



## **BYLAWS OF THE IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY**

BE IT ORDAINED BY A MAJORITY VOTE OF ALL MEMBERS OF THE IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY REPEALING: THOSE BYLAWS PREVIOUSLY ADOPTED ON THE 25<sup>TH</sup> DAY OF MARCH, 2004 BY THE IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY, INCLUDING ALL AMENDMENTS THERETO; AND

ENACTING THE FOLLOWING NEW BYLAWS IN LIEU THEREOF AS THE BYLAWS OF THE IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY FOR THE PURPOSE OF ENSURING THE SHARED AUTHORITY AND DUTY TO PREPARE AND ADOPT COMPREHENSIVE TRANSPORTATION STUDIES AND PLANS TO GUIDE THE UNIFIED DEVELOPMENT OF THE IOWA NORTHLAND REGION; AND TO PROMOTE THE GENERAL WELFARE, SAFETY, AND PROSPERITY OF ITS PEOPLE IN AN ECONOMIC AND EFFICIENT MANNER, HERBY PASSED AND ADOPTED ON THIS 15<sup>th</sup> DAY OF JUNE, 2023.

## ARTICLE 1 – RTA

**SECTION 1 – NAME:** The name of this Board shall be the *Iowa Northland Regional Transportation Authority* (hereinafter “RTA”).

**SECTION 2 – PURPOSE:** The RTA shall serve as the Regional Planning Affiliation (RPA) for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties (excluding the urban area of Black Hawk County). The RTA shall have the authority and duty to prepare and adopt comprehensive transportation studies and plans to guide the unified development of the six-county region; and to promote the general welfare, safety, and prosperity of its people in an economic and efficient manner.

### SECTION 3 – DUTIES:

1. The RTA shall serve as the forum for cooperative decision-making regarding transportation-related issues in the six-county region. The RTA shall have the authority to make policy decisions and shall examine transportation projects to provide for the adequate, safe, and efficient movement of persons and goods in the region.
2. The duties of the RTA shall include, but not be limited to, reviewing and approving RTA plans, programs, and studies; ensuring that transportation plans and programs are current and responsive to applicable laws, rules, and regulations; reviewing and approving transportation improvement projects recommended in the planning process; and providing a liaison between the planning process and the appropriate governmental units as well as the public.
3. All matters requiring action by the RTA shall be submitted to the appropriate committee for their review and recommendation. The RTA shall give due consideration to the committee’s recommendation in the disposition of their duties.
4. The RTA shall adopt a four-year *Transportation Improvement Program* (TIP) annually. The document shall identify all transportation projects in the region anticipated to receive federal aid within a period of four federal fiscal years. The RTA shall review and approve the programming of all federal-aid and federal-aid swap funds to eligible projects within the TIP.
5. The RTA shall adopt a *Long-Range Transportation Plan* (LRTP) every five years. The document shall have a minimum 20-year planning horizon. The LRTP shall review the current condition and future needs of the transportation system including highway, transit, bicycle, pedestrian, air, and rail modes, and assess their adequacy for the existing and future population and economy.
6. The RTA shall adopt a *Passenger Transportation Plan* (PTP) every five years. The document shall provide coordination between passenger transportation providers and human service agencies and recommend projects to improve passenger transportation.
7. The RTA shall adopt a *Public Participation Plan* (PPP) every five years. The document shall outline ways public involvement will be incorporated into activities for the region.
8. The RTA shall adopt a *Transportation Planning Work Program* (TPWP) annually. The document shall detail the transportation-related activities and projects that are anticipated to occur in the region in the upcoming state fiscal year and provide a proposed budget for implementation.

#### SECTION 4 – MEMBERSHIP:

1. RTA voting members shall serve two calendar years and shall include a **member of the Board of Supervisors** for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties; a **representative from Waverly and Independence**, as designated by their respective mayor and/or city council; and a **representative from four cities at-large**. In December (every two years), INRCOG staff shall contact mayors to solicit and accept nominations for cities at-large. The nominations shall be submitted to the mayors for a vote, and the nominations with the most votes shall be designated as the four representatives for cities at-large.

2. RTA Members

RTA Members – Counties (1 vote per member)	RTA Members – Cities (1 vote per member)
Black Hawk County, Supervisor	City of Waverly
Bremer County, Supervisor	City of Independence
Buchanan County, Supervisor	City, At-Large
Butler County, Supervisor	City, At-Large
Chickasaw County, Supervisor	City, At-Large
Grundy County, Supervisor	City, At-Large

**SECTION 5 – VOTING:** Each RTA member shall have one (1) vote. Proxy votes, which refer to a ballot cast by a person who cannot attend a meeting, shall not be accepted.

**SECTION 6 – STAFF:** INRCOG shall provide staff and technical support for the RTA. INRCOG staff shall be responsible for carrying out the transportation planning responsibilities for the RTA and each committee in conjunction with its partners.

## **ARTICLE 2 – COMMITTEES**

**SECTION 1 – NAME:** The standing committees of the Iowa Northland Regional Transportation Authority shall be the Transportation Technical Committee (TTC) and the Bicycle and Pedestrian Advisory Committee (BPAC).

### **SECTION 2 – PURPOSE:**

1. The TTC shall serve as the advisory body to the RTA on technical matters pertaining to the development of transportation planning documents and comprehensive long- and short-range transportation planning. This planning process shall lead to the development, maintenance, and operation of an integrated system that considers all modes of transportation for the safe and efficient movement of people and goods. The TTC shall also undertake other duties that may be requested by the RTA.
2. The BPAC shall be directly responsible to the RTA to provide guidance and strategies on the planning and implementation of transportation projects related to bicycle and pedestrian travel.

### **SECTION 2 – DUTIES:**

1. The TTC shall provide technical assistance in the development and maintenance of the TIP, LRTP, PTP, PPP, TPWP, and other RTA plans and programs required by federal and state rules and regulations. The TTC shall make recommendations to the RTA on these plans and programs.
2. The TTC shall review transportation studies within the region and make recommendations to the RTA.
3. The TTC shall appoint subcommittees with specific duties as necessary for the conduct of the transportation planning process.
4. The TTC shall review the annual project submittals for the Surface Transportation Block Grant (STBG) Program and submit a recommendation of projects to be programmed to the RTA.
5. The BPAC shall review the annual project rankings for the Transportation Alternatives Program (TAP) and submit a recommendation of projects to be programmed to the RTA.
6. The BPAC shall provide technical assistance in the development of the RTA Bicycle Accommodation Plan as part of the LRTP.

### SECTION 3 – MEMBERSHIP:

1. TTC voting members shall serve two calendar years and shall include a **county engineer** from Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties; a **representative from Waverly and Independence**, as designated by their respective mayor and/or city council; and a **representative from four cities at-large**. In December (every two years), INRCOG staff shall contact mayors to solicit and accept nominations for cities at-large. The nominations shall be submitted to the mayors for a vote, and the nominations with the most votes shall be designated as the four representatives for cities at-large.

2. Transportation Technical Committee Members

TTC Members – Counties (1 vote per member)	TTC Members – Cities (1 vote per member)
Black Hawk County, Engineer	City of Waverly
Bremer County, Engineer	City of Independence
Buchanan County, Engineer	City, At-Large
Butler County, Engineer	City, At-Large
Chickasaw County, Engineer	City, At-Large
Grundy County, Engineer	City, At-Large

3. BPAC voting members shall serve two calendar years and shall include a **staff member** from Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy County Conservation; a **representative from Waverly and Independence**, as designated by their respective mayor and/or city council; and a **representative from four cities at-large**. In December (every two years), INRCOG staff shall contact mayors to solicit and accept nominations for cities at-large. The nominations shall be submitted to the mayors for a vote, and the nominations with the most votes shall be designated as the four representatives for cities at-large.

4. Bicycle and Pedestrian Advisory Committee Members

BPAC Members – Counties (1 vote per member)	BPAC Members – Cities (1 vote per member)
Black Hawk County, Conservation	City of Waverly
Bremer County, Conservation	City of Independence
Buchanan County, Conservation	City, At-Large
Butler County, Conservation	City, At-Large
Chickasaw County, Conservation	City, At-Large
Grundy County, Conservation	City, At-Large

### SECTION 4 – VOTING:

1. Each TTC member shall have one (1) vote. Proxy votes, which refer to a ballot cast by a person who cannot attend a meeting, shall not be accepted.
2. Each BPAC member shall have one (1) vote. Proxy votes, which refer to a ballot cast by a person who cannot attend a meeting, shall not be accepted.

## **ARTICLE 3 – OFFICERS**

**SECTION 1 – PURPOSE:** Officers shall call meetings to order, facilitate meetings, record meetings, maintain order, ensure fairness and impartiality, and protect the rights of all members.

### **SECTION 2 – DUTIES:**

1. The RTA shall have their own officers. The officers of the RTA shall be Chairperson, Vice-Chairperson, and Recording Secretary. The Recording Secretary shall be an INRCOG staff member and shall keep a full record of the meeting proceedings.
2. The Chairperson shall preside at all meetings and call special meetings. The Vice-Chairperson shall perform the duties of the Chairperson in their absence or inability to act.
3. The presiding officer shall not make a motion. The presiding officer may make a second, vote, and participate in discussion. The presiding officer shall act as arbiter of any disputes on points of order.

**SECTION 3 – ELECTION/APPOINTMENT:** The Chairperson and Vice-Chairperson of the RTA shall be elected from their respective membership for a one (1) year term or until their successors are elected and shall be eligible for reelection. Elections for Chairperson and Vice-Chairperson shall take place at the last meeting held in the calendar year. The Recording Secretary shall be appointed by INRCOG staff.

**SECTION 4 – ABSENCE:** In the absence of the Chairperson and Vice-Chairperson, and if a quorum is present, the RTA shall call a meeting to order and conduct an election for a Chairperson Pro Tem which shall serve for that meeting only. The Chairperson Pro Tem shall be elected from the respective voting members or their designees.

### **SECTION 5 – RESIGNATION/VACANCY:**

1. An Elected Officer may resign their position without prejudice by submitting a written letter of resignation to the RTA with an effective date. An Elected Officer who resigns their RTA position shall continue to serve on the RTA as a voting member.
2. Any vacancy for the Chairperson and Vice-Chairperson shall be filled by election by a majority vote of the members in attendance at the next regularly scheduled meeting. The officer so elected shall serve until the next regular election of officers.

## **ARTICLE 4 – MEETINGS**

**SECTION 1:** The RTA shall hold at least four (4) regular meetings in each calendar year.

**SECTION 2:** The TTC shall hold meetings as needed. A meeting shall be held for a work session to program Surface Transportation Block Grant (STBG) projects and submit a recommendation of projects to be programmed to the RTA.

**SECTION 3:** The BPAC shall hold meetings as needed. A meeting shall be held for a work session to rank Transportation Alternatives Program (TAP) projects and submit a recommendation of projects to be programmed to the RTA.

**SECTION 4:** The Recording Secretary for the RTA, TTC, and BPAC shall deliver written notice of each regular meeting to each member at least seven (7) calendar days prior to such meeting.

**SECTION 5:** Special meetings of the RTA may be called by the Chair, or upon a written request to the Chair, and signed by a majority of RTA members, specifying the day, hour, and subject of the requested special meeting. At least 48 hours' notice shall be given for a special meeting.

**SECTION 6:** In all matters not otherwise provided for by statute or these Bylaws, the most recent edition of *Robert's Rules of Order*, as interpreted by the presiding officer, shall govern the conduct and procedures of meetings of the RTA and all committees.

**SECTION 7:** All RTA and committee meetings shall be conducted in accordance with the provisions of the *Iowa Open Meetings Law* (Iowa Code, as may be amended). Notice of all RTA and committee meetings shall be posted and sent to the local news media, member governments and organizations, and interested parties requesting such notice. Meeting minutes shall be kept for all RTA and committee meetings.

**SECTION 8:** Any RTA, TTC, or BPAC member can suggest items for meetings to the Chair or INRCOG staff for incorporation into the formal agenda.

**SECTION 9:** The Recording Secretary shall determine whether a quorum exists. The Recording Secretary shall inform the presiding officer. The Recording Secretary shall enter in the meeting minutes the names of representatives present and absent.

**SECTION 10:** The presiding officer, recognizing a quorum, shall call the meeting to order at the appointed time.

**SECTION 11:** Ordinary conduct of RTA business shall be determined by majority vote of those representatives present and eligible to vote.

**SECTION 12:** In the normal conduct of business, an item shall be voted upon by voice vote, with nay votes and abstentions being recorded by name.

**SECTION 13:** INRCOG staff shall be responsible for keeping a record of RTA meeting agendas, minutes, resolutions, and documents.

**SECTION 14:** Voting during a meeting shall not conflict with the codes and regulations of the entity that is represented by the RTA or committee. RTA and committee members may vote on action items remotely either by voice or through means allowed by Iowa Code.

## ARTICLE 5 – QUORUM

**SECTION 1:** At any meeting of the RTA, a quorum shall consist of thirty-three (33) percent of the total RTA voting membership (4 members).

**SECTION 2:** At any meeting of the Transportation Technical Committee, a quorum shall consist of thirty-three (33) percent of the total TTC voting membership (4 members).

**SECTION 3:** At any meeting of the Bicycle and Pedestrian Advisory Committee, a quorum shall consist of thirty-three (33) percent of the total BPAC voting membership (4 members).

**SECTION 4:** A simple majority of the voting members in attendance shall be required for approval of actions by the RTA, Transportation Technical Committee, and Bicycle Pedestrian Advisory Committee.

**SECTION 5:** For the purposes of quorum requirements defined in these bylaws, presence at a meeting via electronic means in accordance with the Iowa Code, as may be amended, shall be equivalent to being present in-person at said meeting. All related powers and duties shall then apply.

## ARTICLE 6 – AMENDMENT TO BYLAWS

**SECTION 1:** A majority vote of all voting members of the RTA (7 members) shall be required to amend these Bylaws.

**SECTION 2:** The proposed amendment shall be delivered to each RTA member at least seven (7) calendar days prior to a regular RTA meeting. At this meeting, the proposed amendment will be reviewed and discussed.

**SECTION 3:** The proposed amendment may be acted upon at the next regular RTA meeting following the date of review and discussion.

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The Bylaws of the Iowa Northland Regional Transportation Authority are hereby passed and adopted this 15<sup>th</sup> day of June, 2023.

  
Dewey Hildebrandt, Vice-Chair

ATTEST:

  
Recording Secretary