

**ROWAN COUNTY**  
**RTS ADVISORY COMMITTEE**  
**By-Laws**

**Article I – Name**

The name of this organization shall be the RTS Advisory Committee.

**Article II – Purpose**

The RTS Advisory Committee shall serve in an advisory 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 concerning transportation service issues.
2. Serve as the advisory body to the Administrative Staff of the Rowan Transit System.  
[RTS] The roles of assistance may include but are not limited to being:
  - A forum to discuss relevant issues related to public transportation
  - An advocate in promoting new or expanded transit services
  - As oversight to program operations, setting and monitoring goals
  - As a participant in local and regional transit planning functions
  - As a guardian of passenger rights for the general public and special targeted populations to receive services that 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 annual Rowan County, Community Transportation Services Plan (CTSP). This role will encompass a review of 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 requested and prescribed by the Board of County Commissioners.

### **Article III – Membership**

1. At the discretion of the Rowan County Board of Commissioners the RTS Advisory Committee shall have no less than 9 members and not more than 15 members.
2. The Advisory Committee should have representatives from human service agencies, other public transportation providers, passengers of the system, the business sector, government officials and the general public within the service area. Members from the general public should be representative of the elderly, minority, limited English speaking persons, and low-income individuals.
3. The Composition of the RTS Advisory Committee will consist of the following:
  - a. Rowan Vocational Opportunities
  - b. Trinity Living Center
  - c. Therapeutic Recreation Division
  - d. Rufty Holmes Nutrition Program
  - e. Rowan County Health Department
  - f. City of Salisbury Transportation
  - g. No less than 4 and no more than 10 At-Large Rowan County Citizens representing the categories listed above
4. Terms of service on the Committee shall be as follows:
  - a. Agency representatives shall be considered perpetual members of the Committee;
  - b. At-Large members of the advisory committee 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. Non-voting ex-officio members to the Advisory Committee who should attend meetings are from the Rowan Transit System and Veteran Services Department, County Finance Department and a Board of Commissioners liaison.
6. Any committee member who accumulates more than three unapproved absences in a 12 month period can lose their status as a member and shall be replaced with a new appointment made by the Board of Commissioners.

### **Article IV – Regular Meetings**

1. Regular meetings of the Committee will be held at the Rufty – Holmes Senior Center. The standard meeting date will be on the third Wednesday of each month beginning at 9:30 AM.

2. A majority of the voting members of the Advisory Committee, then in office, shall constitute a quorum for the transaction of business for any meeting of the Advisory Committee meetings.
3. Special meetings of the committee may be called by the Chairman as deemed necessary to carry out the duties of the Advisory Committee.
4. Public notice of all meeting dates will be provided on the County Web Site on the RTS web page in compliance with NC G.S. 143-318.12. All Advisory Committee members will also be encouraged to announce meetings in any public format that is accessible to their organization.

**5. Article V – Officers**

1. The principal officers of the Advisory Committee shall be a chairperson, vice-chairperson and secretary.
2. The chairperson, vice-chairperson and secretary shall be elected by the Advisory Committee for a term of one year at its first meeting of the County fiscal year or until his/her successor shall be duly elected and qualified. Transportation Service Providers are ineligible to hold an Officer Position.
3. Any vacancy in any officer position may be elected by the RTS Advisory Committee for the unexpired portion of the term.
4. The chairperson shall preside at all meetings of the Advisory Committee and shall represent the Advisory Committee in approved activities on its behalf.
5. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson.
6. The Secretary shall:
  - (a) record and keep a file of the minutes of the Advisory Committee meetings,
  - (b) see that all notices of meetings are duly given and,
  - (c) in general perform all duties incident to the office of secretary.
7. The RTS administrative staff and the general manager of the private management company should be expected to attend all meetings to contribute information and respond to member questions of the Advisory committee

**Article VI – Committees**

The Advisory Committee may designate one or more Committees to carry out assigned tasks. Persons other than Advisory Committee members may be named to committees, but they may not serve as chairperson.

**Article VII – Rules of Order**

All meetings of the Advisory Committee shall be governed by the latest edition of Roberts Rules of Order.

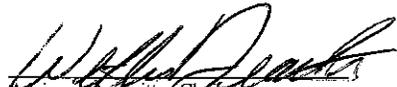
**Article VIII – Conflict of Interest.**

The advisory committee, 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 advisory committee 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 IX – Bylaw Amendments**

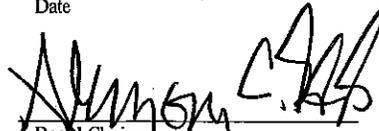
These By-Laws may be adopted, amended or repealed by the affirmative votes of a majority of the Advisory Committee members in office at any regular or special meeting of the Advisory Committee, but only if the written notice of such meeting shall have contained a copy or an accurate summary and explanation of the proposed by-laws amendment, alteration, or repeal as the case may be. The written notice of the proposed by-law change must be mailed at least seven (7) days prior to the meeting. Any proposed amendments of these bylaws shall then be submitted to the Rowan County Board of Commissioners for final approval.

Adopted by RTS Advisory Committee:

  
Advisory Committee Chairman

5/18/16  
Date

Approved by the Board of Commissioners

  
Board Chairman

5-24-16  
Date

Dates Amended:

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