

**PURCHASE AREA DEVELOPMENT DISTRICT  
TRANSPORTATION COMMITTEE**

**BYLAWS**

**ARTICLE I**

**NAME AND PURPOSE**

Section I: Name

The name of this body shall be known as the Regional Transportation Committee, an advisory committee to the Purchase Area Development District Board of Directors, serving the people of the eight (8) Jackson Purchase counties: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Marshall, and McCracken.

Section II: Authority

This committee has been established by the authority granted by the Purchase Area Development District Board of Directors. The Regional Transportation Committee shall be governed by the Bylaws of the Purchase Area Development District, Inc., as amended.

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 the people of the eight (8) county Purchase Area of Kentucky 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 the Kentucky Transportation Planning Process.

## ARTICLE II

### MEMBERSHIP AND ORGANIZATION

#### Section I: Membership

Members shall be solicited per the Bylaws and the Kentucky Transportation Cabinet guidelines for broad based membership. There shall be two types of appointment to the Committee memberships: Automatic and At-Large. The Automatic appointment will be applicable to the requirements outlined in the Purchase Area Development District Bylaws (Article IV, Section IV) for a total of 22 automatic members. The KYTC suggested membership should include at a minimum:

1. Elected official or representative for each county and city of 5000 or more in population
2. Law Enforcement representatives
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, low-income, disability)
9. Aging population
10. Planning and Zoning Commissions/organizations
11. Bikeway/greenway/pedestrian coordinators
12. Economic Development organizations
13. Emergency service representatives
14. Industrial authorities/commissions
15. Agriculture
16. Public citizens at large

In an effort to match membership with that which the KYTC Annual Work Program requires, a minimum of three (3) At-Large appointments will be used to aid in the diversification of the membership to fulfill the AWP requirements. At-Large members shall be appointed by the Chairman of the Purchase Area Development District Board of Directors.

In addition, the Chairman of the Purchase Area Development District Board of Directors may elect to appoint At-Large members from other areas as is deemed necessary to meet the requirements outlined by the KYTC guidelines for broad based membership. At-large members are to comprise not more than 25% of the committee.

The committee shall have no less than two (2) minority and one (1) representative of low-income groups. Whenever the composition of the automatic and at-large membership

does not meet minority representation as set forth by Federal and/or State law, or overall committee representation does not meet the suggested KYTC guidelines for broad based membership, compliance shall be achieved by additional membership through the following appointment process:

The Chairman of the Purchase Area Development District Board of Directors will appoint persons from the eight (8) Purchase Area counties with no more than one (1) person per county being selected for an At-Large appointment.

The ADD Transportation Planning Staff and Highway Safety Planning Staff will serve in an advisory position to the committee. Members representing State and Federal transportation agencies shall also serve in an advisory capacity. This could include but not be limited to the District 1 Chief Engineer, the Planning Branch Manager and staff, the Public Information Officer and other D1 Branch Managers as deemed necessary.

## Section II: Voting

Each member of the committee will be entitled one vote consistent with the applicable requirements as outlined in the PADD Bylaws (Article III, Section VI) for a total of 22 Automatic voting members and a minimum of 3 At-Large voting members. Advisory members will retain a non-voting status.

## Section III: Terms of Members

Tenure of voting members shall be established by the committee in the following manner:

1. One-third of the original (or automatic) membership of the committee shall serve for a term of three years, one-third for a term of two years, and one-third for a term of one year.
2. The term of each automatic successor shall be for three years and until his successor is appointed; and he will serve at the pleasure of his respected locally elected official.
3. At-large members will serve a term of one year and until his successor is appointed; and he will serve at the pleasure of the Chairman of the PADD Board of Directors.
4. Vacancies occurring on the Regional Transportation Committee shall be filled from the same county of representation for the remainder of the term of the resigning voting member.
5. Three consecutive absences on the part of any voting member to a regularly scheduled Regional Transportation Committee meeting shall be interpreted as a possible lack of interest. Chairman of the Regional Transportation Committee shall at this point inquire as to whether the respective voting member intends to remain active on this Committee. If this member indicates he is no longer interested in being an active voting member, or there is no

- reply, the Chairman may consider this sufficient reason for recommending his replacement to the appointing authority.
6. The Executive Committee 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 Purchase Area Development District Board of Directors Chairman for a one-year term beginning July 1 of each year and may succeed himself.
  8. The Vice-Chairman and Secretary of the Regional Transportation Committee shall be elected by the entire membership for a one-year term beginning July 1 of each year and may succeed themselves.
  9. Each year the Chairman shall notify the Vice-Chairman of the Purchase ADD Board of any vacancies on the Committee.

#### Section IV: Proxy

Each member may appoint at least one person to represent the member in case the member is absent. Each member shall present the name of their representative(s) to the Committee members in writing.

#### Section V: Participation

In the normal conduct of the Transportation Committee, citizens of the Purchase, participating state and federal agencies, state and federal governments, the general public, 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 VI: 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 a simple majority of the full voting membership.

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 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.

Revised and Adopted September 20, 2006  
Reviewed and Reapproved September 22, 2010

6. Robert's Rules of Order shall govern the deliberations of the committee and its standing and/or advisory committees.
7. All matters not specifically covered herein shall be subject to the action of the committee.