

**INYO COUNTY LOCAL TRANSPORTATION
COMMISSION**

BY-LAWS

Approved _____
(Chairperson)

Inyo County Local Transportation Commission

Date _____

INYO COUNTY LOCAL TRANSPORTATION COMMISSION

BY-LAWS

ARTICLE I. ORGANIZATION

- Section 1. The name of this organization shall be the Inyo County Local Transportation Commission (ICLTC).
- Section 2. The ICLTC shall be composed of six (6) members appointed as follows:
- a. Three members by the Inyo County Board of Supervisors (BOARD).
 - b. Three members by the Bishop City Council (COUNCIL).
- Section 3. Terms of office of members serving on the ICLTC shall be designated and approved by the BOARD or COUNCIL.
- Section 4. Officers of the ICLTC shall be elected during the first meeting of each year and shall consist of a Chairperson and a Vice-Chairperson.
- Section 5. The ICLTC shall notice and hold regular meetings at such time and place agreed upon by the ICLTC. Special meetings shall be noticed, and may be held at the call of the Chairperson, the Vice-Chairperson in absence of the Chairperson, upon request by the Executive Director, or by any member of the ICLTC. Meetings will be conducted in accordance with all applicable State and Federal laws and Robert's Rule of Order.
- Section 6. A quorum necessary to be present in order to conduct business shall consist of four (4) voting members.
- Section 7. The Executive Director of the ICLTC shall be appointed by the County of Inyo Board of Supervisors. The Executive Director may serve as or appoint the secretary to the ICLTC and provide such clerical and technical services as are necessary. During periods of absence by the Executive Director, the Executive Director may appoint a delegate who will act as Executive Director. The County Counsel of Inyo County shall serve as legal advisor to the ICLTC.

ARTICLE II. PUBLIC ADVISORY PARTICIPATION

- Section 1. The Social Services Transportation Advisory Committee (SSTAC) shall serve in an advisory capacity to the ICLTC involving all transportation issues, including the transit dependent and transit disadvantaged. The ICLTC may appoint additional ad hoc committees for special purposes from time to time as it may deem necessary.
- Section 2. The composition and responsibilities of the Inyo County Social Services Transportation Advisory Committee shall comply with Section 99238 of the Public Utilities Code.

ARTICLE III. DUTIES AND RESPONSIBILITIES

- Section 1. It shall be the duty of the ICLTC to establish rules and regulations to provide for the administration of transportation planning and the allocation of the local transportation funds in accordance with applicable sections of the Public Utilities Code and the Administrative Code of the State of California.
- Section 2. It shall be the duty of the ICLTC to annually formulate and adopt an Overall Work Program delineating all tasks to be performed and the source of funds to accomplish them.
- Section 3. It shall be the duty of the ICLTC to continually evaluate the transportation needs of Inyo County; to ensure that those needs are incorporated into the Inyo County Regional Transportation Plan; and to update the Inyo County Regional Transportation Plan every four years in even numbered years.
- Section 4. It shall be the duty of the ICLTC to annually review and comment, if desired, upon the proposed State Transportation Improvement Plan.
- Section 5. It shall be the duty of the ICLTC to advise the BOARD and COUNCIL on all matters relating to transportation in the County and City upon request.
- Section 6. It shall be the responsibility of the ICLTC to allocate monies from the Local Transportation Fund, and the State Transit Assistance Fund, annually, in accordance with the Public Utilities and Administrative Codes of the State of California, and with such rules as the ICLTC itself may establish.
- Section 7. The rules governing the administration of the Local Transportation Fund and the State Transit Assistance Fund, as established by the California Business, Transportation and Housing Agency are made a part of the rules and regulations

of the ICLTC. Where conflict may exist, the State's rules shall supersede those of the ICLTC.

ARTICLE IV. BUDGETS AND CLAIMS

- Section 1. Claims submitted must be for the purpose specified in Public Utilities Code Section 99233. Allocations will be made only where the ICLTC makes the finding that such claims are expenditures which are not in conflict with the Regional Transportation Plan or are in conformity with the Overall Work Program.
- Section 2. An annual budget for the purpose of the necessary and orderly administration of the COMMISSION, based upon the requirements as set forth in the Transportation Development Act shall be presented to the ICLTC by the Executive Director, and approved by the ICLTC prior to the beginning of the fiscal year. Thereafter:
- (a) Claims for payment for administrative and/or audit purposes will thereafter be as authorized by the Executive Director.

ARTICLE V. AMENDMENTS

These By-laws may be amended by majority vote of the ICLTC at any meeting of the ICLTC, provided that notice of proposed amendments has been received by each ICLTC member a reasonable time prior to consideration thereof.

ADOPTED BY THE FOLLOWING VOTE OF THE ICLTC ON THIS 21st DAY OF JANUARY, 2004.

AYES:
NOES;
ABSENT;

(Chairperson, Inyo County Local Transportation Commission)

ATTEST:

Jeffrey S. Jewett, Executive Director)