

Orange Unified Transportation (OUT) BOARD POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Orange Unified Transportation (OUT) Board.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity in regards to planning and programming transportation infrastructure improvements and other County transportation planning initiatives, as determined by the Board of Commissioners.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Advisory Board Policy serves as the underlying policy document to which the OUT Board, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

C. Charge

1. The OUT Board is charged with advising the Board of County Commissioners on the planning and programming of transportation infrastructure improvements and other County transportation planning initiatives, as directed by the Board.
2. Upon request, OUT Board may advise other boards regarding transportation.
3. Maintain a current list of stakeholder groups and ensure ongoing communication to keep them informed about developments in multimodal transportation.

SECTION II: GOALS AND OBJECTIVES

A. Goals

The Transportation Element of the 2030 Comprehensive Plan includes the County's goals for transportation planning and provides guidance for the OUT Board, Planning Board, Board of County Commissioners, and staff.

B. Objectives

The OUT Board shall:

1. Identify and provide prioritization recommendations on the County's roadway, transit, rail, bicycle, and pedestrian needs.
2. Assist in development and review of updates to the Transportation Element of the County's Comprehensive, Land Use, and other Plans as requested.
3. Provide recommendations to the Board regarding Federal and State legislation affecting transportation in Orange County.
4. Provide recommendations on innovative techniques and methods to improve the efficiency and capacity of existing and future multimodal transportation systems.
5. Carry out special projects as assigned by the Board of County Commissioners.
6. Serve as an advisory body to the Administrative Staff of the Orange Public Transit (OPT) System. The roles of assistance may include but are not limited to being:
 - a. A forum to discuss relevant issues related to public transportation;
 - b. An advocate in promoting new or expanded transit services;
 - c. Sounding board on program operations, goal setting and monitoring;
 - d. As a guardian of passenger rights for the general public and special targeted populations; and
 - e. When directed by the BOCC, recommends NCDOT grants, contracts, and studies that affect the current or future service levels of public transportation in Orange County.

SECTION III: MEMBERSHIP

A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

B. Composition

1. The OUT Board is composed of eleven (11) voting members, including one from each township, if possible.
2. Each voting member shall serve a three-year term and may serve a maximum of two consecutive terms. A member appointed to fill a vacancy shall be considered to have completed a full term if the period served is 24 months or more. Two non-voting youth delegate between the ages 13 and 17 will be appointed to serve annually.
3. Members shall represent diverse demographic, geographic, cultural and professional characteristics

C. Attendance

1. Meeting attendance will be in accordance with Section III, H of the County Commissioners Advisory Board Policy.
2. Members are encouraged to attend in-person. Remote options will be available to voting members upon request.
3. If a member can't attend a meeting, they should notify the Chair or staff at least 48 hours in advance.

SECTION IV. MEETINGS

A. Staffing

1. Orange County Transportation Services staff serves as support function to the OUTBoard upon the approval of the Orange County Manager.

B. Agendas

1. Items for agendas shall be approved by the OUTBoard Chair and Orange County Transportation Services Director and Deputy Director.
2. OUTBoard Agenda Review will be conducted between Chair, Vice-Chair, OCTS Director and Deputy Director.

C. Date, Time, and Location of Regular Meetings

1. Regular meetings of the OUT Board shall be held as needed to address items that require Board action consistent with its Charge and Duties identified herein.
2. Notice of advisory board meetings, along with agendas, shall be provided at least seven (7) days in advance via hard copy, email and the Orange County website to all members, interested parties, and anyone who requests it.
3. Meetings are held on the third Monday of the month at 6:30 pm. The meeting will be held the second Monday of the month, in the event of Holiday. The start time and location of the meeting shall be included on the agenda and shall typically be at:

West Campus Office Building
131 West Margaret lane
Hillsborough, NC 27278

4. The OUTBoard Chair, in consultation with staff, shall have the authority to change the start time and location of a regular meeting to meet any special circumstances, provided the information is included on the distributed agenda.

Special meetings may be called at any time by the Chair or a majority of advisory board members to address specific matters. Such meetings will be held at a location designated by the Chair and will be publicly noticed in accordance with North Carolina law, with notice provided to the County Clerk to the Board.

D. Subcommittee

1. Established to research and make special recommendations on special issues or areas in order to carry out the duties of the advisory board and must have documented goals, deliverables, and a timeline. The subcommittee will cease to meet when these are satisfied.

E. Voting

1. All decisions require a simple majority vote, provided a quorum is present. Only appointed members may vote, and proxy or delegated voting is not allowed. The Chair may vote on all matters. Voting must occur in open meetings, unless a closed session is permitted by North Carolina law. Members must be present—either in person or remotely—to vote. Abstentions are not permitted unless a member is excused due to a conflict of interest by a majority vote of the board.

SECTION V. ORIENTATION

- A. Each member shall attend an orientation presented by the Orange County Transportation Services Department to familiarize the advisory board members with the operation of County government,

Each voting member will be encouraged to complete the orientation within six weeks of his or her appointment. They will also receive a manual outlining the key principles, policies, and programs related to multimodal transportation planning.

SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the OUT Board are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the Orange County Board of County Commissioners Advisory Board Policy.
2. Should the OUT Board determine modifications to policies and procedures are necessary, the OUT Board may recommend the Board of County Commissioners for such modifications.