

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT
COMMISSION (SAP&DC)
RURAL PLANNING ORGANIZATION (RPO)
POLICIES AND PROCEDURES
Revised May 2014**

1. The Southern Alleghenies Planning and Development Commission (SAP&DC), acting as the region's RPO, has been created to ensure the quality and integrity of rural transportation issues and projects within the region. The four-county region includes Bedford, Fulton, Huntingdon, and Somerset Counties.
 - (A) The RPO will identify projects on the Statewide Transportation Improvement Program (TIP) and the Twelve Year Program (TYP), along with supporting projects that enhance regional economic development and the safe passage of goods and people in the region.
 - (B) The RPO will develop a long-range multimodal transportation plan.
 - (C) The RPO will establish transportation priorities for the four-county region with regard to financial funding limits.
 - (D) The RPO will perform effective public involvement in the transportation planning and programming process.
 - (E) The RPO will fully recognize and review transportation issues and concerns within the region.
 - (F) The RPO will select transportation improvements with regard to the state's and the counties' priorities.

2. The Southern Alleghenies RPO will be comprised of the following committees: the Rural Transportation Coordinating Committee (RTCC) and the Rural Transportation Technical Committee (RTTC). The Southern Alleghenies RTCC will be responsible for reviewing and giving final approval on the TIP as developed by the RTTC.
 - (A) Representatives on the RTCC will include:
 - (4) County Commissioners, one from each rural county
 - (1) PennDOT District 9-0 District Executive
 - (1) Representative from SAP&DC (Executive Director)
 - (1) Representative from PennDOT Central Office
 - (1) RTTC Chair PersonTOTAL: 8 voting members

Committee members will designate alternates from their respective organizations, to represent them in their absence. New members may be nominated/selected by

Committee members and approved by a unanimous vote of all the voting members. The term for committee members will be two years. New members will be selected during the last meeting of the calendar year during even-numbered years. The Committee may choose to designate/select new members outside of this schedule when deemed necessary.

- (B) The Southern Alleghenies RTCC will meet quarterly at the SAP&DC. Special meetings may be held by request. All meetings will be open to the public. Meeting notices and agendas for all meetings will be provided to the RTCC not less than five working days prior to meetings and meeting minutes will be provided by SAP&DC for review by committee members and maintained for public review.
- (C) No vote will be taken unless a quorum of six voting members is present. All actions relating to the TIP or other actions concerning the committee require a majority vote. Each member will have one vote. The committee chairperson will not vote except to break a tie.
- (D) The officers of the Southern Alleghenies RTCC will consist of a Chairperson and Vice Chairperson. The committee will elect officers during the last meeting of the calendar year to serve an annual term. The Chairperson will be the official spokesperson of the RTCC and will respond to the public. An official secretary will be provided by SAP&DC to record meeting minutes.
- (E) The RTTC's role will be to provide input and expertise in the development of the Southern Alleghenies Regional TIP, which will be developed by SAP&DC in coordination with PennDOT for presentation to this Committee. The diverse RTTC membership will result in expanded regional involvement and will ensure that the issues of the region are addressed.
- (F) Representatives on the RTTC will include:
 - (4) County Planning Directors, one from each rural county
 - (4) One representative from each rural county – appointed by county commissioners
 - (1) Representative from PennDOT District 9-0
 - (1) Representative from PennDOT Central Office
 - (2) Representatives from SAP&DC
 - (1) Representative from public transportation/transit
 - (2) Representatives from aviation, rail, or freight
 - (1) Representative from non-motorized transportationTOTAL: 16 voting members

Ex-officio members will include elected officials, representatives from state and federal agencies, and representatives from the Altoona and Johnstown area MPOs. Additionally, individuals with varied public transit interests, including public, private, and non-profit transportation and human service providers will be considered. The RTCC will appoint the representatives from aviation, rail, and

non-motorized groups, based upon nominations from the RTTC. All members will designate alternates from their respective organizations, to represent them in their absence. New members may be nominated/ selected by Committee members and approved by a unanimous vote of all the voting members. The term for committee members will be two years. The Committee will review member lists and attendance at the last meeting of the calendar year and update the list as deemed necessary. New members will be selected during the last meeting of the calendar year during even-numbered years. The Committee may choose to nominate/select new members outside of this schedule when deemed necessary.

- (G) The Southern Alleghenies RTTC will meet quarterly or as needed at rotating locations throughout the region. All meetings will be open to the public. Meeting notices and agendas will be distributed to the committee members not less than five working days prior to meetings and meeting minutes will be provided by SAP&DC for review by committee members and maintained for public review.
- (H) Each member will have one vote. No vote may be taken unless a quorum of seven voting members is present. All actions require a majority vote. The committee chairperson will not vote except to break a tie.
- (I) The officers of the Southern Alleghenies RTTC will consist of a Chairperson and Vice Chairperson. The committee will elect officers during the last meeting of the calendar year to serve an annual term. The Chairperson will be the official spokesperson of the RTTC and will respond to the public. An official secretary will be provided by SAP&DC to record meeting minutes.
- (J) Special working committees may be created and/or abolished by the Southern Alleghenies RTTC.

3. RPO Memorandum Votes will be conducted according to the following procedures:

- (A) Memorandum vote procedures will be initiated by the RTTC and RTCC when a formal vote is required and the situation does not allow for a meeting of one or both of the committees. Decisions requiring public input prior to the vote will not be made by memorandum vote and will only be made at public meetings when a committee quorum is present.
- (B) SAP&DC staff will evaluate the voting requirement and make the decision to conduct the memorandum or to hold the vote at the next committee meeting.
- (C) The SAP&DC will provide the memorandum by an email procedure called e-memo vote to perform memorandum votes electronically. The e-memo vote defines the voting issue and provides any supporting information. Members will make their vote and send their response to SAP&DC within the time specified on the e-memo vote email. A minimum of five working days will be provided for all memorandum vote responses to allow committee members to review and discuss the vote among

the committee members. SAP&DC will summarize the votes and provide the results to the committee members. The decision will be forwarded to the appropriate committee or agency requesting the decision. At the next RTTC and/or RTCC meeting, the memorandum vote will be reaffirmed by the respective committee.

4. These Policies and Procedures Guidelines may be amended as necessary. Any changes to these guidelines must be fully endorsed by the RTTC and passed by a majority vote of the RTCC.