

# **BYLAWS OF THE NORTH CENTRAL RURAL TRANSPORTATION PLANNING ORGANIZATION**

## **NAME AND PURPOSE**

- 1.1 Name: The name of the committee is the North Central Rural Transportation Planning Committee (the “Planning Committee”).
- 1.2 Purpose: The Planning Committee has been established to ensure quality and progress in transportation planning issues and projects throughout the six-county region of Pennsylvania that consists of Cameron, Clearfield, Elk, Jefferson, McKean and Potter counties.
- a) The transportation planning process is to include the identification and support of projects on the Statewide Transportation Improvement Plan (STIP), projects that promote the safe passage of people and goods, support economic development and preserve the character and livability of our communities.
  - b) Develop a staged, multi-modal, long-range transportation improvement plan.
  - c) Program strategically and establish transportation priorities for the six-county region.
  - d) Implement processes and procedures that enhance fiscal constraint with regard to long-range planning and short-range programming.
  - e) Select transportation improvements with the greatest benefit to the Commonwealth and individual counties/region, and to more effectively choose the best selection of projects that meet the varied needs.
  - f) Constrain projects in the rural Transportation Improvement Program (TIP) by year, phase and within available funding limits.
  - g) Reach consensus with all involved parties.
  - h) Conduct meaningful and effective public involvement procedures throughout the planning and programming process.

## **MEMBERS**

- 2.1 Members: The Planning Committee is comprised of representatives from throughout the region interested in improving the overall transportation system. Members include:

Six (6) Representatives, (1) from each Member County  
One (1) Representative from PennDOT District 2-0

- One (1) Representative from PennDOT District 10-0
- One (1) Representative from PennDOT Central Office
- One (1) Representative from North Central
- One (1) Representative from Public Transportation
- One (1) Representative from Aviation
- One (1) Representative from the Trucking Industry
- One (1) Representative from Rail
- Six (6) At-large Representatives

**TOTAL: 20 Voting Members**

Ex officio members shall include elected officials, representatives from engineering firms, state and federal agencies and private residents.

- 2.2 Selection of Membership: The county planner from each member county shall represent his or her county on the Planning Committee unless someone other than the county planner is appointed by the board of commissioners.

The Planning and Programming office of PennDOT Districts' 2-0, 10-0 and Central Office will each appoint a representative.

At large members will be selected and invited by the above named or appointed.

If a vacancy on the Planning Committee occurs because of a resignation, removal, or for any other reason, the vacancy shall be filled by a majority vote of the remaining voting members.

- 2.3 Term of the Member: Voting members shall be retained from year to year unless a member submits a written notice of resignation or he/she is removed by the entity appointing him/ her to the Planning Committee.

New at-large members or organizations may be nominated by current members and approved by a majority of all voting members.

- 2.4 Termination of Members: Members may be removed from the Planning Committee for the following reason:

- (a) Voting members must contact the NCPRPDC Transportation Director by telephone, fax or e-mail if they are unable to attend a meeting. Failure to do so will be considered an unexcused absence. Three unexcused absences during a year will result in removal from the committee.

**OFFICERS**

- 3.1 Officers: The officers of the Planning Committee consists of a Chairman and a Vice-Chairman

serving annual terms, but limited to two consecutive terms.

- a) Election of Officers – The Transportation Director and the current Chairman of the Planning Committee will serve as the nominating committee.
- b) Beginning with the January 1, 2001 officers, the Vice-Chairman will move on to serve as the Chairman of the Planning Committee and a new Vice-Chairman will be nominated at the first meeting of each new year.
- c) Election will occur during the last regularly scheduled meeting of the year.

### 3.2 Duties of Officers:

- a) Chairman – The Chairman shall call meetings of the Planning Committee to order and shall act as Chairman of such meetings.

The Chairman shall see that all orders and action items, including amendments, are carried into effect.

The Chairperson or the Transportation Director at NCPRPDC will be the official spokesperson of the Planning Committee and will respond to the public.

- b) Vice-Chairman – The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

## MEETINGS

- 4.1 Meetings: The Planning Committee will meet quarterly, or as needed, at the office of the North Central Pennsylvania Regional Planning and Development Commission. All meetings will be open to the public.

Meeting notices and materials shall be provided to the Planning Committee not less than five working days prior to meetings. The staff of NCPRPDC will provide a recording Secretary to record accurate meeting minutes. Minutes shall be maintained and distributed within 15 working days after meetings.

- 4.2 Special Meetings: Special Planning Committee meetings may be called upon request. Annual prioritization meetings may be held at various locations throughout the region.

## VOTING

- 5.1 Voting: No vote shall be taken unless a quorum of 11 voting members is present, either in person or by proxy. Proxy may represent any member entitled to vote and must include a member's written permission. An e-mail message, fax or similar transmission by a voting member constitutes

a proxy.

All actions relating to the Transportation Improvement Plan require a majority decision. An abstention is not counted as a negative vote.

## **EXECUTIVE BOARD RESPONSIBILITIES**

- 6.1 The NCPRPDC “Executive Board” will provide final approval on the Rural Transportation Improvement Program before its submission to the Pennsylvania Department of Transportation.

## **PROCEDURES FOR TIP MODIFICATIONS**

- 7.1 Modifications not requiring action by the “Executive Board:”

- a) When there are cost increases to the engineering, right-of-way and/or construction phases of projects listed in the first three years of the approved TIP/STIP that are less than or equal to 15 percent or \$500,000. Funds to support these increases must come from other projects in the first three years of the TIP/STIP, while maintaining fiscal constraint by year.
- b) When a project is listed in an approved TIP/STIP without a right-of-way phase and an incidental ROW need is discovered during the design phase. Such (ROW) purchase may be authorized under either the design or construction phase of the project without modifying the TIP/STIP. A ROW phase could also be added to the TIP/STIP by shifting funds away from other phases of the parent project.

*Note: Incidental ROW is the purchase of a minor piece of property (including utility relocation) that does not involve the taking of any environmentally sensitive property or residential/commercial structure(s).*

- c) When PennDOT, the Area Transportation Authority or the DuFAST transit agency deems it appropriate to shift project funding between certain categories in accordance with available resources. These funding categories are limited to the: National Highway System (NHS), Interstate Maintenance (IM), Bridge (BR) and Statewide Surface Transportation Program (STP), and for transit projects: Section 5309 (formerly Section 3) and Section 5307 (formerly Section 9).
- d) The lead agency (PennDOT) or transit agency (ies) for the project(s) will inform the planning partner of these modifications at the next regularly scheduled meeting.

- 7.2 Modifications allowed under administrative action by PennDOT or the North Central Rural Transportation Planning Committee.

The Transportation Director of the North Central Rural Transportation Planning Organization, in consultation with PennDOT, the transit agency/agencies and/or other members of the Planning

Committee, may process/approve a proposed modification to the TIP by administrative action within five working days.

- a) When a project sponsor wants to advance a project or project phase listed in the second or third year on the approved TIP/STIP (i.e., for the FFY 2001 TIP – the years 2002 and 2003), unless there is a formal record of opposition to the project.

*Note: a corresponding amount of funds from 2001 projects must also be deferred to years 2002 or 2003 to maintain fiscal constraint.*

- b) When there are cost increases to the engineering, right-of-way and/or construction phases of projects listed in the approved TIP/STIP that are more than 15 percent or \$500,000, and the modification proposes to use funds from other projects on the TIP/STIP that cannot be authorized in that federal fiscal year. Fiscal constraint, by year, must be maintained and the scope of the projects involved may not be altered by these actions.
- c) When the modification involves a 100 percent state-funded project that is not considered “regionally significant” under the air quality conformity guidelines.
- d) The lead agency (PennDOT or transit agency (ies) for the project(s) will inform the planning partner of these modifications at the next regularly scheduled meeting.

7.3 Any other modifications (or Amendments) requiring formal action by the Planning Committee.

- a) All other changes to the TIP not covered above will be submitted to the “Planning Committee” for their review and resolution. The “Planning Committee,” at its discretion, will recommend “Executive Board” action. Any change under this section would go to the “Planning Committee” before its submission to the “Executive Board,” except when the meeting schedule would cause a delay in accomplishing a major milestone (i.e., the missing of a bid letting) or the actual loss of federal funding or obligation authority.
- b) To expedite formal actions, telephone, e-mail, or fax ballots can and will be used to take action on amendments. These actions will be reaffirmed at the next regularly scheduled meeting.