

## **West Michigan Regional Rural Transportation Task Force 14**

### **BYLAWS**

Purpose: It is the primary purpose of the **West Michigan Regional Rural Transportation Task Force 14** (Task Force) to plan for the transportation needs and select road construction, maintenance, and transit projects within the Task Force counties of Lake, Mason, Muskegon, Newaygo, and Oceana.

#### **Bylaws**

1. Membership: Membership in the Task Force shall consist of the following representatives:

A. One (1) representative of the Michigan Department of Transportation appointed by authorities within the Michigan Department of Transportation.

B. One (1) member appointed by each county road commission in the five (5) counties serviced by the task force.

C. One (1) small city/village member from each county representing a city of 5,000 persons or less from each county appointed by the small cities in each county.

D. One (1) member from each county representing a transit provider from each county.

E. An equal number of alternates appointed in the same manner. Alternates shall have voting privileges only in the absence of the voting member for which they are the alternate.

2. Quorum: For purposes of the Task Transportation Force, a quorum shall consist of nine (9) members (or alternates) with at least one (1) small city or county road commission or transit delegate member present from each of the five (5) counties.

3. Officers: The affairs of the Task Force shall be guided by two (2) officers as follows:

A. Chairperson

B. Vice-Chairperson

These officers shall be elected from the regular membership, not alternate membership, of the task force. Persons shall be nominated for each office by a motion from the task force membership and elected by a majority vote. All officers shall serve one (1) year terms. Each term shall begin January 1 each year.

The Chairperson shall be responsible for calling meetings of the task force and presiding at meetings. The Chairperson shall, also be responsible for signing official communications of the task force. The Chairperson may recommend various committee assignments for confirmation by the task force membership.

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The Vice-Chairperson shall serve in the absence of, the Chairperson and shall have the same duties as the Chairperson in the Chairperson's absence.

A staff member from the West Michigan Shoreline Regional Development Commission shall be responsible for keeping the minutes of the task force and such records as may be required. The staff member shall distribute information to the membership as needed.

4. Rules of Order: The task force shall operate under Robert's Rules of Order.

5. Amendments: Amendments to the by-laws may be proposed at any meeting. The bylaw amendments are to be proposed in writing. Bylaw amendments shall only be deemed approved upon an affirmative vote of eleven of the sixteen members of the task force at a meeting.

6. Voting Rules: All votes require a majority of the total membership, or no fewer than nine (9) affirmative votes to pass.

7. Statement of Intent: It is the general intent of the Task Force to consider the following criteria in selecting projects to be recommended:

A. Projects shall meet MDOT criteria for the type of project to be completed under the task force program.

B. Projects funded will be based on county plans and needs and on regional needs, when agreed upon by local task forces.

C. The regional task force shall respect the priorities established by individual county task forces.

D. The task force will endeavor to select projects at least one (1) fiscal year in advance of the state fiscal year, or by September 30 of the prior fiscal year.

8. The Michigan Department of Transportation (MDOT) representative shall be responsible for keeping a balance of funding available and updating the task force at least annually at the start of the fiscal year.

9. Counties may make banking arrangements or other funding schedules between voting members as long as they are approved by each of the county task forces and the regional task force and based on priorities established by the task force.

10. The Task Force Committee may permit any or all committee members to participate in a regular or special meeting or to conduct the meeting through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting. A committee member

participating in a meeting by this means is deemed to be present in person at the meeting.

*Bylaws revised and adopted 5-8-2012*