

ROWAN TRANSIT SYSTEM ADVISORY BOARD

BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Rowan Transit System Advisory Board (RTSAB).

ARTICLE II

PURPOSE

The RTSAB shall serve in a consultative capacity to the Rowan County Board of Commissioners. In this capacity the committee will perform the following duties or be responsible for the following functions:

1. Serve as a liaison between the residents of Rowan County and the County Board of Commissioners, County Manager and RTS staff concerning transportation service.
2. The roles of assistance may include but are not limited to being:
 - A forum to discuss relevant issues related to public transportation (unmet needs, service design/scheduling, fares, compliments, and complaints)
 - An advocate in promoting new or expanded transit services
 - As oversight to program operations, setting and monitoring goals and monitoring compliance with federal regulations including any deficiencies noted on reports, reviews, or audits
 - As a participant in local and regional transit planning functions
 - As a guardian of passenger rights to ensure services are safe, reliable, and affordable.
3. Review, make comments, and recommend policies for the NCDOT required System Safety Program Planning [SSPP] document.
4. To encourage the coordination of transportation between agencies to provide the greatest amount of transportation available with limited resources.
5. To solicit public input when fare and service changes are under consideration. Assess the findings and make recommendations to RTS administration.
6. Assist in developing and updating the Community Transportation Services Plan (CTSP), Title VI Plan, ADA Plan, Grant Application Documents and other RTS documents as needed. In this role the RTASB may review Administrative, Capital, Technology, Operating and Facility Improvement applications that are the principal source of funding for RTS.
7. Perform other functions and duties from time to time as prescribed by the Board of County Commissioners or requested by the Transit Director.

ARTICLE III

MEMBERSHIP

1. At the discretion of the Rowan County Board of Commissioners the RTASB shall have no less than 7 voting members and not more than 10 voting members.
2. The RTASB should have representatives from human service agencies, other public transportation providers, passengers of the system, the business sector, government officials and the public within the service area. Members from the public should be representative of the elderly, minority, limited English speaking persons, and low-income individuals.
3. The Composition of the RTASB shall consist of the following:
 - a. Rowan Vocational Opportunities
 - b. Trinity Living Center
 - c. Therapeutic Recreation Division
 - d. Ruffy Holmes Nutrition Program
 - e. Rowan County Health Department
 - f. No less than two (2) and no more than five (5) At-Large Rowan County Citizens representing the categories listed above
4. Terms of service:
 - a. Agency representatives shall be considered perpetual members;
 - b. At-Large members shall be appointed for three-year terms with a maximum limit of two consecutive terms. After a one-year separation of service the same individual can be appointed for another term.
 - c. Appointments shall be arranged so that approximately one-third of the terms will expire each year.
 - d. Term year shall be defined as the fiscal year, beginning July 1 and ending June 30.
5. Any committee member who accumulates more than three unapproved absences in a twelve (12) month period may lose their status as a member and be replaced with a new appointment made by the Board of Commissioners.

ARTICLE IV

REGULAR MEETINGS

1. The regular meetings of the RTASB shall be held quarterly, in January, April, July and October, at 9:30am on the third Wednesday of each month, or as otherwise set by the Chair with input of the Members. Unless an alternate location is duly noticed in accordance with County policy, all meetings shall be held at the Mid-Carolina Regional Airport conference room and open to the public.
2. A majority of the voting members of the RTSAB, then in office, shall constitute a quorum for the transaction of business for any meeting of the Advisory Committee meetings.

3. Special meetings may be called by the Chair, requested by the Director, or by a majority of vote of Members.
4. Public notice of all meetings will be provided on the County Website in compliance with NC G.S. 143-318.12. All RTSAB members will be encouraged to announce meetings in any public format accessible to their organization.
5. Unless otherwise addressed by these Bylaws, the conduct of the affairs of the RTSAB and its subcommittees shall proceed in accordance with Roberts Rules of Order.

ARTICLE V

OFFICERS

1. The officers of the RTSAB shall be the Chair and Vice-Chair.
2. The Chair and Vice-Chair shall be elected by the RTASB for a term of one year at its first meeting of the County fiscal year or until his/her successor shall be duly elected. Any vacancy in an officer position may be elected by the RTSAB for the unexpired portion of the term.
3. It shall be the duty of the Chair to preside over meetings and represent the RTSAB in approved activities on its behalf.
4. In the absence of the Chair, the Vice-Chair shall perform the regular duties of the chairperson.
5. The Director shall serve as an ex-officio Member, but shall not make motions nor be a voting member.
6. RTS Staff administrative shall (1) attend meetings to contribute information and respond to member questions, (2) provide administrative support, (3) keep minutes, (4) maintain records and (5) receive and distribute communications and correspondence of the RTASB.

ARTICLE VI

SUBCOMMITTEES

From time to time the RTSAB may form a standing or ad hoc subcommittee. The committee shall not be comprised of a quorum of the RTSAB. A committee shall be dissolved after the completion of its task or achievement of its objective.

ARTICLE VII

CONFLICT OF INTEREST

The RTSAB, and staff, all have a duty to conduct the affairs of RTS in a manner consistent with such purposes and not to advance their personal interests. This conflict-of-interest policy is intended to permit RTS, its advisory committee members and staff, to identify, evaluate, and address any real, potential, or apparent personal or organizational conflict of interest that might,

in fact or in appearance, call into question their duty of allegiance to RTS and/or the County of Rowan. Rowan Transit System requires each RTASB member, staff member, to annually (1) review RTS Transportation Policy on Conflicts of Interest and Disclosure of Certain Interests; and (2) acknowledge by their signature that the individual is acting in accordance with the letter and spirit of such Policy.

ARTICLE VIII **COMPENSATION**

No compensation shall be paid for serving as a Member of the RTSAB. Members may be reimbursed out-of-pocket costs for expenses incurred on RTSAB business when previously approved by the RTASB, the Board of Commissioners, and when funds for expense reimbursement have been approved by the Board of Commissioners in the operational budget or otherwise.

ARTICLE IX **BYLAW AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the Board of Commissioners, provided that a copy of any amendment proposed for consideration shall be made available at least thirty days prior to the date of the meeting. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval or ratification by the Board of Commissioners for final approval.

Adopted by RTS Advisory Committee:


RTASB Chair

11-1-2022
Date

Approved by the Board of Commissioners

Chair, Rowan County Board of Commissioners

Date