

Memo

To: Dare County Board of Commissioners
From: Cheryl Byrd as Liaison to Dare County Transportation Advisory Board
CC: Terry Wheeler
Date: 2/2/2006
Re: Request Approval of Revised Bylaws at 2/20/2006 Meeting

Attached is a draft copy of recently revised bylaws for the Dare County Transportation Advisory Board (DCTAB). DCTAB members unanimously approved these bylaws at their February 1, 2006 meeting after considering the changes carefully for the past six months. The major changes are as follows:

Under Article III – Membership:

- Dare County Older Adult Services Department has been substituted for Older Adult Services Advisory Board
- Dare County Citizen – At Large Seat has been substituted for Cancer Support Group
- A seat has been added for a Retail Business Representative

In addition, corrections have been made to the names of the various organizations, which are represented on the Board.

Under Article VII – Responsibilities:

Paragraphs B, C, D, and E have been substantially revised or added to reflect the actual workings of the DCTAB and to reflect NCDOT requirements for the Board.

**BYLAWS
DARE COUNTY TRANSPORTATION ADVISORY BOARD**

ARTICLE I NAME

The name of the organization shall be the Dare County Transportation Advisory Board (DCTAB).

ARTICLE II – PURPOSE

The DCTAB will develop and monitor a detailed implementation plan for transportation services in Dare County as proposed and outlined in the “Community Transportation Improvement Plan” (CTP).

ARTICLE III – MEMBERSHIP

A. Selection of Members

In compliance with policy requirements of the North Carolina Department of Transportation’s Community Transportation Program, the DCTAB shall have membership representing the following County Departments and community organizations:

1. Dare County Older Adult Services Department
2. Dare County Department of Social Services
3. Dare County Department of Public Health
4. Albemarle Mental Health Center
5. Dare County Citizen – At Large Seat
6. Children and Youth Partnership for Dare County (Smart Start and Youth Center)
7. Dare County Job Link Career Center
8. Outer Banks Chamber of Commerce
9. Outer Banks Visitors Bureau
10. Business/Industry Associations
 - a. Roanoke Island Business Association
 - b. Outer Banks Motel/Hotel Association
 - c. Dare County Restaurant Association
11. Hatteras Island (two persons in business)
12. Dare County Board of Commissioners
13. Private Transportation Providers (e.g., Taxi, Shuttle, or Bus Companies)
14. Retail Business Representative

Individuals may represent more than one agency. Two nominations, when possible, will be sought from each organization or category, and the Dare County Board of Commissioners will appoint the members. Each member shall serve a term of four years or for a term equal to the time the member continues to represent the organization which nominated him/her, whichever is less.

B. Termination of Membership

A member of the DCTAB will be removed from the Board automatically if he or she misses two meetings in a row. However, if the member designates an alternate who regularly attends meetings when he or she is unable to attend, then the member shall be counted as present for purposes of this provision of the bylaws. When the DCTAB determines that removal would occur if the member misses one more meeting, the member will be notified in writing.

ARTIVLE IV – OFFICERS

The DCTAB will elect a Chairperson, Vice Chairperson and Secretary from its own membership. These officers will serve for one year. No officer may serve more than two consecutive one-year terms.

New elections will be held annually for these offices during August, the anniversary month of first meeting, which was held in August 1998. At the meeting prior to the annual election of officers, the Chairperson shall appoint a Nominating Committee. This committee shall recommend a slate of officers at the August meeting.

A. Chairperson

The Chairperson shall preside at DCTAB meetings, appoint committees and assign duties as needed. If the office of Chairperson is vacated for any reason, the Vice Chairperson shall fill the un-expired term of that office and members of the DCTAB shall select a new Vice Chairperson to fill the un-expired term of that office.

B. Vice Chairperson

The Vice Chairperson shall preside at meetings in the absence of the Chairperson and shall perform such duties as assigned by the Chairperson. If the office of Vice Chairperson is vacated for any reason, a Vice Chairperson shall be elected to finish the un-expired term of that office.

C. Secretary

The Secretary shall be responsible for taking minutes at meetings and maintaining records of all official transactions of the DCTAB in good order. The Dare County Transportation Coordinator will assist in the processing and distribution of minutes, meeting notices and all other official records.

ARTICLE V – VOTING AND QUORUM

Six members of the DCTAB shall constitute a quorum at any regular or special meeting. Assuming a quorum is present, the affirmative vote of a majority of the members present shall be needed to transact business. Alternates shall have a proxy right to vote in order to form a quorum. The presiding officer is entitled to exercise his/her vote on any issue.

ARTICLE VI – MEETINGS

A. Regular Meetings

The DCTAB shall meet at a place and time to be determined by the membership at each meeting.

B. Special Meetings

Special meetings may be called by the Chairperson or at the request of 2/5ths of the DCTAB membership. The Chairman of the Dare County Board of Commissioners may call a special meeting of the DCTAB at any time. All special meetings will require prior notice of 24 hours, and the notice shall include the purpose of the meeting.

ARTICLE VII – RESPONSIBILITIES

The DCTAB shall have the following responsibilities:

- A. The DCTAB is required to meet at least quarterly, give sufficient notification of meetings, and provide minutes to the membership and to the Public Transportation Department of NCDOT.
- B. The DCTAB will hold forums or others kinds of community meetings from time to time within the Dare County Transportation System's service area in order to assess the system's performance and evaluate unmet needs.
- C. The DCTAB will assist the Dare County Transportation System (DCTS) in maintaining its status as a Community Transportation Program provider. The DCTAB will also advise the Dare County Board of Commissioners on any new steps that may be need to be taken from time to time in order to ensure that the DCTS remains eligible for state and federal funding for its operations.
- D. The DCTAB will review, periodically, the operating costs and budget for the DCTS.
- E. The DCTAB will review, periodically, the Policies and Procedures for operation of the DCTS and recommend changes, as appropriate.
- F. The DCTAB will evaluate the services provided by the DCTS on a continuing basis, and recommend changes, as deemed advisable or appropriate.

ARTICLE VIII – COMMITTEES

The DCTAB shall establish committees, as they are needed.

ARTICLE IX – CONDUCTING BUSINESS

All business shall be conducted in accordance with Robert’s Rules of Order as modified from time to time by the DCTAB.

ARTICLE X – AMENDMENTS

These bylaws may be amended, supplemented, or superseded by an affirmative vote of the majority of the members of the DCTAB, and the approval of the Dare County Board of Commissioners.

ARTICLE XI – EFFECTIVE DATE

These bylaws shall be in full force and effect from and after the date of their approval by the Dare County Board of Commissioners.

Approved by the Dare County Board of Commissioners this the ____ day of *February, 2006*

Dare County Board of Commissioners

By: Chairman