

**BYLAWS**  
**LENOIR COUNTY TRANSPORTATION COMMITTEE**  
*(ADOPTED 1/2015)*

**Section 1. Purpose**

These bylaws are adopted by the Lenoir County Transportation Committee and approved by the Lenoir County Board of Commissioners to provide for the operation of the committee. The Lenoir County Transportation Committee was created by the Lenoir County Board of Commissioners in November of 1996 in an effort to organize the County's citizens, cities and towns, and the leaders of Lenoir County into one unified voice, to make requests made to the North Carolina Department of Transportation more effective, and to develop a comprehensive Transportation Improvement Program for Lenoir County.

**Section 2. Effective Date**

The effective date of these bylaws shall be immediately effective upon adoption by the Transportation Committee and approval by the Lenoir County Board of Commissioners.

**Section 3. Structure and Membership**

The Transportation Committee shall be comprised of voting, non-voting, and Ex-Officio members. The membership of the committee shall be as follows:

Section 3.1 Voting Members

Voting Members of the Transportation Committee shall be comprised of the following:

- A. Chairman of the Lenoir County Transportation Committee, who is appointed by the Lenoir County Board of Commissioners and shall not be an elected official, or employee of any unit of state or local government.
- B. Chairman of the Lenoir County Board of Commissioners, or his designee
- C. Mayor of the City of Kinston, or his designee
- D. Mayor of the Town of La Grange, or his designee
- E. Mayor of the Town of Pink Hill, or his designee
- F. Lenoir County At Large Member, who is appointed by the Lenoir County Board of Commissioners
- G. A Representative appointed by the Lenoir County Chamber of Commerce Board of Directors
- H. A Representative appointed by the Lenoir County Economic Development Board
- I. A Representative appointed by the Global Trans Park Authority

Section 3.1.1 Designation of Alternate Members

- A. The Chairman of the Lenoir County Board of Commissioners, the Mayor of Kinston, the Mayor of La Grange, and the Mayor of Pink Hill may all designate an alternate individual to serve in their capacity as a voting member in his/her absence, if they so choose.

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- B. If an alternate is designated, the voting member shall notify the Chairman of the Transportation Committee in writing of the individual who is authorized to represent them in their absence.
- C. Any such notification shall be honored until revoked or a new person is identified as their alternate.
- D. Alternate members may be municipal or county employees, a non-voting member, or individuals from within their respective jurisdictions.
- E. Alternate members shall not represent multiple voting members.

Section 3.2 Non-Voting Members

Non-Voting, but permanent members of the Transportation Committee shall be comprised of the following individuals by virtue of their office, unless they are listed as the designee of a voting member listed above or serve as a voting member in the absence of the voting member.

- A. Lenoir County Manager
- B. City Manager of Kinston
- C. Town Manager of Grifton
- D. Town Manager of La Grange
- E. Town Clerk of Pink Hill
- F. Lenoir County Economic Development Executive Director, or designee
- G. City of Kinston Public Services Director, or designee
- H. City of Kinston Planning Director, or designee
- I. Representative appointed by the Lenoir County Planning Board
- J. Representative appointed by the Pride of Kinston Board of Directors
- K. NCDOT Division Engineer
- L. NCDOT District Engineer
- M. NCDOT Division Planning Engineer
- N. RPO Planner, or designee

Section 3.3 Ex-Officio Members

The following individuals shall serve as Ex-Officio members of the Transportation Committee by virtue of their office:

- A. NC Department of Transportation Board Member
- B. NC Senators representing Lenoir County or any part thereof
- C. NC Representatives whose district covers any portion of Lenoir County

Section 3.4 Terms of Membership

- A. Each entity listed in Article 3 shall appoint a member who will serve until a new representative is elected or appointed.

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**Section 4.0 Officers**

The Officers of the Transportation Committee will consist of a Chairman, who is appointed by the Lenoir County Board of Commissioners, and a Vice-Chairman who shall be a voting member and shall be elected by a simple majority vote of the voting members of the Transportation Committee, and will fulfill the duties of the Chairman in his absence.

**Section 5.0 Subcommittees**

- A. The Transportation Committee shall have the power to create temporary or permanent subcommittees.
  - 1. The Chair shall appoint subcommittee chairs and members.
  - 2. Subcommittee chairs shall be voting members of the Transportation Committee or their designee.

**Section 6.0 Meetings**

Section 6.1 Open Meetings

All meetings of the Transportation Committee shall be conducted in accordance with applicable North Carolina General Statute §143-318.10.

Section 6.2 Meeting Time

- A. Regularly scheduled meetings shall be held on the second Wednesday of each month.
- B. Regularly scheduled meetings shall begin at 8:30 am.

Section 6.3 Meeting Notice and Agenda

- A. Prior to the end of the calendar year, the Chairman will present the Committee with a schedule of regular meetings for the upcoming year. Once the schedule of regular meetings for the upcoming year has been approved by the Committee, the meeting schedule shall be posted on the County's website and Public Notice of the meeting schedule for the year shall be given to the public and shall be posted in prominent public view in accordance with North Carolina General Statute §143-318.12.
- B. Notice shall also be given to all members of the Transportation Committee as well as the Clerk to the Lenoir County Board of Commissioners not less than 2 days prior to the regularly scheduled meeting.
- C. Public notice of date, time, and location shall be made in accordance with North Carolina General Statute § 143-318.12 of special meetings.
- D. The meeting agenda, inclusive of any and all unapproved minutes from previous meetings, shall be provided to all members of the Transportation Committee, the Clerk to the Lenoir County Board of Commissioners, as well as posted on the

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- County's website at least 48 hours prior to a regularly scheduled meeting or a special meeting, not inclusive of weekends and holidays.
- E. The County Manager shall designate and provide administrative staff to assist/support the Chairman in preparing and distributing the agenda and relevant correspondence.

**Section 7.0 Conduct of Meetings**

All Lenoir County Transportation Committee Meetings shall be conducted in accordance with the current edition of Roberts Rules of Order.

**Section 8.0 Quorum**

- A. A Quorum of the Lenoir County Transportation Committee shall consist of at least five (5) voting members.
- B. The Bylaws of the Lenoir County Transportation Committee must be amended by a two-thirds vote of the Transportation Committee members present and voting and must be approved by a simple majority vote of the Lenoir County Board of Commissioners.
- C. Voting Members may participate in the meeting via teleconference.
- D. Proxies are not allowed.

**Section 9.0 Meeting Minutes**

- A. The County Manager shall designate and provide administrative staff to the Committee in order to ensure that minutes are prepared for each meeting of the Lenoir County Transportation Committee and reflect the attendance of members, the conduct of the meeting, all activity and discussion relevant to the agenda items, and a record of all votes cast.
- B. Once approved, the minutes from the Committee's Meeting shall be caused to be posted on the County's website and made available to the General Public when requested.