

# **KOOTENAI COUNTY AREA TRANSPORTATION TEAM BY-LAWS**

The following By-Laws are hereby adopted by a majority of the membership of the Kootenai Metropolitan Planning Organization (KMPO). KMPO “will promote the coordination, planning, development and maintenance of the transportation infrastructure in Kootenai County.”

## **ARTICLE I – NAME AND AUTHORITY**

**SECTION 1.** The name of the Team shall be the Kootenai County Area Transportation Team and may be referred to as KCATT.

**SECTION 2.** The authority of KCATT shall be to:

- A. Represent its member jurisdictions as authorized by the member jurisdictions in conferences, meetings and hearings related to highway, roads and streets and other transportation factors affecting transportation issues in Kootenai County.
- B. Develop uniform standards and procedures that may be recommended to KMPO for the construction, maintenance, use, operation and administration of the transportation systems in the County.
- C. Make recommendations to the KMPO Board for the distribution and prioritization of federal funds for the transportation systems in the County.
- D. Communicate information to local jurisdictions concerning federal and state legislation, administrative rules and regulations affecting local jurisdictions.
- E. Communicate information to local jurisdictions concerning activities relating to ground transportation in other states.

## **ARTICLE II – MEMBERSHIP, POWERS AND DUTIES OF TEAM**

**SECTION 1.** The membership of KCATT shall be represented as follows:

- A.** The Team shall consist of one (1) member from each participating entity, as identified in the KMPO Joint Powers Agreement. Team members shall serve at the pleasure of their respective boards, commissions or councils.
- B.** Appointments to the Team shall represent the different local jurisdictions, such that no more than one Team member shall represent each local entity. ITD shall have two (2) members on the Team.
- C.** KMPO may appoint an ex-officio non-voting member to serve on the Team. Ex-officio members may participate in all Team discussions. Ex-officio members shall serve at the pleasure of KMPO but will not have authority to vote.

**SECTION 2.** The Team shall have the following powers and duties:

- A.** Provide technical recommendations on all Regional transportation matters to the KMPO Board.
- B.** Appoint the Chair/Facilitator and/or other such positions, as the Team shall determine.
- C.** Exercise any authority defined in ARTICLE I, Section 2 of these By-Laws.
- D.** Represent KMPO before any federal, state or local governmental entity or private organization, as authorized by the KMPO Board.

## **ARTICLE III – TERMS OF OFFICE AND DUTIES**

- SECTION 1.** The officers of KCATT shall be elected from the voting members of the Committee and will consist of Chair, and Vice-Chair.
- SECTION 2.** The officers shall be elected at the last meeting of the calendar year or at any regular meeting in the case of a vacancy.
- SECTION 3.** The terms of office for the Chair and Vice-Chair shall be for one year starting on the date of their election and continuing until their successors have been elected.
- SECTION 4.** The duties of the officer of KCATT shall be as follows:
- A.** The Chair shall: (1) act as spokesperson for KCATT; (2) be permitted to vote on all issues; (3) call special meetings as he/she deems necessary or upon request by a majority vote of the Committee members; (4) appoint special committees with the approval of the Committee.
  - B.** The Vice-Chair shall: (1) Perform duties of the Chair in the absence of the Chair; (2) in the event of a vacancy, the Vice-Chair shall fill the vacancy of the Chair and a new Vice-Chair shall be elected.

## **ARTICLE IV – MEETINGS**

- SECTION 1.** Time and Place of Meetings
- A.** Regular meetings of KCATT will be held monthly or as needed. The specific date, time and place of these meetings shall be addressed by KCATT as an agenda item at it's regular meeting in January of each year.
- SECTION 2.** Special meetings of KCATT may be called by the Chair/Facilitator acting on behalf of the Team. Each KCATT Member, appointing authorities and ITD shall be notified of the time and place of each meeting.

## **ARTICLE IV-MEETINGS (CONTINUED)**

### **SECTION 3. Conduct of Meetings**

- A.** Quorum. A quorum for the purposes of conducting business shall consist of a simple majority of the members.
- B.** Voting. Voting rights at all meetings shall be controlled by Article II, Section 1 A, of these By-Laws.
- C.** Notices and minutes of all meetings shall be prepared by KMPO, and sent to each Committee member, appointing authority and ITD.

## **ARTICLE V – COMMITTEES**

### **SECTION 1. Special Committees.** KCATT may appoint special or ad hoc Committees as deemed necessary.

## **ARTICLE VI – AMENDMENTS**

### **SECTION 1.** Any and all amendments to the By-Laws must be approved by two-thirds majority vote of the KMPO Board at any regular or properly called special meeting. Written notice of such proposed change(s) and the nature thereof shall have been given to the membership of the KMPO thirty (30) day prior to the date of the meeting at which the By-Laws are to be considered.