



RURAL TASK FORCE PROGRAM ADVISORY BOARD

BY-LAWS AND RULES OF PROCEDURE

I. **NAME OF ORGANIZATION**

The name of the organization shall be the Rural Task Force Program Advisory Board, herein referred to as the "Program Advisory Board."

II. **PURPOSE AND RESPONSIBILITY**

The Program Advisory Board shall provide overall strategic direction to the Rural Task Force Program.

1. Duties of the Program Advisory Board shall include:

- a. Establish the general direction and goals of the Rural Task Force Program.
- b. Ensure consistency in the Rural Task Force Program implementation and administration.
- c. Analyze program financial constraint and progress towards performance goals.
- d. Provide direction on how funding distributions should be made for annual allocations, mid-year distributions, and other significant funding issues which may arise.
- e. Ensure progress reports are disseminated to the various constituencies that are affected by decisions of the Program Advisory Board.
- f. Approve changes to the RTF process, tools, data, etc.
- g. Facilitate training/education/communication of the participants in the Rural Task Force process.
- h. Ensure that the annual work programs for the Regional Planning Agencies reflects the goals and strategic direction of the RTF Program Advisory Board.
- i. Ensure that the Local Rural Transportation Program is a multi-modal program meeting the needs of all Michigan citizens in rural areas.

III. **MEMBERSHIP OF THE PROGRAM ADVISORY BOARD**

The Program Advisory Board shall consist of representatives from the following:

1. Voting Members

- a. Michigan Department of Transportation, Bureau of Transportation Planning.
- b. Michigan Department of Transportation, Bureau of Highway Development.
- c. Michigan Department of Transportation, Office of Passenger Transportation.
- d. County Road Association (2 members).
- e. Michigan Municipal League (2 members).
- f. Local Transit Representatives (2 members).

1. Board Support (Non-Voting, provide technical expertise and prepare materials for the board).

- a. Administrative Support/Recording Secretary.
- b. Michigan Department of Transportation, Local Agency Programs.
- c. Michigan Department of Transportation, Bureau of Transportation Planning.



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- d. Michigan Department of Transportation, Office of Passenger Transportation.
- e. County Road Association/MML, Engineering Specialist.
- f. Michigan Municipal League.
- g. Michigan Association of Regions.
- h. Michigan Public Transit Association.
- i. Michigan Association of Transportation Systems (MASSTrans).

IV. **TERMS OF APPOINTMENT TO THE BOARD**

In order to maintain some stability on the board, for the first board appointments from each constituency (CRA, MML, Transit) shall appoint one member to a three (3) year term and remaining members to two (2) year terms. Subsequent appointments shall be for two (2) year terms. The MDOT board members are position specific and the person occupying those positions shall be members of the board.

V. **NEW MEMBERS**

Adding new voting member positions to the Program Advisory Board requires approval by the Program Advisory Board and an amendment to the by-laws. Board Support Members may be added to the Program Advisory Board as needed or when technical requirements change.

VI. **WITHDRAWAL OF MEMBERSHIP**

Any member may terminate their membership on the Program Advisory Board by providing written notice to the Chair. The board shall notify the appointing agency of the vacancy on the board and request a replacement appointee.

VII. **ELECTION OF OFFICERS**

The Program Advisory Board shall elect a Vice-Chairperson at the meeting prior to the start of the new state fiscal year.

VIII. **RESPONSIBILITY OF THE MEMBERSHIP OF THE PROGRAM ADVISORY BOARD**

1. **Chairperson**: The Michigan Department of Transportation Bureau of Transportation Planning Director shall be the Program Advisory Board Chairperson. This will help ensure that the federal planning process is adhered to and that consideration is made regarding the Department's resources to administer the program. The Chairperson shall preside at all Program Advisory Board meetings. The Chairperson shall facilitate discussion of agenda topics ensuring that all members' points of view are considered.
2. **Vice-Chairperson**: The Vice-Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence.



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3. If the Chairperson and Vice-Chairperson are both unavailable for a specific meeting, the Chairperson will designate a voting member as acting Chairperson for that meeting.
4. Administrative Support/Recording Secretary: The Recording Secretary shall compile agenda items and send to board members at the direction of the Chairperson. The Recording Secretary shall keep records of all plans, programs, and other materials brought before the Program Advisory Board, record meeting minutes and provide agendas for all meetings.
5. Committee Members: Actively participate in meetings, prepare for meetings in advance, perform various Program Advisory Board assignments as needed, act as liaison to their appointing constituents, and submit agenda items as needed.

IX. **MEETINGS AND AGENDAS**

Meetings shall be held at least three (3) times annually. The agenda of each meeting shall be circulated by mail or electronically to members no later than five (5) days prior to said meeting. The agenda may be modified by a majority vote of the members present.

X. **PUBLIC/STAKEHOLDER PARTICIPATION**

An interested party may request permission of the Chairperson to address the Program Advisory Board at a scheduled meeting. If accepted and approved to address the Program Advisory Board, a 15 minute time limit will be allotted. The Chairperson may accept or deny requests from interested parties to address the Program Advisory Board. When appropriate and possible the Chairperson will consult with the Program Advisory Board members prior to accepting or denying a request to address the Program Advisory Board.

XI. **CHANGES IN MEETINGS**

In the event a meeting date or location needs to be changed, a communication will be sent to the members as promptly as possible.

XII. **QUORUM**

A quorum shall be established before any resolution, motion or other official action can be formally acted upon. A quorum shall consist of five (5) voting members of the Program Advisory Board with a minimum of one (1) from each constituency. Phone participation is an acceptable form of attendance when determining a quorum.

Meetings may be held without a quorum, but votes cannot proceed without a quorum.



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If one of the constituencies is completely absent for two consecutive meetings the board may proceed to a vote without the missing constituency.

XIII. **PROGRAM ADVISORY BOARD ACTIONS**

Program Advisory Board actions may request changes to Rural Task Force policies, directions, methodologies etc. However, **NO** Program Advisory Board action shall conflict with State or Federal laws or regulations. When conflicts with State or Federal laws are cited as a reason to overturn a Program Advisory Board decision, then a citation of the specific law that is being violated must be given. Additionally the Program Advisory Board shall not appoint, direct, or otherwise manage the operations of the Michigan Department of Transportation staff that manage the Rural Task Force Program.

XIV. **DECISION-MAKING PROCESS**

The Program Advisory Board shall make decisions on motions made and seconded by the Program Advisory Board members regarding agenda topics. The Program Advisory Board may take up new topics that are not on the agenda by majority decision.

1. Consensus – When progress ceases, then there will be one vote per person in attendance at the meeting.
 - Consensus is NOT 100% agreement.
 - Everyone must listen for understanding.
 - Everyone must feel heard.
 - Everyone must agree to support the decision. – “I don’t agree but I can live with this decision.”
2. Primary Decision-Making Process
 - Consensus
3. Fallback Decision-Making Process
 - Voting - Attendance in person or via phone is mandatory to vote, email communication is acceptable for verification or drafting of documents, but email voting is prohibited.
 - Majority decision
 - Tie-break process

XV. **AMENDMENTS TO BY-LAWS**



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Amendments to the by-laws may occur by a vote of the Program Advisory Board and may occur on an “as-needed” basis.