

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. From time to time the OUT Board may be directed to provide input on regulations on which the Planning Board has primary statutory and local ordinance advisory duties. In such instances, the OUT Board shall serve in an advisory capacity to the Planning Board.

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, bicycle, and pedestrian needs.

2. Assist in development and review of updates to the Transportation Element of the Comprehensive Plan.
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 transportation systems.
5. Carry out special projects as assigned by the Board of 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 fourteen (14) voting members.
2. The OUT Board does not have alternate members.
3. Members shall represent demographic, geographic, cultural and professional characteristics, as follows:
 - a. Seven (7) members, one from each township:
 - b. Seven (7) at-large members, with expertise or specific interests in as many of the following areas as possible:
 - Bicycle transportation
 - Pedestrian access and safety
 - Public Transit
 - Environmental issues
 - Economic Development

- Planning
- Public Health

SECTION IV. MEETINGS

A. Staffing

1. Orange County staff may serve a support function to the OUT Board upon the approval of the Orange County Manager.

B. Agendas

1. Items for agendas shall be approved by the OUT Board Chair and Orange County staff.

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. Meetings are held on the third Wednesday of the month. The start time and location of the meeting shall be included on the agenda and shall typically be 6:30 p.m. at the Orange County West Campus Office Building located at 131 West Margaret Lane, Hillsborough. The OUT Board 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.

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation presented by the Planning and Inspections department to familiarize the advisory board members with the operation of County government, the Planning and Inspections department rules, and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within six weeks of his or her appointment.

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 General Advisory Board Policy Document.
2. Should the OUT Board determine modifications to policies and procedures are necessary, the OUT Board may petition the Board of County Commissioners for such modifications.