



Thomas Jefferson Planning District Commission
Rural Transportation Advisory Committee

Bylaws: Rural Transportation Advisory Committee
Adopted September 17, 2019

Article I - Name and Authority

Section 1. The name of this organization shall be the Thomas Jefferson Planning District Commission, Rural Transportation Advisory Committee, hereinafter called RTAC.

Section 2: The RTAC shall have such authority as given by the Thomas Jefferson Planning District Commission (TJPDC), which is the policy board for this Committee.

Article II – Purpose

Section 1. The RTAC, composed of individuals with technical knowledge in transportation and land use matters, will provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The RTAC shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The RTAC will:

- (1) apply current data to the Rural Long Range Plan (RLRP), during plan updates;
- (2) cooperate in the development of procedures for the collection of traffic data;
- (3) work with the staffs of the TJPDC, DRPT and VDOT to review, comment, recommend, and assist VDOT, participating political jurisdictions, or the TJPDC on any proposal, alternatives, and work performed on the location and design of facilities in the Rural Transportation Plan; and
- (4) serve in an advisory capacity to the TJPDC.

Article III – Membership

Section 1: There shall be nine voting members of the RTAC. Membership shall be composed of:

- one (1) planning director or other staff, designated by and representing each member LOCALITY,
- one (1) designated by and representing the Virginia Department of Transportation - Culpeper District,
- one (1) designated by and representing the Virginia Department of Transportation - Lynchburg District,
- one (1) JAUNT director or other representative designated by JAUNT, and
- one (1) Rideshare Program Coordinator or another staff member designated by Rideshare.

Membership is based on position, and representatives will serve on the Committee as long as they hold the position.

Section 2. Any member of the RTAC who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chair of the RTAC. An alternate may vote only in the absence of the regular member he or she represents.

Section 3. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chair of the RTAC shall seek to determine the cause of the absence and whether another representative from the organization can step into the role.

If the Chair is absent in the occurrence of a voting member missing three consecutive meetings or the Chair has missed three consecutive meetings, the Vice-Chair will assume the duties of the Chair and shall determine the appropriate measure of action to be taken until the Chair returns or until a new Chair is elected to the position through a vote as outlined in Article IV Section 3.

Article IV – Officers

Section 1. The officers of the RTAC shall consist of a Chair and Vice-Chair.

Section 2. The Chair and Vice-Chair shall be elected by and from the membership of the RTAC, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The Chair shall conduct the meeting, ensuring the meeting begins on-time and is run in accordance to the RTAC Bylaws. In the absence of the Chair, the Vice-Chair shall be responsible for conducting the meeting. In the absence of the Chair and Vice-Chair, the voting members will appoint one voting member to conduct the meeting.

Section 4. The election of officers shall be held at the RTAC's first meeting after July 1 of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 5. The TJPDC staff shall prepare and maintain a permanent written record of all RTAC proceedings, and shall transmit a copy of the minutes of each meeting to each member prior to the next meeting.

Article V – Meetings

Section 1. The RTAC shall establish a regular date and place for its meetings. The chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The chair may also call a special meeting or cancel a regular meeting. As needed, there shall be joint MPO Technical Committee/RTAC meeting that will serve as a coordination point between urban and rural committees.

Section 2. A quorum shall consist of at least one-half of the voting representatives of the RTAC, with at least two locality representatives present.

Article VI – Amendment

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Article VII - Effective Date

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the RTAC.