

KERN COUNCIL OF GOVERNMENTS
REGIONAL PLANNING ADVISORY COMMITTEE
BY LAWS

Adopted 05-19-11
Amended 09-15-11
Amended 10-20-11

ARTICLE I. NAME

The name of the committee shall be "Kern Council of Governments Regional Planning Advisory Committee (Kern COG RPAC)."

ARTICLE II. PURPOSE

The purpose of the Regional Planning Advisory Committee is to review and make recommendations on key activities associated with regional transportation plans and other planning issues, including SB 375 implementation. The goal of the Kern COG RPAC is to seek all points of view from Kern COG members and agency partners working to reach consensus on issues.

Section 1. The Kern COG RPAC is created to provide a forum to review and develop recommendations on regional plans for the Kern region and other planning related matters.

Section 2. The Kern COG RPAC shall review and develop recommendations to Kern Council of Governments' Transportation Planning Policy Committee or the Kern COG Board on the following topics:

- Appropriate Planning Related Sections of the Regional Transportation Plan
- Blueprint Planning
- Climate Change Planning
- Sustainable Communities Planning
- Regional Housing Needs Assessment
- Land use and population projections
- Studies related to the environment (air, water, green print, habitat, annexation)
- Rural-Urban Connections Strategy
- Appropriate studies for inclusion in the annual Overall Work Program
- Other matters as referred by the Kern COG Council.

ARTICLE III. MEMBERSHIP AND VOTING

Section 1. Members of the Regional Planning Advisory Committee are Planning Directors, Community Development Directors or their designees from each of Kern Council of Governments' member jurisdictions. If the member agency does not have the equivalent of a Planning Director, the manager/administrator from that jurisdiction/agency shall designate a representative and alternate from the management level. Alternates are required to have a signed written permission to vote from the primary representative.

The following additional voting members are included:

In addition to member jurisdiction representatives, the RPAC shall have additional voting representatives from:

- Golden Empire Transit District
- Caltrans District 6

Community At-Large Voting Members: three at large members shall represent varied economic, social and geographic sectors. At large members could include appointed representatives from business groups, non-profit organizations, and tribes. The at large members shall be appointed by the Kern COG Board:

- Business Groups
- Non Profit Organizations
- Military
- Tribes

Ex-Officio Non-Voting Member: one permanent ex-officio non-voting member shall consist of the Executive Officer of the Local Agency Formation Commission (LAFCO). The ex-officio non-voting member shall not count toward attainment of a quorum of the RPAC.

Section 2. If consensus cannot be reached on an issue, the question may be put to a vote of the majority of those present.

- a. Each designated member shall have one vote.
- b. Minutes, meeting adjournment and other administrative items shall be put to a vote in accordance with the rules of order as defined in ARTICLE VI, Section 4.

ARTICLE IV. OFFICERS

Section 1. The officers of the Kern COG RPAC shall be the Chair, Vice-Chair and Secretary.

Section 2. The Chair and Vice-Chair shall be elected from among members of the appointed committee members at the first meeting of each year.

Section 3. In the temporary absence of the Chair and Vice-Chair, the committee members present shall elect a Chair Pro Tem from among the membership of the committee.

Section 4. The Secretary shall be the Kern COG Executive Director, or designee.

Section 5. If, for any reason, the office of Chair or Vice-Chair becomes vacant, a successor shall be nominated and elected by the voting members to complete the term of the retiring officer; provided, however, that said member shall also be a member of the committee and provided further that, if the office of Chair becomes vacant, the successor who is elected as provided herein, shall not be disqualified from serving as Chair for the next regular term.

ARTICLE V. POWER AND DUTIES OF OFFICERS

Section 1. The Chair shall:

- a. Preside at regular and special meetings.
- b. Appoint sub-committee members as required.

Section 2. The Vice-Chair shall serve in the absence of the Chair.

Section 3. The Executive Director of Kern Council of Governments or their designee shall serve as the Secretary of the RPAC. The Secretary shall do the following:

- a. Prepare and distribute the agenda for each meeting to the Kern COG RPAC members.
- b. Prepare and print minutes of each meeting.
- c. Be responsible for maintaining all records of the Kern COG RPAC.
- d. Be responsible for preparing all necessary reports and programs.
- e. Be responsible for documenting and forwarding Kern COG RPAC recommendations to the Kern COG Transportation Planning Policy Committee.

ARTICLE VI. MEETINGS

Section 1. One regular meeting shall be held monthly at a time and place designated by the committee. All meeting agendas shall be posted on the Kern COG website and on the prescribed bulletin board.

Section 2. Special meetings may be called by the Chair or at the request of five (5) voting members.

Section 3. A quorum shall consist of greater than 50% of the voting members who have been appointed in accordance with Article III. A quorum may be achieved by a voting member's attendance in person, by conference call, or by video teleconference.

Section 4. Robert's Rules of Order shall serve as the rules for conducting meetings.

Section 5. Committee must hold at least 1 meeting annually.

ARTICLE VII. GENERAL PROVISIONS

Section 1. Meeting procedures shall be confined to items on the agenda, and related discussion as provided by the Brown Act, at the discretion of the Chair.

Section 2. Minutes of meetings shall be sent to each of the jurisdictions represented in Kern COG and agency partners.

Section 3. No member or officer of Kern COG RPAC shall issue any public statement which purports to be an official attitude or position of the organization or Kern Council of Governments.

Section 4. Any amendments of these by-laws must be approved by the Kern Council of Governments Board of Directors.

Section 5. Conflict Resolution: In the event of conflicting recommendations with other committees the chair may name two representatives to an ad hoc subcommittee with an equal number of representatives from the other committee to develop a recommendation for resolving the conflict. The ad hoc subcommittee recommendation will be provided to the TPPC and/or Kern COG Board of Directors along with each of the regular committees' original recommendations and any dissenting views.