

BYLAWS
OF
CHATHAM COUNTY TRANSPORTATION ADVISORY BOARD

Article I

ORGANIZATION

Section 1. Name: The name of this organization shall be the “Chatham County Transportation Advisory Board” (TAB).

Article II

PURPOSE

Section 1. Purpose: The purpose of the TAB is to identify, study and make recommendations to the Chatham County Board of Commissioners (BOC) on transportation and closely related issues in pursuit of a sustainable, multi-modal transportation system that provides mobility and access for people and goods. The TAB will serve Chatham County in the following capacities, at a minimum:

- i. Serve as the Transportation Advisory Board for the State’s Comprehensive Transportation Plan for the County
- ii. Be involved in the update or creation of the County’s comprehensive plan, predominantly the transportation element, but also other elements that are impacted by or have an impact on transportation
- iii. Collaborate with the towns of Pittsboro, Siler City, Goldston, and Cary to maximize the development of a countywide transportation system that serves all county residents and visitors to Chatham County
- ~~ii~~v. Work with state and regional transportation planning groups, specifically the North Carolina Department of Transportation, the Triangle Area Rural Planning Organization and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, on the update or creation of transportation plans or programs, including but not limited to the identification and prioritization of specific projects for inclusion in the Transportation Improvement Program or road paving priorities
- ~~iv~~v. Review development proposals, including traffic impact analyses when available, and make recommendations related to transportation
- ~~vi~~i. Review and provide feedback to the BOC on transportation related legislative issues
- ~~vii~~i. Act as a public forum for discussion of transportation and closely related issues

Article III
MEMBERS

Section 1. Number and Composition: The TAB shall be composed of seventeen (17) members—~~eleven (11) voting members and six (6) non-voting members, as described below:~~

- i. ~~Voting-Citizen~~ members (11) must reside within Chatham County and shall represent one or more of the user groups or issue areas listed below, with each user group and issue area being represented by at least one (1) voting member, to the greatest extent practical. Each voting member shall also represent the Commissioner district in which he or she resides, with at least one (1) voting member residing within each Commissioner district, to the greatest extent practical, to ensure equitable geographic representation.
 - a. User groups:
 - i) Non-motorized, which may include, but is not limited to, pedestrians or bicyclists
 - ii) Public transportation, which may include, but is not limited to, bus riders or paratransit riders
 - iii) Personal motor vehicles, which may include, but is not limited to, automobile drivers or passengers
 - iv) Large, slow-moving or commercial vehicles, which may include, but is not limited to, truckers or agriculture
 - v) Public safety, which may include, but is not limited to, emergency responders or street sweepers
 - b. Issue areas:
 - i) Economic, which may represent issues such as, but not restricted to, traffic congestion, infrastructure costs, consumer costs, mobility barriers, accident damages, or depletion of non-renewable resources
 - ii) Environment, which may represent issues such as, but not restricted to, air and water pollution, habitat loss, hydrologic impacts, or depletion of non-renewable resources
 - iii) Social, which may represent issues such as, but not restricted to, equity or fairness, mobility disadvantaged, human health impacts, community interaction, community livability, or aesthetics
- ii. ~~Non-voting-Representative~~ members (6) shall consist of the following:
 - a. Municipal managers or commissioners, or their delegates, from:
 - i) Chatham County (1)
 - ii) Town of Cary (1)
 - iii) Town of Goldston (1)
 - iv) Town of Pittsboro (1)
 - v) Town of Siler City (1)
 - b. Chatham Transit Network staff (1)

Section 2. Members' Voting Rights: All members are voting members. A member may ask to be excused from the room during a discussion involving a conflict of interest that might arise from that person's interests or the interests of the organization they represent. In that case, the person would be excused from voting. The Chair may also request that a member excuse him or herself from the room during a discussion involving a conflict of interest and the member be excused from voting. This action of the Chair would require a simple majority vote of the members present.

Section ~~23~~. Appointment, Qualifications and Terms:

- i. Appointment: All ~~voting-citizen~~ members of the TAB shall be appointed by the BOC from a roster of candidates who have completed the formal application and review process conducted by the TAB and the BOC. All ~~non-votingrepresentative~~ members shall be appointed by their respective entities.
- ii. Qualifications: ~~Voting-Citizen~~ members must submit an application, demonstrate in writing how they represent the user group(s) and/or issue area(s) for which they are applying, and disclose which Commissioner district in which they reside.
- iii. Terms: Terms shall be for four (4) years. Vacancies resulting from a cause other than expiration of the term shall be filled only for the unexpired portion of that term. ~~Voting~~ ~~m~~Members are eligible for no more than two (2) consecutive four (4) year terms.

Initially, ~~voting~~ members shall be appointed to terms of either two or four years, with the intent that approximately one-half of the ~~voting~~ members' terms shall expire every two years. The initial term expiration dates shall be December 2011 for ~~five (5)~~eight (8) of the ~~voting~~ members and December 2013 for ~~six (6)~~nine (9) of the ~~voting~~ members, with the determination made by lottery at the first regular meeting.
- iv. Removal: Failure to attend three (3) consecutive regular meetings or any four (4) regular meetings during a twelve (12) month period shall be grounds for removal of a member of the TAB by the BOC on recommendation of the Executive Committee.
- v. Appointments for vacancies due to removal or resignation: Vacancies resulting from either removal or resignation shall be filled in accordance with Section 2 of Article III.

Article IV

OFFICERS

Section 1. Officers of the Board: The officers of the TAB shall consist of a Chair of the Board and a Vice-Chair of the Board, and other officers as the TAB may from time to time elect. ~~All officers shall first be voting members.~~

- i. Chair of the Board: The Chair of the Board shall preside at all meetings of the TAB. The Chair shall perform such other duties as may be directed by the TAB from time to time and shall have any authority delegated by the TAB, as necessary.

ii. Vice-Chair of the Board: The Vice-Chair of the Board shall perform such duties as from time to time may be assigned by the Chair of the Board or the TAB, and shall serve as the Chair in the Chair's absence, disability or resignation.

Section 2. Elections: Officers shall be elected at the first regular meeting of each year by a majority of the ~~voting~~ members.

Section 3. Terms: Terms shall be approximately one (1) year, which shall begin upon election at the first regular meeting and shall end with the election of new officers the following year, unless reelected. No member shall hold the same office for more than two (2) terms.

Article V

COMMITTEES

Section 1. Executive Committee: The Executive Committee shall consist of no less than three (3) but no more than five (5) ~~voting~~ members and shall include the Chair, Vice-Chair, and the immediate past Chair (who must be a current member), or other designated persons. All business transacted by the Executive Committee shall be reported to the TAB membership. The Executive Committee may provide guidance in the development of strategic plans and annual objectives during regular TAB meetings; recommend changes in the bylaws to be considered by the TAB; and/or make other transportation policy recommendations to the members.

Section 2. Formation of Ad Hoc Committees: The TAB shall establish other committees as deemed necessary and appoint any members or appropriate non-members to carry out the charges for which the committee was formed.

Article VI

MEETINGS

Section 1. Rules of Order: All meetings shall be conducted generally in accordance with the latest edition of Robert's Rules of Order.

Section 2. Place of Meetings: All meetings shall be held at a place designated by the Chair of the Board in the notice of the meeting.

Section 3. Notice of Meetings: Written notice stating the time and place of a meeting of the TAB, other than regular, Executive Committee or other similar meetings, shall be made available to the general public and delivered to all members of the TAB not less than ten (10) nor more than sixty (60) days before the date of any meeting, via any means ensuring receipt of such notice, by or at the direction of the Chair of the Board or other person(s) calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail with postage thereon prepaid.

In the case of a special meeting, the notice of meeting shall specifically state the purpose or purposes for which the meeting is called; but, in the case of a regular scheduled meeting or substitute meeting, the notice of meeting need not specifically state the business to be transacted, unless required by law.

- Section 4. Open Meetings: All official meetings including all the committees, subcommittees, and task forces of the TAB shall be in compliance with the Open Meetings Law of North Carolina (North Carolina General Statutes 143-318.10-18). Individuals and/or groups who wish to make presentations should request time on the agenda from the Chair of the Board prior to the call of order.
- Section 5. Regular Meetings: The TAB shall meet, at a minimum, ten (10) times per year or fraction thereof, with the specific dates, times, and locations of the meetings to be determined by the Board on an annual basis and made available to the general public, including posting on the County website location for the TAB. Regular meetings of the TAB shall be held without other notice than these bylaws and requirements of the Open Meetings Law of North Carolina (North Carolina General Statutes 143-318.10-18).
- Section 6. Special Meetings: Special meetings of the TAB may be called by or at the request of the Chair of the Board, or any three members.
- Section 7. Quorum: A quorum shall equal a majority of the ~~voting~~ members. If less than a majority of ~~voting~~ members is present at a meeting, a majority of the ~~voting~~ members present may adjourn the meeting without further notice.
- Section 8. Board Action: All actions, unless otherwise specified herein, shall be decided by a majority vote of the ~~voting~~ members present where a quorum was established.
- Section 9. Absentee or Proxy Voting: No absentee or proxy voting will be allowed.
- Section 10. Minutes: Minutes shall be taken by County staff or a TAB member that may be assigned by the Chair of the Board from time to time.

Article VII

STANDARDS OF CONDUCT

- Section 1. Conduct: In conducting TAB business, members shall recognize and follow policies and guidelines established by the County Commissioners. Should a member violate these policies or guidelines, the TAB may ask the member to resign or recommend to the BOC that such member be removed.

Article VIII

AMENDMENTS

Section 1. Amendments: Recommendations to amend or repeal bylaws may be adopted at a regular or special meeting by the affirmation vote of two-thirds (2/3) of the ~~voting~~ members, providing that the amendment or new bylaws have been submitted in writing or electronically to the ~~voting~~ members not less than two (2) weeks prior to the meeting. All proposed amendments or a repeal of the bylaws must be approved by the BOC.

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