

Multimodal Transportation Commission

Rules of Procedure Update 2024

I. Purpose

The purpose of the Rules of Procedure is to establish procedures for organizing the business of the Multimodal Transportation Commission (MTC, “the Commission”). The Multimodal Transportation Commission is hereby created to advance and encourage multimodal options for the community members and visitors of Greenville and provide advice and recommendations to the City Council on issues related to public transportation, micromobility, accessibility, bicycles, and pedestrians.

II. Statement

The MTC is an advisory board made up of private citizens, that are Greenville residents, who care about the multiple mobility issues of Greenville and have volunteered to serve on this commission. The MTC does not make decisions or set policies for the City of Greenville. The commission is here to listen to the public and to inform the City on the issues that matter most for its citizens around mobility.

III. General Rules

The Multimodal Transportation Commission of Greenville shall be governed by the terms of Article C of Chapter 3 of Title 2 of the Greenville City Code and the applicable provisions of the North Carolina General Statutes.

IV. MEMBERS, OFFICERS, AND DUTIES

A. General

The Commission shall be composed of seven (7) members, all of whom are residents of the City of Greenville. Each member shall be appointed by the City Council for a two-year term. Members cannot be current employees of the City of Greenville.

B. Chairperson

A Chairperson shall be elected annually by the members of the Commission, and shall be eligible for re-election, serving for no more than two consecutive terms. The Chairperson shall preside at all meetings of the Commission, and shall decide points of order and procedure, subject to these rules, unless directed otherwise by a majority of the

Commission in session at the time. The Chairperson shall appoint committees found necessary to review any matters before the Commission. The Chairperson shall vote on all matters before the Commission and shall have no extraordinary voting powers in the case of a tie vote.

C. Vice-Chairperson

A Vice-Chairperson shall be elected in the same manner as the Chairperson and shall be eligible for re-election. The Vice-Chairperson shall serve as acting Chairperson in the absence of the Chairperson, and at such times shall have the same powers and duties as the Chairperson.

D. Secretary

The Director of Public Works, or their designee, shall serve as Secretary to the Commission. All records, correspondence, and general supervision of clerical work of the Commission are the responsibility of the Secretary.

E. Elections

Election of officers shall be held at the first regular meeting of the calendar year using the following procedure:

1. Open the nomination period
2. Receive nominations from the Commissioners
3. Close nomination period once all nominations have been received
4. Vote on each nominee in the order that they were nominated: votes should be verbal aye or nay
5. First nominee to receive a majority vote is the new officer
6. Repeat for each office

F. Terms of Appointments

The term of appointment, for the Commission members shall be for two (2) years. For a total of 4 years in 2 consecutive terms.

G. Attendance at Meetings

All appointed commission members are expected to attend all regular meetings. Whenever a commission member has missed two or more consecutive regular meetings or fails to attend seventy-five percent of all regularly scheduled meetings in a one-year period, the staff liaison to the commission shall notify the City Clerk, who will follow the process established in the City's Boards and Commission Policy regarding meeting attendance. A member who is not physically present at the meeting shall not be counted as present for the purpose of establishing a

quorum or for the purpose of compliance with the attendance requirement of this Policy and shall not vote on any matter before the commission.

H. Conflict of Interest

No Commission member shall take part in the voting upon any matter in which that Commission member has a direct financial interest. If a Commission member has such a conflict, they shall declare the conflict and request to be excused from voting on the issue. A majority vote of the remaining members present shall be required to excuse the member.

I. Voting

All members of the Commission shall vote upon every issue that is required except as provided in H above. In the event a Commission member abstains from voting or has withdrawn from the meeting without being excused by a majority vote of the remaining members present, such a failure to vote shall be recorded as an affirmative vote. A majority vote of the members in attendance (not excused from voting on an issue) shall decide any issue, except that an amendment to these Rules may only be approved by a majority vote of the actual Commission membership, excluding vacant seats. Members watching via web-conferencing shall not vote.

J. Minutes

Minutes shall be prepared for each meeting of a commission. The minutes for a regular meeting shall be scheduled for approval by the commission at its next regular meeting. The minutes for a special meeting shall be scheduled for approval by the commission no later than the next regular meeting held thirty days after the special meeting. The approved minutes shall be posted on the City's website no later than seven calendar days after approval.

V. MEETINGS

A. Regular meetings

Regular meetings of the Commission shall be held on the third Wednesday of the months of January, March, May, July, September, and November at 5:30 p.m. This meeting is held, in person, at the GK Butterfield Transportation Center in the upstairs conference room. Address: 600 S Pitt St, Greenville, NC 27834

B. Special Meetings

Special meetings of the Commission may be called at any time by the Chairperson, Vice Chairperson, or any three (3) Commission members. Notice of the time and place of the special meeting shall be given at least forty-eight (48) hours in advance by the Secretary or Chairperson to each of the Commission members and notice shall otherwise be given as required by the Open Meetings Law.

C. Cancellation of Meetings

Whenever there is no business for the Commission, the Chairperson may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting.

D. Quorum

A quorum shall consist of 4 current Commission members in attendance. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. Attendance via web-conferencing does not count towards quorum.

E. Public Comment

Members of the public shall have an opportunity to speak for up to three (3) minutes during a public comment period at the beginning of the meeting. This is a comment time only and not a question-and-answer time between the public and commission. Members of the public are allowed to stay for the entirety of the meeting. Participation of the public ends at the completion of the comment time. Members of the public may not participate in the remainder of the meeting, unless the commission agrees unanimously to allow public participation on a topic.

VI. DUTIES

The commission shall be advisory in nature in its relationship with City Council. The duties and responsibilities of the Commission shall be as follows:

1. To recommend to City Council on the operation of the GREAT transit system and develop a continuing strategy for public transit with the city and surrounding metropolitan areas.
2. To recommend to City Council on the development of an integrated multimodal transportation system and remove transportation barriers for community members as these relate to the city.
3. To study and promote the integration of active transportation, transit, accessibility, and micromobility solutions into City of Greenville policies and practices.
4. To study proposed changes in laws, regulations, and codes concerning active transportation, accessibility, transit, and micromobility and to advise the Greenville City Council with respect to those proposed changes.
5. To educate, and inform, and act as a liaison between the public and local officials on transportation issues.
6. To facilitate community participation in matters involving transportation and other multimodal questions.

VII. AMENDMENTS

These rules may, within the limits allowed by law, be amended by a majority vote of the actual Commission membership, excluding vacant seats, provided that such amendment shall have been first presented to the members in writing at a regular or special meeting preceding the meeting at which the vote was taken.

Adopted the 20th day of the November 2024.



Chairperson

ATTEST:


Secretary

Doc #1197846