

GOLDSBORO-WAYNE TRANSPORTATION AUTHORITY
TRANSPORTATION ADVISORY BOARD

BY-LAWS

ARTICLE ONE.

TRANSPORTATION ADVISORY BOARD MEMBERSHIP

- Section 1: *Qualifications* – Members of the Goldsboro-Wayne Transportation Authority’s (GWTA) Transportation Advisory Board (henceforth referred to as the TAB) shall be at least 18 years of age and either a resident of Wayne County or the employee of a Wayne County business or agency.
- Section 2: *Composition* – The TAB shall consist of up to 18 persons appointed by the GWTA Board of Directors. Subject to the foregoing, the number of Members may be fixed from time-to-time by action of the TAB. Any Member may satisfy more than one representational category or consideration. The GWTA Executive Director and designee(s) will serve as ex officio members of the TAB.
- Section 3: *Required Representation* - TAB membership shall represent the following agencies, positions or targeted demographics as published and amended in guidelines by the North Carolina Department of Transportation.
- A. Department of Social Services
 - B. Aging Program
 - C. Health Department
 - D. Mental Health Organizations
 - E. Racial or Ethnic Minorities
 - F. Private Citizen(s)
 - G. Goldsboro City Council
 - H. Wayne County Commissioners
 - I. A member of the community-at-large with at least one disability as defined under ADA and legal residence that is within the legal boundaries of the County of Wayne.
 - J. A citizen of Wayne County residing in the unincorporated boundaries of Wayne County.
- Section 4: *Recommended Representation* – TAB Members may also represent the following diverse community interests, where applicable, as published and amended in guidelines recommended by the North Carolina Department of Transportation.

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- A. Vocational Rehabilitation
- B. Partnership for Children of Wayne County
- C. Employment Security Commission
- D. Job Link Career Centers/School to Work
- E. Civic Organizations
- F. Chamber of Commerce/Economic Development
- G. Business/Industry
- H. Local Elected Officials and Staff
- I. Emergency Medical Services
- J. Private Transportation Providers
- K. Faith Community Leaders
- L. Community Rehabilitative facilities
- M. Intercity Bus Operators

- Section 5: *Terms of Service* - TAB Members from agencies whose representation is required by the NC Department of Transportation Public Transportation Division shall serve without term limits. Non-required representatives shall serve three-year terms and may not serve more than two consecutive three-year terms.
- Section 6: *Attendance* – Members shall attend meetings regularly to effect prompt and efficient transaction of business. Members who are absent for (2) consecutive meetings may be asked to resign or be removed.
- Section 7: *Removal* – A majority of the Members present at any duly constituted meeting may remove any Member for failure to participate or any other cause deemed advisable.
- Section 8: *Resignation* - A Member may resign at any time by giving written notice to the TAB Chairman.
- Section 9: *Loss of Privilege* - Members shall lose the privilege of service by failing to maintain employment with the agency or organization that they represent as listed in Article One, Section 3.
- Section 10: *Vacancies* – TAB vacancies shall be advertised and appointed by the GWTA Board of Directors.
- Section 11: *Committees* - The TAB may designate committees which shall have such authority as the TAB may lawfully delegate for any lawful purpose.

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ARTICLE TWO.

MEETINGS

- Section 1: *All Meetings* – All meetings of the TAB shall comply with the North Carolina Open Meetings Law. In addition, all meetings shall adhere to all applicable meeting rules and regulations set forth by the Goldsboro-Wayne Transportation Authority including, but not limited to, meeting notification, voting procedures and attendance policies.
- Section 2: *Regular Meetings* - Regular Meetings of the TAB shall be the third Thursday of the months of March, June, September, and December at a time and place determined by the TAB. . Notification of any change in the regular meeting date, time, or place shall be sent to the members prior to the next meeting. Regular Meetings of the TAB are open to the public.
- Section 3: *Special Meetings* - Special Meetings may be called by the TAB Chairman or by the Vice Chairman (in the situation whereby the Chairman is not immediately available.) The specific purpose of such a meeting and location shall be identified at the time of notice of the Special Meeting to the TAB. Notice of Special Meetings must be given at least 24 hours prior to the meeting. Actions taken at the Special Meeting shall be limited to the topic for which the Special Meeting was called, and official minutes of the Special Meeting shall be kept in the same manner as other meetings. Special Meetings of the TAB are open to the public.
- Section 4: *Officers* - Meetings of the TAB shall be presided over according to *Robert's Rules of Order* by the following officers, in the following order; Chairman of the Board, Vice-Chairman of the Board, and Secretary. If none of the above offices are filled, or officers are not present at the meeting, the meeting shall be presided over by a Chairman to be chosen by the majority of the Members in attendance. The Secretary to the TAB shall act as Secretary of every meeting. When the Secretary is not available, the Chairman may appoint a temporary Secretary for that particular meeting.
- Section 5: *Minutes* - At every meeting the Secretary shall prepare a written record of actions taken at the meeting in the form of minutes that record all financial transactions, contracts approved, and any other action that requires formal motions. These minutes shall be presented at the next Regular Meeting for approval by vote of the TAB as its official record. The Executive Director shall keep all meeting minutes in a safe and

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secure environment that will allow public inspection upon request in accordance with North Carolina General Statutes.

Section 6: *Agenda* - The business of Regular TAB Meetings may consist of the following, as necessary:

- A. Approval of previous meeting minutes
- B. Director's Report
- C. Committee Reports
- D. Old Business
- E. New Business
- F. Comments/Concerns of Members, Service Recipients, and General Public.

Section 7: *Regular Meeting Quorum* – At Regular TAB Meetings, a quorum shall be present in order to conduct business. A quorum shall consist of one third sitting Members, including designees in their absence. No action requiring a vote shall take place in the absence of a quorum. Absent a quorum, the Members present may adjourn or continue to meet regarding issues not requiring a vote.

Section 8: *Special Meeting Quorum* - A quorum of Special Meetings shall be one third Regular TAB Members. The meeting may be conducted in a manner which allows a quorum to give and receive input through a combination of methods including, but not limited to face-to-face interaction, conference calling, and/or other methods of two-way telecommunication. Polling is strictly prohibited.

Section 9: *Emergency Vote* - The Chairman or other presiding officer of the TAB shall declare if an action requires an “emergency” vote. Using the guidelines outlined in Article II, Section 7, if the number of affirmative votes taken at the meeting shall constitute a natural majority, the motion voted upon shall stand. Should the number of affirmative votes not be a natural majority, the motion shall be deemed to be defeated. Polling is strictly prohibited by law. All votes shall be recorded in the official minutes by the Secretary.

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ARTICLE THREE.

OFFICERS

- Section 1: *Officers* - The TAB shall have the offices of Chairman, Vice Chairman, and Secretary.
- Section 2: *Terms* - Officers shall serve one-year terms with no consecutive term limits. Each Officer shall hold office until the March TAB Meeting, and until his/her successor has been duly elected and installed.
- Section 3: Election and installation of Officers shall occur at the March Meeting each year with nominations from the TAB and a natural majority of Members voting to select successful candidates.
- Section 4: The duties of the Officers are as follows:
- A. *Chairman* - The Chairman shall convene regularly scheduled Board Meetings, shall preside over all TAB Meetings, and shall sign all official documents which require/legally allow it.
 - B. *Vice Chairman* - The Vice Chairman shall have all the powers and functions of the Chairman during the absence or disability of the TAB Chairman. The Vice Chairman shall perform such duties as may be prescribed by the TAB from time-to-time.
 - C. *Secretary* - The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all TAB Meetings.

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ARTICLE FOUR.

CONFLICTS OF INTEREST

Section 1: Each member of the Transportation Advisory Board will be required to sign a Conflict of Interest Statement that is based on the Goldsboro-Wayne Transportation Authority's Conflict of Interest Policy.

ARTICLE FIVE.

AMENDMENTS

Section 1: These by-laws may be amended or repealed, and new by-laws adopted by a two-thirds affirmative vote at any Regular TAB Meeting. Proposed revisions or amendments shall be submitted to the Secretary to be distributed with regular TAB announcements.

Adoption

These By-Laws and/or Amendments were adopted at a regularly scheduled meeting of the Goldsboro-Wayne Transportation Authority Transportation Advisory Board held on the ____24th____ day of _____ March _____, 2015 and replace all previously approved bylaws.

Chairperson