

**CARTERET COUNTY TRANSPORTATION COMMITTEE AMENDED AND  
RESTATED BYLAWS  
(ORIGINALLY ADOPTED JANUARY 10, 2005, and AMENDED SEPTEMBER 15,  
2014 and APRIL 18, 2018 (Committee)/May 21, 2018 (Commissioners))**

**ARTICLE 1 – NAME**

**Section 1. Name.** The name of this organization is the Carteret County Transportation Committee (hereinafter, the “Committee”).

**ARTICLE II – PURPOSES**

**Section 1. Purposes.** The purposes for which the Committee is organized are:

- a) To coordinate transportation improvements for Carteret County;
- b) To prepare the Transportation Improvement Program for Carteret County for approval by the Board of Commissioners;
- c) To serve as the primary liaison between Carteret County, the North Carolina Department of Transportation, the United States Department of Transportation and all other state and federal agencies on transportation planning issues in Carteret County;
- d) To represent Carteret County in regional and statewide transportation initiatives;
- e) To be the primary point of contact to review information requests and other inquiries regarding transportation planning needs and future improvement in Carteret County; and
- f) To perform such other tasks or responsibilities relating to transportation improvements in the County as the Committee so shall determine or as the Carteret County Commissioners shall direct.

**Section 2. Committee Standing as Advisory Body Only.** The Carteret County Transportation Committee is the creation of the Carteret County Board of Commissioners. The Board of Commissioners reserves the right to terminate and dissolve the Committee in its sole discretion. The Committee shall be advisory only. The Committee shall make recommendations to the Carteret County Commissioners and the municipalities and other organizations in the County, as appropriate. The Committee shall have no authority to bind the Carteret County Commissioners or the councils of any Carteret County municipality or any other organization or association in the County. The Committee shall update the Board of Commissioners at least annually.

**ARTICLE III – MEMBERSHIP**

**Section 1. Committee Membership.** The Committee shall consist of the following voting members:

- Two Carteret County Commissioners appointed by the Carteret County Board of Commissioners, who shall serve at the pleasure of the Board of Commissioners
- The Mayors of the Towns of Beaufort, Morehead City and Newport (or their respective designees)
- One mayor representing the municipalities on Bogue Banks, who shall be determined by the Carteret County Mayors' Association
- One mayor representing the Towns of Bogue, Cape Carteret, Cedar Point, and Peletier, who shall be determined by the Carteret County Mayors' Association
- The President of the Carteret County Chamber of Commerce
- The Executive Director of the Crystal Coast Tourism Authority
- The Director of the Port of Morehead City
- The Director of N.C. Department of Transportation Ferry Division
- The Chair of the Beaufort-Morehead Airport Authority or designee
- The Planning Director of Carteret County
- Two at-large individuals appointed by the Carteret County Board of Commissioners, one of whom shall represent Eastern Carteret County and the other of whom shall represent Western Carteret County, both of whom shall serve at the pleasure of the Board of Commissioners

If the same person shall hold two or more offices which are represented on the membership, the Committee member may designate someone else to represent one or more of those capacities on the Committee.

**Section 2. Alternate Representatives.** Except as otherwise herein provided, in the event that a member of the Committee is unable to attend a meeting of the Committee, such member may designate an alternate representative to attend the Committee meeting. In the case of the Carteret County Board of Commissioners, the alternate must be another member of the Carteret County Board of Commissioners. In the case of the Mayors representing Bogue Banks and Bogue, Cape Carteret, Cedar Point and Peletier, the alternate must be another mayor or elected official or other designee from that group of municipalities. In the case of the President of the Carteret County Chamber of Commerce, the alternate must be a paid employee of the Chamber of Commerce or a member of the Chamber Board of Directors. In the case of the Executive Director of the Crystal Coast Tourism Authority, the alternate must be a paid employee of the Tourism Authority or a member of the Tourism Authority Board. In the case of the Director of the Port of Morehead City, the alternate must be a paid employee of the North Carolina Ports or a member of the North Carolina Ports Authority Board of Directors. In the case of the Director of the N.C. Department of Transportation Ferry Division, the alternate must be a paid employee of the Ferry Division. One or both of the at-large appointees may nominate an alternate, who must (i) represent the same geographic region of the County as the appointed member and (ii) be confirmed by the Carteret County Board of Commissioners.

**Section 3. Voting.** All voting Committee members shall be entitled to a single vote on all matters which shall come before the Committee. In order to cast a vote on any matter which shall come before the Committee, the Committee member or duly

authorized designee or alternate must be physically present during the meeting to cast a vote; no ballot or proxy voting shall be permitted. All alternates permitted as described in Section 2 above shall be entitled to vote as though they were a member of the Committee. All decisions shall be a majority vote. The Chair and Vice Chair of the Committee shall be entitled to vote on all matters which shall come before the Committee. In the event of a tie vote, the Chair of the Committee shall decide the action of the Committee.

**Section 4. Additional Non-Voting Ex-Officio Members.** The Committee shall be authorized to designate additional non-voting, *ex-officio* members of the Committee, which may include one or more representatives of the North Carolina Board of Transportation, the North Carolina Department of Transportation, the Carteret County Legislative Delegation, the U.S. 70 Corridor Commission, the Carteret County Manager, the Carteret County Economic Development Director, or others who shall be determined at the discretion of the Committee.

#### **ARTICLE IV – MEETINGS AND NOTICES**

**Section 1. Meetings.** The Committee shall meet not less than quarterly and may meet at such other times as shall be determined by the membership of the Committee.

**Section 2. Notices.** Meeting notices shall be given not less than forty-eight (48) hours prior to the meeting. Notices may also be given by mail, fax, electronic notification or by telephone.

**Section 3. Open Meetings.** The meetings of the Committee shall be open to the public, and the notices of all meetings shall be given to all area media representatives, including specifically the Carteret County *News-Times*, at the time notices are given to the members of the Committee.

**Section 4. Quorum.** A quorum shall consist of eight (8) voting members of the Committee. If a quorum is present at the beginning of the meeting, the departure of one or more members of the Committee shall not affect the validity of votes cast at such meeting.

#### **ARTICLE V. – OFFICERS**

**Section 1. Election.** The Committee shall have a Chair, a Vice-Chair and a Secretary. The Committee may have such other officers as shall be determined appropriate from time-to-time. The Chair and Vice-Chair of the Committee shall be elected by the membership of the Committee. The Chair and Vice-Chair shall be elected for (one) year terms or until their successors shall be named by the Committee. There is no limit on the number of consecutive one-year terms which can be served by the Chair and Vice-Chair. The Secretary of the Committee shall be the Director of the Carteret County Economic Development Department. The Secretary shall not be entitled to vote on matters which come before the Committee.

**Section 2. Duties of Officers.** The Chair of the Committee shall preside over all meetings of the Committee and shall be the official spokesperson of the Committee. The Chair shall be responsible for coordinating all activities of the Committee and coordinating all agendas of the Committee. The Vice-Chair shall have all the duties and responsibilities of the Chair in the absence of the Chair. The Secretary shall take and prepare (or cause to be taken and prepared) minutes of all of the meetings of the Committee. The Secretary shall also coordinate with Carteret County on all matters which require expenditures of funds in support of Committee activities.

**Section 3. Staff.** The staff support for the Committee shall be provided by the Carteret County Economic Development Department.

## **ARTICLE VI- FINANCIAL MANAGEMENT**

**Section 1. Budget.** The Committee shall have no budget and shall not have any direct control over money.

**Section 2. Bank Accounts.** The Committee shall have and maintain no bank account in its name.

**Section 3. Financial Assistance.** Carteret County shall serve as the fiscal agent of the Committee. In the event that any activity of the Committee requires financial assistance, the Committee shall seek financial assistance from third parties, which may include Carteret County, one or more municipalities, other county agencies or organizations, or the private sector. All routine expenses associated with the preparation of meeting materials and the mailing of notices shall be the responsibility of the Carteret County Economic Development Department.

## **ARTICLE VII – AMENDMENTS/ENACTMENT**

**Section 1. Amendments Affecting Membership.** All provisions of these Bylaws which affect the identity and appointment structure for the voting membership of the Committee shall be amended only by the affirmative vote of the Carteret County Commissioners. All other provisions of this agreement may be amended by the affirmative vote of the majority of the Committee.

The forgoing Carteret County Transportation Committee Amended and Restated Bylaws were originally adopted on January 10, 2005, and were amended September 15, 2014 and April 18, 2018 (Transportation Committee approval) and May 21, 2018 (Carteret County Board of Commissioners approval).

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