

US 1 Corridor Council of Planning Bylaws

ARTICLE I - NAME

The name of this body shall be the US 1 Corridor Council of Planning, hereinafter referred to as the Council of Planning.

ARTICLE II - PURPOSE

The purpose and goals of the Council of Planning shall be to:

1. Meet on a regular basis to discuss land use and transportation issues along the portion of the US 1 Corridor that lies between I-540 in Wake County, through northern Wake County and Franklin County, to the Vance County line.
2. Monitor development along the US 1 Corridor and gauge progress on the implementation of the 2006 US-1 Corridor Study and the 2012 US 1 Phase II Corridor Study.
3. Provide an opportunity to comment and give feedback on development projects of regional significance taking place along the Corridor.
4. Make recommendations to local governments, the Capital Area Metropolitan Planning Organization (MPO), Capital Area Transit (CAT), the Kerr Area Rural Transit System (KARTS), the North Carolina Department of Transportation (NCDOT), and Triangle Transit (TTA), on issues of concern along the US 1 Corridor.
5. Coordinate, monitor, and provide recommendations for land use planning activities within the study corridor.
6. Undertake other mutually agreed upon tasks to enhance transportation system development and land use coordination along the Corridor.

ARTICLE III - MEMBERS

Section 1 - Membership:

The Council of Planning shall consist of one or more professional staff persons from local governments along the Corridor, and invited persons from chambers of commerce and economic development agencies, and NCDOT. The initial membership shall include representatives from the following agencies

REGULAR MEMBERS

- Franklin County
- Wake County
- City of Raleigh
- Town of Wake Forest
- Town of Youngsville
- Town of Franklinton
- Capital Area Transit
- Kerr Area Rural Transit System
- Triangle Transit
- Capital Area Metropolitan Planning Organization
- North Carolina Department of Transportation – Division 5

Persons invited to Council of Planning meetings shall include but are not limited to representatives from

the following agencies:

INVITED AGENCIES

- Franklin County Chamber of Commerce
- Kerr-Tar Council of Governments
- Kerr-Tar Rural Planning Organization
- NCDOT- Transportation Planning Branch
- Raleigh Chamber of Commerce
- Triangle J Council of Government
- Wake Forest Chamber of Commerce

Each member present shall have been appointed by his/her respective local government, agency, or organization to sit on the Council of Planning. Voting privileges shall be extended to regular member agencies only. Each regular member agency shall be able to cast one (1) vote on all matters for which voting is called for, irrespective of the number of persons present at that meeting representing that agency.

Section 3 - Administration

The Capital Area MPO shall serve as the administrative staff to the Council of Planning. The Capital Area MPO shall appoint a Secretary for the Council of Planning.

ARTICLE IV - OFFICERS

Section 1 - Officers Defined:

The officers of the Council of Planning will consist of a Chair and a Vice-Chair serving annual terms. The Chair and Vice-Chair shall each be a representative from one of the "regular member" communities on the Council of Planning. A member of the Capital Area MPO staff shall serve as Secretary for the Council of Planning.

Section 2 - Duties of Officers:

Duties of the Chair include, but shall not be limited, to:

- Preside at all meetings of the Council of Planning.
- Decide all points of order or procedure.
- Work with Capital Area MPO to draft meeting agendas.
- Call special meetings of the Council of Planning, as needed.

The Vice-Chair shall conduct the duties of the Chair in the event of the Chair's absence.

Should neither the Chair nor Vice-Chair be able to preside at a meeting, regular members present shall elect a person to serve as a Chair for that meeting. Such person elected shall have all the powers, duties and responsibilities of the Chair for that meeting.

Section 3 - Election of Officers:

The Councils of Planning shall elect a Chair and Vice-Chair at the first meeting of each calendar year. Officers are eligible for consecutive terms, and no term limit shall be applied.

ARTICLE V - MEETINGS

Section 1-Regular Meetings:

Meetings will be held on a quarterly basis on dates, times and locations to be determined by the Council of Planning membership and the Chair. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each Council of Planning member, but not later than seven (7) days prior to the meeting date.

Section 2 - Special Meetings:

Special meetings may be called by the Chair, or at the request of any regular member petitioning the Chair. Whenever possible, at least seven (7) days notice shall be given. In no event shall a special meeting be called with less than forty-eight (48) hours notice.

Section 3 - Workshops:

The Council of Planning may choose to hold workshops from time to time. Notice for all workshops shall be provided in the manner as regular meetings of the Council.

Section 4 - Attendance:

Each member is expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is given of the latter. Any member absent from three (3) consecutive meetings will lose active membership status, and thus will not be counted towards a quorum. Active membership status shall be immediately reinstated upon attendance at a regular meeting.

Section 5 - Agenda:

The agenda is a list of considerations for discussion at a meeting. Any member of the Council can place items on the agenda prior to its distribution, so long as they are presented to the Secretary prior to distribution of the agenda to the Council of Planning membership. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible regular voting membership is received.

Section 6- Quorum:

A quorum of the Council of Planning shall be required to hold a meeting. Any regular or special meeting will be cancelled without a quorum present. A quorum shall consist of a minimum of six members being present from the regular membership agencies, as depicted in Article III, Section 1 herein.

Section 7-Voting Procedures:

Each regular member agency shall be given one (1) vote on all matters for which a vote is called for. The Chair may vote on any matter as the representative from his/her community.

The Chair may call for a vote on any issue, provided that a motion has been made and seconded and such motion is generally within the purposes of the Council of Planning as set forth in Article II herein and provided the issue is on the agenda as outlined in Article V, Section 5. A majority vote of the regular membership communities present at the meeting vote shall be sufficient for approval of matters coming before the Council of Planning. By approval of a majority of the remaining regular membership

communities present, one or more voting members may withdraw from voting on an issue due to a conflict of interest. If all members present representing a regular committee abstain from voting, such community shall be considered to have voted in the affirmative on the matter at hand, unless such community shall have been previously excused from voting on said matter.

In the absence of any direction from these rules or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting. Any vote or resolution will be non-binding for any affected agency, and a statement indicating such will be included on any resolution. One function of the Council of Planning is to provide an advisory recommendation for proposed land use and transportation proposals in the corridor that are of regional significance.

The Council of Planning will generally not vote on matters involving minor local land use or minor NCDOT transportation decisions in the corridor. However, the Council of Planning reserves the right to make a communal recommendation when those decisions have the potential to significantly affect (positively or negatively) US-1 corridor operations.

ARTICLE VI - APPROVAL/AMENDMENTS TO RULES OF PROCEDURE

Initial adoption and any subsequent amendment to these rules of procedure shall require the affirmative vote of at least a majority of the Council of Planning's regular members, at a regular meeting, provided that written notice of the proposed amendment has been received by each member at least thirty (30) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the US-1 Corridor Memorandum of Understanding adopted by each regular member, any locally adopted regulation, or any State statute.

The US-1 Corridor Council of Planning approved these Bylaws on Sept. 16, 2010. These Bylaws were updated by the US 1 Corridor Council of Planning upon mutual adoption by all parties of the 2013 Memorandum of Understanding, effective on November 29, 2013.

Chair
US 1 Corridor Council of Planning

Secretary
US 1 Corridor Council of Planning