

IOWA NORTHLAND REGIONAL TRANSIT COMMISSION (RTC)

BYLAWS

ARTICLE I.
NAME AND GEOGRAPHICAL AREA

Section 1. Name. The name of this Commission shall be the Iowa Northland Regional Transit Commission, hereinafter referred to as the RTC.

Section 2. Geographical Area. This Commission shall serve an area consisting of Black Hawk, Bremer, Buchanan, Butler, Chickasaw and Grundy Counties of the State of Iowa.

ARTICLE II.
MEMBERSHIP

Section 1. Advisory Committee. The membership of the RTC shall consist of two (2) county representatives from each of the counties within the region, appointed by the Chair of each respective County Board of Supervisors. The Chair of INRCOG shall appoint two (2) representatives, who need not be members of the INRCOG Board, to serve on the RTC. In addition, the municipalities of Independence, New Hampton and Waverly shall have one (1) representative as an ex-officio, voting member of the RTC selected through local Mayoral appointment.

Section 2. Appointment. RTC Representatives shall be appointed to serve until such time as the appointing individual or body notifies RTC otherwise.

Section 3. Officers. The officers of the RTC shall be: a Chair whose duties shall be to preside at all meetings and to call all special meetings, establish committees and ad-hoc committees; a Vice Chair who shall perform the aforementioned duties in the absence of the Chair; and a Secretary/Treasurer who shall keep a full record of the proceedings of the RTC and its committees. The Secretary shall also perform such other duties as the RTC may from time to time direct. Officers shall serve a one (1) year term. Officers will be removed by unanimous consent of the members present, other than the officer being removed, at a scheduled meeting with ten (10) days notice given of said meeting, indicating that action on removal will take place. The RTC Director shall be a non-voting, ex-officio member of the RTC Advisory Committee.

Section 4. Meetings. The RTC shall hold regularly scheduled meetings quarterly. Special meetings shall be called by the Chair or any five (5) members of the RTC. The RTC meetings shall be open to the public and conducted in accordance with Roberts' Rules of Order, Revised. RTC shall approve their budget in June, and officer elections shall be held annually during the December meeting.

All Commission 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 Commission and committee

meetings shall be posted and sent to the local news media, member governments and organizations, and interested parties requesting such notice.

Section 5. Minutes. Minutes shall be taken at all RTC meetings and copies distributed to all Commission members and the Iowa Department of Transportation. Minutes of the RTC Executive Sessions will be maintained at the Director's office and made available for review as required by the Iowa Open Meetings Law.

Section 6. Quorum. - A quorum of thirty (30) percent of all appointed members of the RTC shall be present and so recognized by the Chair to conduct the business of the RTC. 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 III. RESPONSIBILITIES

Section 1. The RTC shall advise the Iowa Northland Regional Council of Governments in all matters pertaining to transit operations within Region 7. More specifically, the Commission shall:

- Be an advocate for transportation of all persons in the planning and service area.
- Appoint such committees as necessary to assist the Regional Transit Commission staff.
- Hold regular and special meetings to conduct the normal business of the Commission.
- Develop or contract for the development of and review the annual Consolidated Transit Application, Capital Improvement Program, and RTC budget prior to being presented to INRCOG for final approval.
- Implement the annually updated, Transit Component of the Transportation Improvement Program.
- Make recommendations to the INRCOG concerning the employment or discharge of the Regional Transit Commission Director or person designated as such.
- Review and recommend all contracts, including purchase and sale of service and union agreements to the INRCOG Board of Directors for final approval.
- Continuously monitor and evaluate the program and its operations.

ARTICLE IV.
ADMINISTRATION

Section 1. Director - The Iowa Northland Regional Council of Governments shall employ a director who shall have the responsibility and the authority to perform the following duties:

- Administering the RTC budget.
- Administering all contracts within development plans or other program plans and budgets approved by the RTC and INRCOG.
- Performing all other duties delegated by the Iowa Northland Regional Council of Governments.

ARTICLE V.
AMENDMENT

The Bylaws may from time-to-time be changed or amended by a majority vote of the members of the RTC present at any regular or special meeting, with concurrence by the Iowa Northland Regional Council of Governments. Notification of intent to change or amend Bylaws must be mailed to all RTC members at least five (5) days prior to the regular or special meeting. Included in the notice will be a copy of the proposed Bylaw changes.

Adopted
March 16, 2023