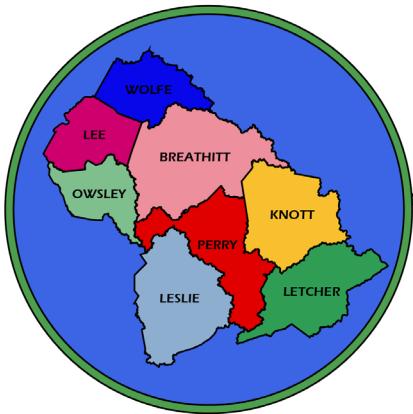


Kentucky River Area Development District



Kentucky River
Area Development District

**Regional Transportation
Planning Committee**

By-Laws FY 2026

**TRANSPORTATION PLANNING COMMITTEE
A COMMITTEE OF THE
KENTUCKY RIVER AREA DEVELOPMENT DISTRICT**

ARTICLE I

NAME

Section 1. The name of this organization shall be known as the Kentucky River Area Development District Regional Transportation Planning Committee.

ARTICLE II

PURPOSE

Section 1. The Regional Transportation Planning Committee has been created by the Kentucky River Area Development District (**KRADD**) Board of Directors to:

- a. Aid the Board in the formulation of regional transportation policy.
- b. Advise the staff in the execution of technical transportation planning programs.
- c. Provide a forum for elected officials to work together in solving regional transportation problems.
- d. Act as an advocacy body on transportation related matters as needed.
- e. Act as a data and information base for the public-at-large and to provide legislators with the information necessary to make equitable legislative decisions.
- f. Provide a forum for local public involvement into the regional planning process.
- g. Provide local transportation officials and citizens the opportunity to prioritize transportation projects.
- h. Provide input for the Kentucky Six-Year Highway Plan and the Long-Range Statewide Transportation Plan.

ARTICLE III

MEMBERSHIP AND ORGANIZATION

Section 1. Members shall be solicited per the By-laws and the Kentucky Transportation Cabinet guidelines for broad based membership. The permanent membership of the committee should include, at a minimum:

- Elected official or representative for each county and city of 5,000 or more in population
- Law Enforcement representatives
- Highway/Public Works representatives from cities and or counties
- Emergency Medical Service Representatives/Fire Department Representatives
- School Transportation Officials
- Human Service Delivery representatives
- Representatives of major trucking, logistic, intermodal, rail, airport, riverport or public transportation entities.
- Underserved populations, minority populations
- Planning and Zoning Commissions/organizations
- Bikeway/greenway/pedestrian coordinators
- Economic development organizations
- Emergency service representatives
- Industrial authorities/commissions
- Public citizens at large

Section 2. The ADD Transportation Planning Staff and Highway Planning Staff will serve in an advisory position to the committee. Members representing State and Federal transportation agencies shall also serve in an advisory capacity. This could include but not be limited to the Chief District Engineer, the Project Development Branch Manager and staff, the Public Information Officer and other Branch Managers as deemed necessary.

Section 3. Members may be added to the Transportation Committee representing special interests or disciplines at the discretion of the Committee. Their term and voting status will be determined prior to their installation as a member.

Section 4. Ex officio members representing State or Federal transportation agencies will be appointed by the KRADD Transportation Committee.

Section 5. Each permanent member shall be entitled to one vote on all actions of the Committee. Ex officio members shall not be entitled to a vote.

Section 6. A quorum shall consist of the permanent members present during each meeting of the committee, including at least one Committee Officer.

Section 7. Individuals and groups who are not members of the committee shall be eligible to attend the meetings of the organization and take an active part by expressing their opinions and ideas and serving as advisors. They will retain a non-voting status.

Section 8. The designated representative for each County Judge Executive and Mayor on the KRADD Board of Directors will be the designated representative for the Committee. If the official would like to designate a different individual, they may do so with a letter addressed to the Chairman of the Committee.

Section 9. The term for each member shall be one year or until his successor is elected. Members may succeed themselves. Three consecutive absences on the part of any member to regularly scheduled Committee meetings shall be interpreted as a possible lack of interest. The Chairman of the Committee shall, at that time, inquire as to whether the respective member intends to remain active on the committee. The member may be removed and a new member appointed by the Chairman.

ARTICLE IV

MEETINGS

Section 1. The KRADD Regional Transportation Committee shall hold regularly scheduled meetings once per quarter. The meetings shall be held on the second Wednesday of the second month of the quarter at 11:00 a.m. Meetings can be scheduled for a different week of the month if conflicts in scheduling occurs. If no business is pending, such meetings may be postponed by the committee chairman until the next regular meeting.

Such meetings shall be held in the office of the KRADD or in a location previously approved by a majority of committee members.

Other committee meetings shall be called at the discretion of the committee chairman or by petition of three or more committee members as business requires.

At any time, both regular and special meetings may be held virtually via video or other KRADD-approved virtual meeting service where all members can be seen and heard. The necessity of holding a virtual meeting will be decided on by the RTC chairman and care should be taken to ensure all members and public participants have access to these meetings.

Section 2. Meeting notices shall be sent to all committee members and other interested parties and agencies. These notices shall be mailed no later than ten (10) days prior to the meeting and shall include the date, time, and place of the meeting, an agenda to be considered and minutes of the previous meeting.

Section 3. News releases announcing the meetings to the public will be made in accordance with the FHWA/FTA Public Involvement Process. The news releases and the news media will be notified seven (7) days in advance of the meeting date.

Section 4. Official minutes will be kept of each and all meetings of the Transportation Committee. An original set will be kept in a permanent file in the office of the KRADD.

Copies will be made available to all Transportation Committee members, coordinating agencies, interest groups and individuals. Wider distribution of the minutes may be made as deemed necessary by the Chairman of the Transportation Committee.

ARTICLE V

OFFICERS AND ELECTIONS

Section 1. The officers of the Transportation Committee shall consist of a Chairman, Vice Chairman, and a Secretary. All officers shall be elected from the committee's permanent membership.

Section 2. An officer's term of office will extend from January 1 through December 31 of their second calendar year of service. Officers may succeed themselves. All terms of office shall be for two (2) years.

The Chairman, Vice Chairman, and Secretary shall be appointed and approved by the Chairman of the KRADD board of directors.

Section 3. Vacancies for unexpired terms of committee officers shall be filled by election as described in Article V, Section 2.

Section 4. It shall be the duty of the Chairman to preside at all meetings to enforce all laws and regulations relating to the administration of the committee. The Chairman shall call regular and special meetings of the committee in accordance with the Bylaws.

Section 5. In the absence of the Chairman, the Vice Chairman shall have all powers and responsibilities of the Chairman. In absence of the Chairman and Vice Chairman, the Secretary shall have all powers and responsibilities of the Chairman. If the Chairmanship is vacant for any reason, the Vice Chairman shall act as Chairman until the KRADD Board of Directors has selected a member to fill the office of the Chairman.

ARTICLE VI

COMMITTEE MANAGEMENT

Section 1. The fiscal year for the Transportation Committee shall be from July 1 to June 30.

Section 2. The rules of parliamentary procedure as laid down in "Robert's Rules of Order" shall govern all meetings of the committee.

Section 3. The Chairman shall appoint all temporary subcommittees and their chairmen for the Transportation Committee, as needed.

Section 4. All temporary subcommittees shall be subject to the call of the respective chairmen.

Section 5. A record of all temporary subcommittees' meetings shall be made and their proceedings reported to the Committee.

Section 6. A majority of any subcommittee shall constitute a quorum.

ARTICLE VII

SHIFT

Section 1. During the SHIFT Cycle all KRADD Counties will receive the same allotment of sponsorships and boosts number if possible. All unused sponsorships and boost by the counties will be given to KRADD to use for a regional project.

Section 2. Each mayor and judge will be invited to have a meeting with the Highway District Office (HDO) to discuss projects to be considered for sponsorship and boosting. If local officials are not available to meet with the HDO, transportation planner will meet with the HDO to discuss projects to inform officials of recommendations.

Section 3. KRADD staff will meet and discuss regional projects to sponsor and boost. KRADD will use the goals and objectives of the RTC as criteria for sponsorship and boosting.

ARTICLE VIII

AMENDMENTS

Section 1. Amendments to the Bylaws of the Transportation Committee may be made at any meeting of the committee at which a quorum is present. No proposition to amend shall be acted on unless written notice has been given to the Chairman at least thirty (30) days prior to the meeting. A copy of such a proposition shall be embodied in the call for the next scheduled meeting.

Chairman
Judge Terry Adams

KRADD Transportation Planner
Scott Melton