

# INTERMODAL COORDINATING COMMITTEE

## BY-LAWS

### FUNCTIONS, DUTIES, AND RESPONSIBILITIES FOR THE INTERMODAL COORDINATING COMMITTEE OF THE OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS (HEREIN REFERRED TO AS "THE COUNCIL")

#### ARTICLE I – AUTHORITY AND PURPOSE

- Section 1     Authority  
Article III C, of the Articles of Incorporation of the Council, establishes an Executive Committee.
- Article III of the Council By-Laws specifically grants the Board of Directors and/or the Executive Committee to establish such other committees which they deem appropriate, necessary or convenient and may delegate to such committees any of their powers except to fill vacancies or alter By-Laws."
- Section 2     Name of Committee  
The name of this committee shall be the Intermodal Coordinating Committee of the Ohio-Kentucky-Indiana Regional Council of Governments (Herein referred to as the "ICC").
- Section 3     Purpose  
The purpose of the ICC is to provide technical advice and assistance to the Technical Studies Director and staff in such areas as, but not limited to, regional planning, land use, transportation, air quality, traffic engineering, open space, and any special purpose projects, as well as preparing recommendations to the Executive Committee and Board of Directors of the Council in these areas.
- Section 4     Function  
The ICC is to guide the technical aspects of the council through the Executive Committee and Board of Directors.
- Section 5     Membership  
All members of the ICC will be selected yearly based on recommendations from the ICC, prior to the June ICC meeting, by the president of the council. The ICC is an advisory committee, and as such, members are not required to be a member of the Board of Directors of the Council.
- Participating agencies shall be entitled to representation as outlined in Article III. The President of the Council may appoint such other members whose broad technical knowledge and experience in transportation planning, regional planning, and/or related fields, should be made

available. The ICC itself may recommend additional members to the president of the Council. It is the responsibility of the participating agency to notify the president of the council if any change in agency representation is recommended and to nominate representatives to be selected by the president of the council.

Section 6 Duties and Responsibilities

1. Provide general technical advice for the Executive Committee and Board of Directors as required.
2. Review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee or Board of Directors.
3. Advise and assist the Technical Studies Director and staff in obtaining data required for continuing transportation planning commensurate with the Overall Work Program, and other agreements for all areas of planning.

Section 7 Voting

Members duly selected by the President of the Council under Article I, Section 5 and of good standing shall be the only members to vote on issues brought before the ICC. Pre-approved designated alternates may vote in the absence of the member.

Section 8 Member of Good Standing

A member will be considered of "good standing" if attending regular meetings at least once per calendar quarter.

Section 9 Alternates

Each member may designate one alternate to represent them. Alternates may only represent the member for which they are designated.

## ARTICLE II – ORGANIZATION

Section 1 Officers

The officers shall consist of Chair, First Vice-Chair, Second Vice-Chair and Secretary.

Section 2 Election of Officers

Officers shall be elected annually by the membership of the ICC at the June meeting. Vacancies in offices shall be filled for the un-expired term in the same manner.

Section 3 Terms of Office

Elected Officers shall be elected for a one (1) year term to begin July 1<sup>st</sup> of each year, and end June 30<sup>th</sup> the following year. No officer shall serve more than two (2) consecutive terms in any one office.

Section 4 Duties of Officers

1. Chair – to preside at all meetings of the ICC and to call special meetings as needed. The Chair shall represent the ICC at Executive Committee and Board of Directors meetings.
2. First Vice-Chair – To perform the duties of the Chair in his/her absence.
3. In the absence of the Chair and First Vice-Chair, the Second Vice-Chair shall act as Chair.
4. Secretary – To record the minutes and attendance, prepare required reports; notify members of meetings, and such other duties as required or directed by the committee. Notice of meetings shall be mailed at least one week in advance of meeting date. (The Secretary will be appointed from the Council Staff by the Executive Director of the Council and shall be a non-voting member).

Section 5 Parliamentary Authority

The Rules contained in the current edition of Roberts Rules of Order shall govern the ICC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the ICC may adopt.

ARTICLE III – MEMBERSHIP

Section 1 Membership

Membership in the ICC shall be comprised of representatives from the qualifying agencies. Nominations will be accepted for members and one alternate from the following:

<u>Membership Designation</u>	<u>Number of Members</u>
At-large	3
Aviation (1 each, Cincinnati, Butler, NKY)	3
Bike/Pedestrian	1
Chamber of Commerce	1
Cities over 100K population (3 each)	3
OH Cities over 40K population (2 each)	6
KY Cities over 40K population (2 each)	2
County Engineer/Road Mgr. (1 ea. County)	8
County Planning (1 ea. County + NKADD)	9
DOT (ODOT-2, KYTC-2 INDOT-1)	5
EJ Representative	1
Environmental	3
FHWA (1 each state - Indiana Division ex-officio non-voting Member)	3
First Suburbs Consortium of SW Ohio	1
Freight	1
IN City under 40K population	1
KY City under 40K population	3

OH City under 40K population	4
Port Authority	1
TID (1 each, Butler, Clermont, Hamilton)	3
Townships over 40K population (1 each)	5
Transit (1 each system)	6
<b>Grand Total</b>	<b>73</b>

#### ARTICLE IV – SPECIAL COMMITTEES/SUBCOMMITTEES

- Section 1 Special committee/subcommittee formation  
Special committees or subcommittees shall be formed when necessary to provide supplemental technical personnel and advice on various phases of the planning process.
- Section 2 Special committee/subcommittee members and chairperson  
Chair and members of special committees/subcommittees shall be appointed by the Chair of the ICC.

#### ARTICLE V – MEETINGS

- Section 1 ICC Meetings  
The ICC shall hold regular meetings on Tuesday preceding the second Thursday of each month at 9:30 a.m. in the OKI Board Room or at such other time as agreed upon. Notice of a change in meeting shall be mailed to ICC members at least one week in advance of the meeting date.
- Section 2 Special Committee/Subcommittee Meetings  
Special committees/subcommittees shall meet as determined by the chairperson of said committee.
- Section 3 Quorum  
Fifteen (15) members of the ICC shall constitute a quorum for a regular meeting. Fifteen (15) or one-third of the membership of special committees/subcommittees whichever is lower, shall constitute a quorum for a special meeting. The act of the majority of the members of the ICC present at the meeting at which a quorum is present shall be the act of the ICC.

#### ARTICLE VI – AMENDMENT OF ARTICLE

- Section 1 How Amended  
These articles may be amended by a majority vote of the Executive Committee/Board of Directors approving the recommendation of the ICC.

Approved: 09/11/03  
Updated: 12/2006  
Amended: 05/08/2008