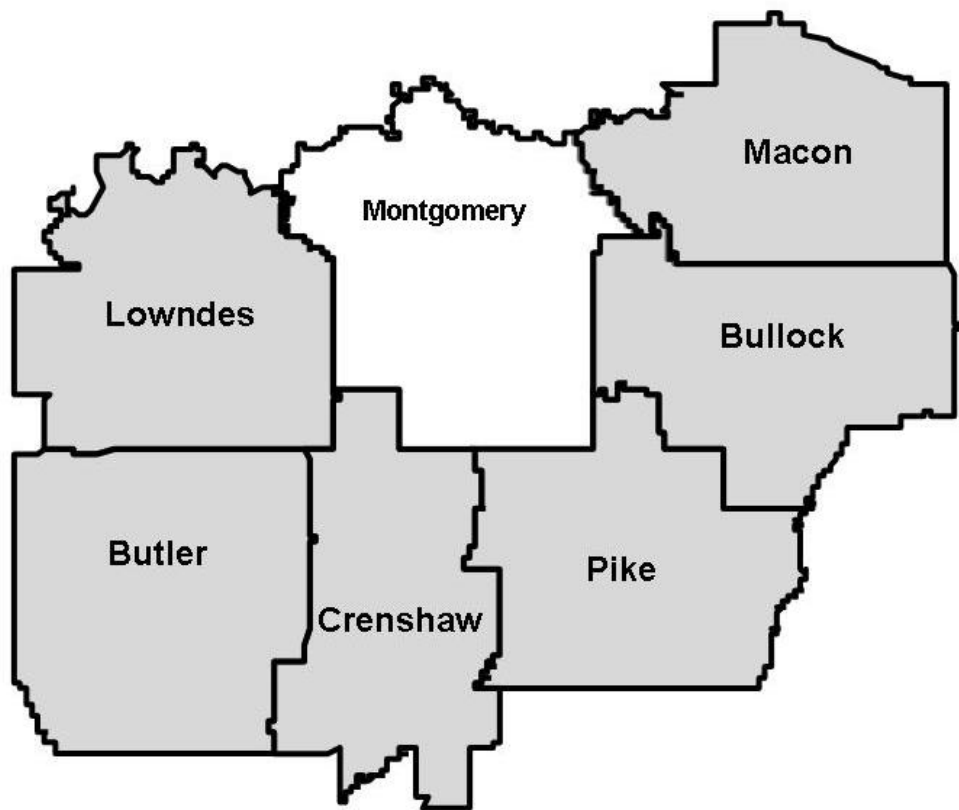


Guiding Principles



**South Central Alabama
Rural Transportation
Consultation Process**

**South Central Alabama Rural Transportation Consultation Process
Guiding Principles
Adoption and Review Schedule**

Adopted September 19, 2007

Reviewed October 23, 2008

Amended June 11, 2008

Reviewed May 13, 2009

Reviewed May 17, 2010

PREAMBLE

The following constitutes the procedures and responsibilities that will serve to establish, organize, and guide the proper functioning of the South Central Alabama Rural Transportation Consultation Process. This organization shall carry out transportation consultation, planning and programming functions as set forth in any agreements entered into by this process by and between the South Central Alabama Development Commission and the State of Alabama Department of Transportation, the United States Department of Transportation, or in such manner as events shall dictate.

Section 1.0: Process Name, Organization Name, Guidance and Study Area

- A.** The name for the ongoing transportation process shall be the South Central Alabama Rural Transportation Consultation Process.
- B.** Until such time as a formal rural planning organization is established, the South Central Alabama Development Commission (SCADC) will be the organization that conducts the South Central Alabama Rural Transportation Consultation Process.
- C.** The SCADC will carry out the South Central Alabama Rural Transportation Consultation Process under the guidance of the South Central Alabama Rural Transportation Steering Committee.
- D.** The study area for the South Central Alabama Rural Transportation Consultation Process shall be the six counties of South Central Alabama (Bullock, Butler, Crenshaw, Lowndes, Macon and Pike Counties).

Section 2.0: The Organizational Structure

- A.** The organization shall consist of one (1) steering committee, six (6) county advisory committees and six (6) stakeholder groups. The Steering Committee will be the South Central Alabama Rural Transportation Steering Committee. The advisory committees will be the County Rural Transportation Advisory Committee for each county in the region. The stakeholder groups will include six countywide groups of all rural transportation stakeholders, one for each county in the study area. Additional committees and subcommittees shall be formed as deemed necessary.

Section 3.0: General Policies

- A.** All general policies shall apply to all committees and participants of the South Central Alabama Rural Transportation Consultation Process.
- B.** All reports, programs, and plans shall be presented to the South Central Alabama Rural Transportation Steering Committee for their review. The Steering Committee shall be

afforded sufficient time to comment on drafts prior to action. Reports, programs, and plans become official process documents following approval by the Steering Committee as reflected in Steering Committee Meeting Minutes.

- C. The South Central Alabama Rural Transportation Steering Committee and the South Central Alabama Development Commission shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- D. All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the area.
- E. Rural Transportation Consultation Process activities shall be used to promote efficient development.
- F. All published data and/or reports shall be made available to the public and agencies.

Section 4.0: Amendment of Guiding Principles

- A. Any section herein contained may be amended at any meeting of the Steering Committee provided such amendment be delivered to the South Central Alabama Rural Transportation Consultation Process Coordinator at least ten (10) days prior to the meeting at which the amendment is to be presented to the Steering Committee. It shall be the duty of the Consultation Process Coordinator to include in the Steering Committee Meeting Notice, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be approved if it receives the affirmative vote of a majority of at least a quorum of the voting members present.
- B. These rules shall be revised, updated, or amended as the circumstance dictates. This shall be the responsibility of the Rural Transportation Consultation Process Coordinator.

Rural Transportation Steering Committee Guiding Principles

Section 5.0: Purpose

- A.** The purpose of the South Central Alabama Rural Transportation Steering Committee will be to serve South Central Alabama as the decision making body for the South Central Alabama Rural Transportation Consultation Process and to provide guidance to the South Central Alabama Development Commission in conducting the process.

Section 5.1: Responsibilities

- A.** To give overall guidance to the rural transportation consultation process
- B.** To have overall responsibility for review and approval of all plans and programs which are developed by the rural transportation consultation process
- C.** To assist in the identification of rural transportation stakeholders in each of the six counties of the South Central Alabama region
- D.** To recommend any other personnel necessary to fulfill and complete the duties and tasks relative to the South Central Alabama Rural Transportation Consultation Process
- E.** To take action on recommendations and other matters pertaining to the rural transportation consultation process
- F.** To approve rural transportation goals to guide the South Central Alabama Rural Transportation Consultation Process
- G.** To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies
- H.** To change the designated membership as deemed necessary
- I.** To insure that citizen participation is achieved in the rural transportation consultation process

Section 5.2: Membership

- A.** South Central Alabama Rural Transportation Steering Committee:
 - 1. Representative, Bullock County Commission
 - 2. Representative, Butler County Commission
 - 3. Representative, Crenshaw County Commission
 - 4. Representative, Lowndes County Commission
 - 5. Representative, Macon County Commission
 - 6. Representative, Pike County Commission
 - 7. County Engineer, Bullock County

8. County Engineer, Butler County
9. County Engineer, Crenshaw County
10. County Engineer, Lowndes County
11. County Engineer, Macon County
12. County Engineer, Pike County
13. Municipal Representative, Bullock County
14. Municipal Representative, Butler County
15. Municipal Representative, Crenshaw County
16. Municipal Representative, Lowndes County
17. Municipal Representative, Macon County
18. Municipal Representative, Pike County
19. Sixth Division Engineer, Alabama Department of Transportation
20. Seventh Division Engineer, Alabama Department of Transportation
21. Director, South Central Alabama Area Agency on Aging
22. Executive Director, South Central Alabama Development Commission

C. Appointments and Terms

1. County Commission and Municipal Representatives members will be solicited by the South Central Alabama Rural Transportation Consultation Process Coordinator in a manner that ensures equitable representation of the South Central Alabama region. Members will serve until reappointed.
2. The County Engineers, the Sixth and Seventh Division Engineers of the Alabama Department of Transportation, the Director of the South Central Alabama Area Agency on Aging and the Executive Director of the South Central Alabama Development Commission will serve terms on the committee coinciding with the terms of their respective offices.

D. Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.

E. Each member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

Section 5.3: Officers

A. Officers of the South Central Alabama Rural Transportation Steering Committee shall be chosen from the committee membership.

B. The Chair shall be elected by the majority of the members in a duly constituted meeting and shall be an elected public official.

C. A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office.

- D. Election of officers shall be in the first quarter of each fiscal year (October – December).
- E. The Rural Transportation Consultation Process Coordinator will serve as the Executive Secretary on behalf of this committee in any other capacity desired by the committee.

Section 5.4: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations and meetings of the South Central Alabama Rural Transportation Steering Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.
- B. The Rural Transportation Steering Committee shall meet at least twice every fiscal year.
- C. Meetings will normally be initiated by the South Central Alabama Development Commission. When providing notification for a meeting, at least two weeks notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur. The 14 days notice may be waived if a majority of the members concur.
- D. A quorum shall consist of the Steering Committee member present, their alternates or proxies. The member may designate proxies (in writing) if the member and the alternate will be unable to attend a meeting.
- E. Voting shall be by voice vote; however, upon the request of at least one (1) member, voting shall be by roll call. In the event of a tie vote, the motion before the Steering Committee shall fail.
- F. All meetings of the Steering Committee shall be open to the general public.
- G. At the discretion of the Rural Transportation Process Coordinator and with the approval of the Chair of the Steering Committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least three days prior to the date of the scheduled meeting.
- H. The Chair may request a mail or FAX vote on issues already presented at previous meetings. This practice will be used only if federal and / or state imposed deadlines are an issue. A mail or FAX vote will be presented at the next scheduled Steering Committee meeting as part of the previous meeting minutes.
- I. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 5.5: Order of Business

A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.

1. Call to order by Chair
2. Roll Call
3. Approval of minutes of previous meeting
4. Communications from the presiding officer
5. Report of officers and/or committees
6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the agenda
9. Adjournment

County Rural Transportation Advisory Committee Guiding Principles

Section 8.0: Purpose

The purpose of the County Rural Transportation Advisory Committees will be to serve each county in the capacity of reviewing and prioritizing local rural transportation needs and issues, reviewing and guiding data collection for each county and making recommendations to the South Central Alabama Rural Transportation Steering Committee, as necessary, regarding local projects.

Section 8.1: Responsibilities

- A. Give overall guidance to the rural transportation consultation process within each county
- B. Review plans and programs developed in the rural transportation consultation process
- C. Assist in the identification of rural transportation stakeholders in the respective county
- D. Assist in the identification of rural transportation needs and issues for the respective county
- E. Insure that citizen participation is achieved in the rural transportation consultation process
- F. Make recommendations, as necessary, to the South Central Alabama Rural Transportation Steering Committee regarding the inclusion and prioritization of local rural transportation projects and programs

Section 8.2: Membership

County Rural Transportation Advisory Committee members will be solicited by the South Central Alabama Rural Transportation Consultation Process Coordinator in a manner that ensures equitable representation of each county. Members will serve until reappointed.

An appointed member may be replaced upon a member's resignation from the County Rural Transportation Advisory Committee or if a member fails to attend three consecutive meetings. The replacement committee member will be solicited by the South Central Alabama Rural Transportation Consultation Process Coordinator in the same manner as the original County Rural Transportation Advisory Committee Members.

Section 8.3: Chair

A chair for each County Rural Transportation Advisory Committee shall be designated by the applicable County Commission Representative serving on the South Central Alabama Rural Transportation Steering Committee from the membership of the committee.

Rural Transportation Consultation Process Coordinator Guiding Principles

Section 9.0: Purpose

The purpose of the coordinator is to ensure that all requirements of the South Central Alabama Rural Transportation Consultation Process are met.

Section 9.1: Designation

The Executive Director of the South Central Alabama Development Commission shall be the Rural Transportation Consultation Process Coordinator for the South Central Rural Transportation Consultation Process. In the absence of the Executive Director, that individual shall designate a staff member to serve as Coordinator.

Section 9.2: Duties

The Coordinator shall have the following specific duties:

- A.** To act as a liaison between the parties of the South Central Alabama Rural Transportation Consultation Process and assist in various phases of the process.
- B.** To coordinate the process through the Rural Transportation Steering Committee and the six County Rural Transportation Stakeholder Groups.
- C.** To arrange meetings, set agenda, and serve as Secretary for the Rural Transportation Steering Committee and for the County Rural Transportation Stakeholder Group meetings.
- D.** To develop a Work Program as required.
- E.** To present suggested changes of the recommended plan to the Rural Transportation Steering Committee and others, as appropriate, for their consideration.
- F.** To provide staff and clerical assistance for Rural Transportation Consultation Process activities.
- G.** To monitor transportation planning in the South Central Alabama area and report apparent conflicts to the Steering Committee.