

# Cumberland Valley Area Development District Regional Transportation Program



## FY10 Committee Bylaws

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**CUMBERLAND VALLEY AREA DEVELOPMENT DISTRICT  
REGIONAL TRANSPORTATION COMMITTEE  
BYLAWS**

**SEPTEMBER 2009**

**ARTICLE I**

**NAME AND PURPOSE**

Section I: Name

The name of this body shall be known as the Cumberland Valley Area Development District Regional Transportation Committee, an advisory committee to the Cumberland Valley Area Development District Board of Directors, serving the people of the following eight (8) counties: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle and Whitley.

Section II: Authority

This committee has been established by the authority granted by the Cumberland Valley Area Development District Board of Directors. The Regional Transportation Committee shall be governed by the Bylaws of the Cumberland Valley Area Development District Regional Transportation Committee contained herein.

Section III: Purpose

The purpose of the Regional Transportation Committee shall be to promote and develop the transportation system and the general safety and well being of citizens of the Cumberland Valley Area Development District by:

- a. Providing assistance to the Board in the formulation of regional transportation policy.
- b. Advising the staff in the execution of technical transportation planning programs.
- c. Providing a forum for elected officials to work together in solving regional transportation problems.
- d. Acting as an advocacy body on transportation related matters as needed.
- e. Acting as a data and information base for the public-at-large and to provide legislators with the information necessary to make equitable legislative decisions.
- f. Providing a forum for local public involvement into the regional planning process.
- g. Providing local transportation officials the opportunity to prioritize transportation projects.
- h. Providing input for Kentucky's Statewide Transportation Planning Process.

**ARTICLE II**  
**MEMBERSHIP**

**Section I: Representation**

Voting membership representation of this committee shall be consistent with the applicable requirements as outlined in the Cumberland Valley Area Development District Bylaws (Article II, Section 6). Each person appointed to this committee shall be a voting member of this committee and shall be entitled to one (1) vote on all matters brought before the committee membership.

The following agencies and elected officials shall be eligible to serve on, or appoint one (1) member to, the committee.

1. Elected official or representative for each county seat and or a city that meets 1000 or more in population.
2. Law Enforcement representatives (minimum of one city, one county and one state enforcement official)
3. Highway/Public Works representatives from cities and or counties
4. Emergency Medical Service Representatives/ Fire Department Representatives
5. School Transportation Officials
6. Human Service Delivery representatives
7. Representatives of major trucking, logistic, intermodal, rail, airport, riverport or public transportation entities
8. Underserved populations, minority populations
9. Planning and Zoning Commissions/organizations
10. Bikeway/greenway/pedestrian coordinators
11. Economic Development organizations
12. Emergency service representatives
13. Industrial authorities/commissions
14. Public citizens at large

**Section II: Terms of Members**

The committee shall establish tenure of voting members in the following manner:

1. All members of the committee shall serve for a term of one year.
2. The term of each successor shall be for one year and until his or her successor is appointed. The committee member will also serve at the pleasure of his/her respected locally elected official or Chairperson.
3. If a Mayor or County Judge Executive serves on the committee, their appointment will become null and void if their term in office expires while

serving a term as a Committee member. Their committee appointment will terminate on the same date their elected office term expires.

4. Vacancies occurring on the Transportation Committee shall be filled from the same county or city of representation for the remainder of the term of the resigning member.
5. Three consecutive absences on the part of any member to a regularly scheduled Transportation Committee meeting may be interpreted as a possible lack of interest. The Chairman of the Committee may at this point inquire as to whether the respective member intends to remain active on this Committee. If this member indicates he/she is no longer interested in being an active member, or there is no reply, the Chairman may consider this sufficient reason for recommending his/her replacement to the entire committee.
6. The officers of the Regional Transportation Committee shall include Chairman, Vice-Chairman, and Secretary.
7. The Chairman of the Regional Transportation Committee shall be appointed by the Cumberland Valley Area Development District Board of Directors Chairman for a one-year term beginning January 1 of each year and may serve successive terms.
8. The Vice-Chairman and Secretary of the Regional Transportation Committee shall be elected by the entire membership for a one-year term beginning January 1 of each year and may serve successive terms.

### Section III: Participation

In the normal conduct of the Regional Transportation Committee, citizens of the Cumberland Valley area, participating state and federal agencies, state and federal governments, the general public, police, emergency services, transportation providers, bikeway coordinators, environmental interest and official agents or any of the aforementioned are invited to participate and/or have reasonable access to the records and proceedings of the committee.

### Section IV: Compensation and Reimbursements

Members of the Transportation Committee shall serve without pay, but may be reimbursed for necessary and actual expensed should funds become available.

## **ARTICLE III**

### **MEETINGS OF THE COMMITTEE**

#### Section I: Regular Meetings

The Regional Transportation Committee shall hold regular meetings as necessary to complete the tasks assigned to the committee and on call by the Chairman of the committee. Meetings scheduled by the Chairman and/or staff will be done in a manner to

allow times and locations to be flexible enough to accommodate and involve as many areas of the region as possible.

### Section II: Notice of Meetings

Notice of all regular and special meetings shall be mailed to each member of record at least seven (7) days prior to the meeting.

### Section III: Quorum

A quorum shall be necessary for transacting any business by the Regional Transportation Committee. A quorum for any full committee meeting shall consist of twenty percent of the votes entitled to be cast on a matter to constitute a quorum on that matter.

At any full committee meeting where a quorum is not present, the Chairman may call for a quorum of the Executive Committee, and if present, transact business.

## **ARTICLE IV**

### **COMMITTEES AND CONSULTATION**

#### Section I: Consultation

This committee shall have the authority to seek specialized consultation through a formation of advisory committees, as it may deem necessary in the execution of its responsibilities.

#### Section II: Implementation Procedures

The following policies shall be deemed applicable for implementation of committee groups of the Regional Transportation Committee in the carrying out of its functions.

1. The Chairman of the Regional Transportation Committee shall establish such committees as is deemed necessary. He/She shall also appoint members to serve on established standing and/or advisory committees.
2. The Chairman of the Regional Transportation Committee may make membership changes of the respective standing and/or advisory committee with the advice of the Chairman of that committee.
3. Standing and/or advisory committee Chairman shall make available all minutes, reports, and recommendations to the Regional Transportation Committee Chairman.
4. The standing Executive Committee shall consist of the officers of the committee plus such members as necessary to have all counties represented, exclusive of the Chairman. The Executive Committee shall have the authority to act for the full committee in the interim between meetings of the

committee. A simple majority of the Executive Committee membership shall constitute a quorum.

5. These Bylaws may be amended at any regular or special meeting of the membership by affirmative vote of two-thirds (2/3) of the members present, provided notice of the proposed amendment is submitted to the committee members in writing at least seven (7) days prior to the meeting at which such amendment is requested.
6. Robert's Rules of Order (75<sup>th</sup> Edition) shall govern the deliberations of the committee and all standing and/or advisory committees.
7. All matters not specifically covered herein shall be subject to the action of the committee.