GATEWAY ADD REGIONAL TRANSPORTATION PLANNING COMMITTEE**

## **FY 2018 BY-LAWS**

### **ARTICLE I**

#### **NAME AND PUPOSE**

The name of this organization shall be known as the Gateway Area Development District Regional Transportation Planning Committee. The Regional Transportation Committee is a sub-committee of the Gateway Area Development District (GADD) Board of Directors that serves five counties within the Area Development District of the GADD Region. The five (5) counties represented are Bath County, Menifee County, Montgomery County, Morgan County, and Rowan County. The Regional Transportation Committee will work together to establish a safe, reliable, and efficient transportation system to meet the needs of the five (5) counties in the GADD Region.

### **ARTICLE II**

#### **MEMBERSHIP**

1. The Regional Transportation Committee voting membership is comprised of five County Judge Executives *or* their **designee** from Bath County, Menifee County, Montgomery County, Morgan **County**, and Rowan County; and all City Mayors ***or* their designee**.
2. The membership also includes advisory members. Advisory members actively participate in all committee discussions. Advisory members do not have a vote in matters requiring committee action. Advisory members may not hold office. The advisory membership may be comprised of representatives from the following categories:
  - Elected Officials
  - KYTC Highway District Offices 7, 9, & 10
  - Law Enforcement
  - Highway/public works agencies,
  - Fire departments/emergency medical services
  - School transportation officials
  - Human service delivery agencies

- Freight interest
  - Underserved populations/minority populations
  - Planning and zoning commissions
  - Bicycle and pedestrian coordinators
  - Economic development organizations
  - Industrial authorities
  - Public citizens
3. Members, either voting or advisory, may be added to, or removed from the Regional Transportation Committee by discretions of the Committee. Three consecutive absences on the part of any member to regularly scheduled Committee Meetings shall be interpreted as a possible lack of interest. The Chairman shall inquire as to whether the respective member intends to remain active on the committee.
  4. Attachment A presents the current membership of the Regional Transportation Committee.

### **ARTICLE III**

#### **OFFICERS**

1. The officers of the Regional Transportation Committee shall be a Chairperson and a Vice Chairperson. These officers shall perform the duties prescribed by these Bylaws, and those outlined in the current condition of *Robert's Rule of Order*.
2. The Chairman and Vice Chairman shall be appointed and approved by the Chairman of the Gateway ADD Board of Directors. An officer's term will extend from July 1 through June 30. All terms of office shall be for two (2) years. The Chairperson shall preside at all meetings of the Regional Transportation Committee; Vice Chairperson shall act in the absence of the Chairperson.

### **ARTICLE IV**

#### **MEETINGS**

1. The GADD Regional Transportation Council will meet quarterly. Additional meetings may be held according to needs.
2. Notice of all regular meetings shall be transmitted to each member of record at least seven (7) days prior to the meeting. The upcoming Regional Transportation Committee meeting notices, agendas, etc., will be circulated electronically (e-mail), posted on the GADD webpage, and follow up e-mail or phone calls just prior to date of meeting.

3. Special meetings can be called by the Chairperson or by request of GADD staff. The purpose of the meeting shall be stated in the call. The established mailing list for the RTC shall be used to notify members of the special meeting. Except in cases of emergency, at least three (3) working days notice shall be given. Attendance at a meeting shall constitute waiver of notice.
4. The presence of five (5) voting members of the Regional transportation Council shall constitute a quorum. A simple majority vote of voting members present (provided a quorum is present) shall be required for the passage of any action unless stated otherwise within these By-Laws.
5. A representative from GADD staff shall be responsible for an accurate record of minutes for each RTC meeting and permanently filed in the GADD office.
6. An alternate/**designee** for a committee member must present to the Chairperson, or have on file with the GADD Regional Transportation Planner, either verbal or written notice of their authority to represent the jurisdiction or agency in question prior to the start of the meeting. The notice must be from the specific member listed in Attachment A.

## **ARTICLE V**

### **SUB-COMMITTEES**

1. The RTC shall, from time to time, create such sub-committees as are necessary to carry on the work of the committee. All sub-committee members shall be appointed by the Chairperson.
2. The Chairperson shall be an advisory member of all sub-committees.
3. The RTC shall dissolve the sub-committee when work is completed.

## **ARTICLE VI**

### **PARLIAMENTARY AUTHORITY**

1. The Rules of parliamentary procedure as laid down in *Robert's Rule of Order* shall govern all meetings of the committee.

## **ARTICLE VII**

### **AMENDMENT OF BY-LAWS**

1. The Gateway ADD Regional Transportation Committee By-Laws can be amended at any regular meeting of the RTC provided a quorum is present. The amendment must have been submitted in writing to all RTC members with the notification of the meeting. Amendments will become effective upon review and approval by the GADD Board of Directors.

## **ATTACHMENT A GATEWAY ADD REGIONAL TRANSPORTATION COMMITTEE**

### **VOTING MEMBERS**

1. Bath County, Judge/Executive or, designee
2. Menifee County, Judge/Executive or, designee
3. Montgomery County, Judge/Executive or, designee
4. Morgan County, Judge/Executive or, designee
5. Rowan County, Judge/Executive or, designee
6. Mayors of each City or, their designee

### **ADVISORY MEMBERS**

1. Kentucky Transportation Cabinet District 7, 9, and 10 Offices
2. Federal Highway Administration
3. Law enforcement representatives
4. Highway/public work representatives
5. Emergency medical service representatives
6. Fire department representatives
7. School transportation officials
8. Human service delivery representatives
9. Freight representative
10. Low income and minority representatives
11. Planning and zoning commissions
12. Bike/pedestrian coordinators
13. Industrial authorities
14. Public citizens
15. Chamber of commerce