

Rural Task Force Bylaws Best Practices

Michigan Rural Task Force Program
First Annual Conference
Mt. Pleasant, MI

March 30, 2017
3:30 – 4:15 pm

Opening Remarks

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With MDOT since May
Covering RTF program since
February 24th

Elements of Bylaws

- I. Name
- II. Purpose
- III. Membership
- IV. Project Information
- V. Meetings
- VI. Officers
- VII. Bylaw Amendments

I – Title

Example:

- Region 4 Rural Task Force
 - Berrien County
 - Cass County
 - Van Buren County

Name of Task Force is “Region 4 Task Force”

or

RTF 4

II – Purpose

- The Rural Task Force Program provides federal dollars to rural counties with a population under 400,000.
 - These dollars must be spent in their geographic areas

II – Purpose

- Surface Transportation Program (STP)
Rural
 - for improving the federal aid system and for transit capital projects
- TEDF State D funds:
for building and maintaining all-season road network, which supplements the state highway system

III - MEMBERSHIP

- Sub-Task Force (County Task Force)
Generally consists of three (3) members
 1. One rep from the county road commission
 2. One rep from the county's rural transit system(s)
 3. One rep from the county's incorporated cities or villages with a population of less than 5,000

III - MEMBERSHIP

- Regional RTF
 - The Regional RTF is the members from each County Task Force
 - A MDOT representative will have a vote on projects that use State D funding

III - MEMBERSHIP

- Alternates
 - Sub-Task Force and Regional Task Force members may have an alternate designated by the organization which they represent
 - The regular voting member that the alternate is standing in for should notify RPA staff of alternate's attendance

IV - PROJECT INFORMATION

- Project Location
- Project Compliance
- Project Selection
- Project Funding

Project Location

- Projects shall be located on roads that are eligible under the current transportation bill
- Roadways within a census defined urban area are not eligible for rural transportation funds
- Transit capital projects are eligible

Project Compliance

- Construction shall be in compliance with all Federal and/or State standards unless waived by the agency having authority to do so

Project Selection

- Sub Task Force Recommended Evaluation Criteria:
- These criteria can be outlined in the Bylaws
- Or documented separately

Project Funding

- STP-Rural
- State TEDF Category D
- Local Match

V - Meetings

- Regular Meetings
- Special Meetings
- Notice of Meetings
- Quorum

Regular Meetings

- An annual region meeting shall be held by the end of February of each year as agreed to by the task Force
 1. Discuss prioritized projects
 2. Move projects
 3. Bring new projects to the Committee,
 4. Determine the fiscal year that projects should be completed.

Regular Meetings

- Reasons for County RTF meetings
 1. Funding levels change
 2. Additional money needs to be allocated
 3. Projects have changed and thus money needs to be reprogrammed

Regular Meetings

- County RTF meetings shall be held by the end of January of each year
- County RTF meetings are required during STIP development years
- County RTFs have the option to meet more often

Regular Meetings

- Ensure compliance with federal and state guidelines.
- Transportation needs of Indian Tribal Government having jurisdiction over lands within the boundaries of the Task Force are considered during the process.
- Include and encourage public involvement in the project selection process.

Regular Meetings

- Voting Authority
 - Voting authority shall reside in the representatives from the agencies listed in Article III
 - Voting shall be done in person at the day of the meeting

Notice of Meetings

- Notice of all regular meetings shall be given to each member by e-mail (or mail if no email is available) _____ days prior to the meeting date. (The RTF guidelines require at least 7 days notice)
- Notice of special meetings may be given by telephone or by e-mail, which must state purpose of the meeting.

Special Meetings

- Special meetings shall be held at the call of the chair or at a written request of a majority of the members
- Notification of the meeting to the members meet the standards of the Michigan Open Meetings Act.

Quorum

- A simple majority of the members shall constitute a quorum
- Alternate members present in the absence of regular members shall be counted in determining a quorum
- Members shall notify the Region of their designated alternate chosen by the member

VI - Officers

- The officers of the shall be a chair and vice-chair
- Serve two (2) year terms
- Elections are to be held during the annual meeting of even numbered years
- Chair of Regional RTF should rotate between Counties
- The chairman shall have the right to appoint committees

VII – Bylaw Amendments

- The Sub Task Force and Region shall have power to make, alter, amend or repeal the Articles by a majority of the total membership voting in the affirmative at any regular or special meeting.
- A written notice of intention to make changes, including proposed changes, shall be presented to the membership prior to the meeting

Ending Remarks

- Where do we go from here? Next Steps
- Final Questions & Answers
- Thank You!!