NORTHWEST MICHIGAN REGIONAL RURAL TRANSPORTATION COMMITTEE 10-C BYLAWS

ARTICLE I: NAME

The name of this committee shall be the Northwest Michigan Regional Rural Transportation Committee 10-C, hereinafter referred to as the "Rural Task Force," "RTF," or "Committee."

ARTICLE II: PURPOSE AND AUTHORITY

Section 1: Purpose

The purpose of the Committee is to provide a continuing, cooperative, and comprehensive multimodal transportation planning forum for the rural areas of Benzie, Grand Traverse, and Leelanau Counties.

The Committee shall assist the Michigan Department of Transportation (MDOT) and the designated Regional Planning Agency (RPA) in developing, reviewing, prioritizing, and programming eligible transportation projects for inclusion in the rural portion of the State Transportation Improvement Program (STIP) and other applicable federal and state transportation funding programs.

Section 2: Authority

The Committee shall operate in accordance with applicable federal and state laws and regulations, MDOT Rural Task Force requirements and guidelines, applicable transportation funding requirements, the STIP, and these Bylaws.

If these Bylaws conflict with applicable law or current MDOT requirements, the applicable law or MDOT requirement shall control, and the Bylaws shall be amended as necessary.

Section 3: Transportation Improvement Program

The Committee shall review and establish regional transportation priorities for eligible projects within the rural portions of the three-county RTF 10C area. Projects selected by the Committee shall be submitted for programming through the applicable STIP and MDOT processes.

The Committee shall strive to maintain a fiscally constrained, multimodal program that reasonably considers the transportation needs of roads, transit, and other eligible transportation facilities and services.

Section 4: Transportation Economic Development Fund (Category D)

The Committee shall also serve as the Rural Task Force for the selection and prioritization of eligible projects utilizing Transportation Economic Development Fund (TEDF) Category D funding.

Projects shall comply with the eligibility requirements established by applicable Michigan law and current MDOT guidance.

ARTICLE III: MEMBERSHIP

Section 1: Regional Voting Membership

The Rural Task Force shall have five (5) voting members.

The voting membership shall include:

1. One representative from each county road commission within the RTF 10-C region;
2. One representative of the eligible cities and villages within the RTF 10-C region; and
3. One representative of the rural transit agencies serving the RTF 10-C region.

Section 2: County Road Commission Representatives

Each road commission shall each designate one voting representative and also may designate one alternate representative. An alternate may participate and vote in place of the designated representative when formally designated by the member agency.

Section 3: Small City/Village Representatives

Only incorporated cities and villages meeting the applicable MDOT Rural Task Force eligibility requirements shall participate in this category of voting membership.

Where more than one qualifying city or village exists, those communities shall determine among themselves the individual who will serve as the single voting representative. They also may designate one alternate representative. An alternate may participate and vote in place of the designated representative when formally designated.

Section 4: Rural Transit Representatives

Where more than one rural transit provider exists, those providers shall determine among themselves the individual who will serve as the single regional voting representative. They also may designate one alternate representative. An alternate may participate and vote in place of the designated representative when formally designated.

Section 5: Other Non-Voting Participants

The Committee may recognize additional non-voting members, advisors, partners, governmental representatives, tribal representatives, and interested parties as appropriate.

Non-voting participants may provide information, recommendations, and public input but shall not vote on Committee business.

Section 6: Appointment and Notice of Representatives

Each member agency or eligible group shall notify the Committee's designated staff of its appointed representative and alternate, if applicable.

Appointments shall remain effective until a successor is designated.

ARTICLE IV: OFFICERS

Section 1: Officers

The officers of the Committee shall consist of a Chairperson, Vice-Chairperson, and Secretary.

Section 2: Eligibility

The Chairperson and Vice-Chairperson shall be elected from among the voting members of the Committee.

The Secretary may be either:

1. A voting member elected by the Committee; or
2. A designated representative of Networks Northwest, serving as the Regional Planning Agency (RPA) for RTF 10-C, if the Committee elects or appoints Networks Northwest to serve in that capacity.

The Secretary position shall not create an additional voting seat on the Committee. A Networks Northwest representative serving as Secretary shall remain a non-voting participant.

Section 3: Election and Appointment

The Chairperson and Vice-Chairperson shall be elected annually at the Committee's annual meeting by a majority vote of the voting members present, provided a quorum exists.

The Committee may elect or appoint a Secretary annually. If Networks Northwest is selected to serve as Secretary, the Committee may designate the appropriate Networks Northwest staff representative to perform the duties of Secretary.

Officers may be reelected or reappointed.

Section 4: Chairperson

The Chairperson shall:

1. Preside over Committee meetings;
2. Call regular and special meetings as necessary;
3. Work with the Secretary and Networks Northwest staff to establish meeting agendas;
4. Represent the Committee as authorized;
5. Execute or authorize documents on behalf of the Committee when appropriate; and
6. Perform other duties assigned by the Committee.

Section 5: Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence or inability to serve and shall perform other duties assigned by the Committee.

Section 6: Secretary

The Secretary shall be responsible for ensuring that official records of Committee meetings and actions are maintained.

When Networks Northwest is serving as Secretary, its designated staff shall provide administrative support to the Committee, which may include:

1. Preparing and distributing meeting notices and agendas;
2. Preparing and distributing meeting minutes;
3. Maintaining Committee membership and appointment records;
4. Maintaining project priority and programming records;
5. Coordinating with MDOT regarding RTF program administration;
6. Maintaining appropriate RTF records and documentation;
7. Assisting with public meeting and public comment requirements; and
8. Performing other administrative duties assigned by the Committee.

ARTICLE V: MEETINGS

Section 1: Regular Meetings

The Committee shall meet as necessary to carry out its responsibilities.

The Committee is encouraged to meet at least three times during each fiscal year, consistent with current MDOT Rural Task Force guidance.

Section 2: Annual Project Selection

During years in which the STIP is developed or updated, the Committee shall conduct the project selection and prioritization process necessary to establish the RTF's four-year program.

Projects should first be considered through the applicable county-level RTF process before being presented to the full regional Committee, consistent with current MDOT requirements.

Section 3: Special Meetings

Special meetings may be called by the Chairperson or upon the written request of a majority of the voting members.

Section 4: Meeting Notice

Notice of meetings shall be provided in accordance with applicable law and MDOT requirements. Meeting notices should identify the date, time, location, purpose, and any available remote participation information.

Section 5: Public Participation

The Committee shall provide the general public and interested parties a reasonable opportunity to comment on proposed transportation projects and other matters before the Committee.

Section 6: Remote Participation

Meetings may be conducted in person, remotely, or through a combination of methods when permitted by MDOT requirements.

ARTICLE VI: COUNTY-LEVEL RURAL TASK FORCE PROCESS

Section 1: County Coordination

Each county within RTF 10C shall coordinate its rural transportation project priorities through a local county-level process involving, at a minimum, representation from:

1. The County Road Commission;
2. Qualifying small cities and villages; and
3. Rural transit providers.

Section 2: Project Recommendations

County-level members shall evaluate proposed projects, consider transportation needs and available funding, and seek consensus regarding the projects recommended for consideration by the regional RTF.

Section 3: Regional Review

The full RTF shall review county-level priorities and determine the regional program through a cooperative and multimodal planning process.

ARTICLE VII: PROJECT SELECTION AND PROGRAMMING

Section 1: Consensus and Voting

Consensus shall be the preferred method of decision-making for transportation project selection. The Committee shall make reasonable efforts to consider the concerns and needs of all member agencies.

When consensus cannot reasonably be achieved, the Committee may resolve an issue through a vote.

Section 2: Fair and Multimodal Consideration

All eligible projects shall receive reasonable consideration based upon established project selection criteria and/or the transportation needs of the region. The Committee shall strive to maintain a multimodal transportation program that considers both road and transit needs.

Section 3: Project Selection Criteria

The Committee may establish written project selection criteria.

Section 4: Fiscal Constraint

Projects selected by the Committee shall be consistent with available RTF funding allocations and applicable fiscal constraint requirements. The Committee shall work with the Regional Planning Agency and MDOT to maintain accurate fiscal information and programming.

Section 5: Project Readiness and Obligation

Member agencies are responsible for providing required project information and documentation in a timely manner. Member agencies shall work toward meeting MDOT deadlines for project development, obligation, and implementation.

ARTICLE VIII: FUNDING CHANGES AND PROJECT AMENDMENTS

Section 1: Changes to Approved Projects

Changes to previously approved projects, including changes in scope, schedule, funding, or priority, shall be addressed cooperatively and in accordance with applicable MDOT and federal transportation planning requirements.

Section 2: Cost Changes

A project owner shall promptly notify the Committee and Regional Planning Agency of significant changes in project cost, scope, schedule, or funding.

Section 3: Minor Actions

Minor Actions may be approved by the Committee through an e-mail vote. Such actions shall be reported to the Committee and reflected in the appropriate RTF records.

Section 4: Major Actions

Major changes to programmed projects, including additions, deletions, significant funding changes, or other actions requiring formal RTF approval, shall be presented to the Committee for consideration at a public meeting.

Section 5. Illustrative Projects

The Committee may establish and maintain an illustrative list of unfunded or future transportation projects that may be advanced if additional funding becomes available, consistent with MDOT procedures.

ARTICLE IX: QUORUM AND VOTING

Section 1: Quorum

A quorum shall consist of a majority of the voting members currently serving on the Committee.

Vacant membership positions shall not be counted as members serving for purposes of determining quorum.

Section 2. Voting Rights

Each voting member shall have one vote.

Section 3. Tie Votes

In the event of a tie vote, the motion shall fail unless the Committee establishes another lawful procedure. The Committee should make reasonable efforts to return a matter to discussion and seek consensus before resolving a transportation project selection issue by vote.

Section 4. Conflict of Interest

A member shall disclose any actual or potential conflict of interest relating to a matter before the Committee. A member shall comply with all applicable federal, state, and local conflict-of-interest requirements and shall abstain from voting when required by applicable law or governing policy.

ARTICLE X: AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the voting members present at a meeting where a quorum exists, provided that the proposed amendment has been distributed to Committee members in advance of the meeting.

The Committee shall amend these Bylaws when necessary to maintain consistency with changes to the MDOT Rural Task Force Program.

ARTICLE XI — EFFECTIVE DATE AND REPEAL

Upon adoption, these Bylaws shall supersede and replace the previously adopted Northwest Michigan Regional Rural Transportation Committee 10-C Bylaws.

Adopted this 26th day of October, 2026

Signature of Acting Chairperson: 

Date: 10/27/26