

BYLAWS

**BARREN RIVER AREA DEVELOPMENT DISTRICT
REGIONAL TRANSPORTATION COMMITTEE
BYLAWS**

**Passed
AUGUST 25, 2005**

**Revised
OCTOBER 26,
2022**

BARREN RIVER AREA DEVELOPMENT DISTRICT

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REGIONAL TRANSPORTATION COMMITTEE
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ARTICLE I

NAME AND PURPOSE

SECTION I: NAME

The name of this organization shall be known as the Barren River Area Development District Regional Transportation Committee.

SECTION II: AUTHORITY

This Committee shall be established by the Barren River Area Development District Board of Directors, and appointments shall be approved by the Board of Directors. Nominations shall be made by the chief elected official of each County and City represented on the Barren River Area Development District Board of Directors.

SECTION III: PURPOSE

The Barren River Area Development District Regional Transportation Committee has been created to fulfill the following purposes:

- a. To direct the Transportation Planning Staff in the execution of the Regional Planning Program.
- b. To provide technical input to the Transportation Planning Staff on transportation issues.
- c. To provide a forum for elected officials to work together in solving regional transportation problems.
- d. To act as an advocacy body on transportation-related matters as needed.
- e. To provide a forum for public involvement into the regional planning process.
- f. To provide input for the Kentucky Transportation Planning Process.

ARTICLE II

MEMBERSHIP AND ORGANIZATION

SECTION I: MEMBERSHIP

The Regional Transportation Committee shall be composed of 50 voting members and additional advisory members. Voting membership should include, at a minimum:

1. Elected officials or representatives for each county and each city with a population of 5,000 or more.
2. Law enforcement representatives, with a minimum of one county-level representative, one city-level representative, and one state-level representative.
3. Road, Highway and/or Public Works representatives from cities and counties.
4. Emergency Medical Service and/or Fire Department representatives.
5. School transportation officials.
6. Human Service Delivery representatives.
7. Representatives of major trucking, logistic, intermodal, rail, airport, river port, or public transportation entities.
8. Underserved populations and/or minority populations and advocacy groups.
9. Planning and zoning commissions and organizations.
10. Bikeway, greenway, and pedestrian coordinators.
11. Economic development organizations.
12. Industrial authorities and commissions.

Advisory, non-voting membership should include, at a minimum:

13. Public citizens at large.

SECTION II: PROXIES

Each member may appoint at least one person to represent the member in the event of the member's temporary absence. Each member shall present the name or names of their representative(s) to the Committee Members in writing. The Committee shall be notified of any change of representative by the member, in writing, as soon as possible. The lists of representatives shall be kept at the Barren River Area Development District office.

SECTION III: CHANGE IN MEMBERSHIP

Members representing other interest groups or disciplines may be added to or removed from the Barren River Area Development District Regional Transportation Committee at the discretion of the Committee. Their term and voting status shall be determined prior to their installation as a member.

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SECTION IV: EX-OFFICIO MEMBERS

Ex-officio members representing other State or Federal transportation agencies may be recommended by the Regional Transportation Committee and appointed by the Barren River Area Development District Board of Directors.

SECTION V: VOTING

Each Member shall be entitled to one (1) vote on all actions of the Committee. Ex-officio members and advisory members shall not be entitled to a vote.

SECTION VI: QUORUM

A quorum shall consist of a minimum of 6 counties being represented by eligible voting members and the presence of one (1) Committee Officer.

SECTION VII: PUBLIC INVOLVEMENT

Individuals and groups are encouraged to attend the meetings of the organization and take an active role by expressing their opinions and ideas and serving as advisors. They shall have non-voting status.

ARTICLE III

MEETINGS

SECTION I: MEETING DATES

The Committee shall hold regularly scheduled meetings, which will be held at least quarterly. If no business is pending, such meetings may be cancelled at the discretion of the Committee Chair.

Committee meetings shall be in the T. Jack Eversole Conference Center, Bowling Green, Kentucky or in a location previously approved by the Committee Chair. In the event that it is unsafe to meet in person, both regular and special meetings may be held virtually via video- or tele-conferencing or other ADD-approved virtual meeting service. The necessity of holding a virtual meeting will be decided on by the RTC Chair and care should be taken to ensure all members and public participants have access to these meetings.

Special Committee meetings may be called at the discretion of the Committee Chair or by petition of other Members or as business requires.

SECTION II: MEETING NOTICES

Meeting notices shall be sent to all Committee members and other interested parties and agencies. These notices shall be distributed no later than seven (7) days prior to the meeting and shall include the date, time and place of the meeting, and the agenda to be considered.

SECTION III: NEWS RELEASES

News releases announcing the meetings to the public shall be created and distributed in accordance with the FHWA Public Involvement Process. News releases shall be distributed no fewer than (7) days in advance of the meeting date.

SECTION IV: MINUTES

Official minutes shall be kept of each and all meetings of the Committee. An original set of minutes shall be kept in a permanent file in the office of the BRADD.

Copies shall be made available to all Barren River Area Development District Regional Transportation Committee members, Coordinating Agencies, interest groups and individuals. Wider distribution of the minutes may be made as deemed necessary by the Committee.

ARTICLE IV

OFFICERS AND ELECTIONS

SECTION I: OFFICERS

The officers of the Regional Transportation Committee shall consist of a Chair and Vice-Chair. All officers shall be elected from the Committee's membership.

SECTION II: TERM OF OFFICE

An officer's term of office shall extend from the first quarterly meeting of the calendar year of even number years through the last quarterly meeting of the calendar year. All terms of office shall be for two (2) years.

Elections shall be held at the last scheduled meeting before the first quarterly meeting of the calendar year, the end of an officer's term, on even-numbered years. Nominations shall be accepted from the floor by the membership on the day of the election.

Officers shall be elected by a majority of the members, provided that a quorum has been established.

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SECTION III: OFFICER'S VACANCIES

Vacancies for unexpired terms of Committee officers shall be filled by election by a majority of the members, provided that a quorum has been established.

SECTION IV: DUTIES OF THE CHAIR

It shall be the duty of the Chair to preside at all meetings and to enforce all laws and regulations pertaining to the administration of the committee. The Chair may call regular and special meetings of the Committee in accordance with the Bylaws.

SECTION V: DUTIES OF THE VICE CHAIR

In the absence of the Chair, the Vice-Chair shall have all powers and responsibilities of the Chair. If the Chair is vacant for any reason, the Vice-Chair shall act as Chair until an election is held to fill the office of the Chair.

ARTICLE V

COMMITTEE MANAGEMENT

SECTION I: FISCAL YEAR

The fiscal year of the Barren River Area Development District Regional Transportation Committee shall be from July 1 through June 30.

SECTION II: PROCEDURE

The rules of parliamentary procedure as laid down in "Robert's Rules of Order" shall govern all meetings of the Committee.

SECTION III: SUBCOMMITTEES

The Chair shall appoint all temporary subcommittees and their Chairpersons for the Barren River Area Development District Regional Transportation Committee.

All temporary subcommittees shall be subject to the call of the respective Chair.

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A record of all subcommittees' meetings shall be made, and their proceedings reported to the Regional Transportation Committee.

A majority of any subcommittee shall constitute a quorum.

SECTION IV: ATTENDANCE

Any voting member who misses three consecutive meetings is subject to review by the Committee. The Committee may take action that it deems appropriate, including removal of that member from the Committee.

SECTION V: TENURE and ROTATION of MEMBERSHIP

ELECTED or APPOINTED OFFICIALS

The term of an individual who is a member of the Committee by virtue of holding an elected or appointed office, as set forth in these by-laws, shall remain a member of the Committee as long as that individual retains the office for which he or she was elected or appointed. Upon termination of that individual's term in the elected or appointed position, the individual will cease to be a member of the Committee and will be replaced by his or her successor.

NON-ELECTED or APPOINTED MEMBERS

The term of each member that is a non-elected or appointed official shall extend from January 1 through December 31. The terms of membership for these members shall be for two (2) years. The term of membership will begin on January 1 of each odd numbered year for which members are to assume their duties. Members may serve consecutive terms.

ARTICLE VI

GRIEVANCE PROCESS

SECTION I: GRIEVANCES

Any grievance filed on any of the duly established Committees of the Barren River Area Development District Regional Transportation Committee will be duly reviewed by the Chair of the Barren River Area Development District Regional Transportation Committee and the

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Executive Director of the Barren River Area Development District and forwarded to the Barren River Regional Ethics Committee for their final action.

ARTICLE VII

AMENDMENTS

SECTION I: AMENDMENT PROCEDURES

Amendments to the Bylaws of the Barren River Area Development District Regional Transportation Committee may be made at any meeting of the Committee at which a quorum is present. No proposition to amend shall be acted on unless written notice has been given to the Chair at least thirty (30) days prior to the meeting. A copy of such proposition shall be embodied in the call for the next scheduled meeting. If the proposed amendment is brought to a vote, it shall require a two-thirds majority to be ratified into the Bylaws.

Adopted: 10/26/2022

Chair: _____