



# Rural Transportation Advocacy Council

Linking Arizona to the Global Economy

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## **POLICY AND PROCEDURE MANUAL**

**Adopted by the RTAC Executive Board  
October 15, 2007**



## **MISSION**

The mission of the Rural Transportation Advocacy Council is to protect and promote rural and small metropolitan transportation interests, as well as creating a stronger and more effective rural transportation advocacy network in Arizona.

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## STATEMENT OF PURPOSE

In 2001, the Rural Transportation Advocacy Council (RTAC) was established. The purpose of the Council is to protect and promote the interests of rural Arizona in the areas of transportation funding and infrastructure. To achieve this purpose, the following objectives have been established to provide a framework for action:

1. Ensure preservation, enhance safety, mobility and connectivity, and promote adequate funding for transportation infrastructure and programs in rural Arizona
2. Inform members of proposed legislation, regulatory rules and other policy measures potentially impacting transportation in rural Arizona.
3. Inform the United States Congress, U.S. Department of Transportation, Governor, Arizona Department of Transportation, State Legislature, political subdivisions, and public regarding matters impacting transportation in rural Arizona.
4. Propose, evaluate and influence legislation and other policy measures concerning transportation in rural Arizona.
5. Provide a forum for city and county elected officials and technical staff to exchange information and enhance coordination on matters impacting transportation in rural Arizona
6. Work cooperatively with non-governmental organizations that are involved in transportation issues of interest to rural Arizona
7. Participate in programs and organizations that further RTAC's purpose and objectives

## HISTORY

With the passage of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), it was estimated that there would be a 40% increase in federal funds provided to Arizona for its transportation program. There was a concern by many in rural Arizona, that the distribution of this "new money" would not be equitable. Those in rural Arizona began to have conversations regarding transportation issues and the necessity of rural Arizona to come together with a common voice to counter the political strength of the large metropolitan areas of the State. To address these issues, the first annual Rural Transportation Summit was held in Casa Grande in 1999.

During the Summit, a meeting of representatives from the Federal Highway Administration, Arizona Department of Transportation, Councils of Government and Metropolitan Planning Organizations occurred. At this meeting, the Casa Grande Resolves were developed and agreed to by ADOT and the planning agencies of the State. The guiding principles agreed to are:

- Implement a new regionally based Transportation Planning and Programming Process;
- Establish a Revenue Allocation Process with representation from ADOT, TMAs, MPOs, COGs and transit operators;

- 50% of revenue should be allocated to rural Arizona, 37% to Maricopa County and 13% to Pima County; and;
- Move ahead aggressively with the development of a Statewide Long Range Transportation Plan

Through on-going conversations in rural Arizona and at the Rural Transportation Summits, the Rural Transportation Advocacy Council (RTAC) was established in 2001.

The members of the first RTAC Executive Board were:

- Council Member Robert “Bob” Rivera, Town of Thatcher (Chairman)  
Representing Southeastern Arizona Governments Organization
- Supervisor Chip Davis, Yavapai County  
Representing Northern Arizona Council of Governments
- Mayor Joe Donaldson, City of Flagstaff  
Representing Flagstaff Metropolitan Planning Organization
- Council Member Ross Hieb, City of Yuma  
Representing Yuma Metropolitan Planning Organization
- Council Member Jackie Jessie, City of Bullhead City  
Representing Western Arizona Council of Governments
- Mayor Joe Sanchez, Town of Miami  
Representing Central Arizona Association of Governments

After the 2000 census, the Central Yavapai Metropolitan Planning Organization (CYMPO) was established and the RTAC Executive Board formally voted to adopt CYMPO as a member of RTAC.

### SERVICE PRINCIPLES

Members of the RTAC Executive Board recognize that active communication, timely information and partnerships are integral components in achieving RTAC’s mission and goals. The RTAC will work cooperatively with public agencies and non-governmental organizations to further the transportation agenda of rural Arizona. The RTAC will also maintain effective communication and be responsive to the issues as expressed by rural Arizona through the rural Councils of Government and Metropolitan Planning Organizations.

### MANAGEMENT PRINCIPLES

The challenges and opportunities of the rapid growth in rural Arizona and the demands placed upon its transportation systems require a concerted effort by all governmental entities in Arizona to be cooperative, innovative and globally oriented. To support the efforts of rural Arizona, RTAC shall maintain a permanent organization to keep rural Arizona apprised of legislative, regulatory and policy actions related to rural transportation issues; develop partnerships with other governmental agencies and non-governmental organizations; and advocate for the transportation needs of rural Arizona.

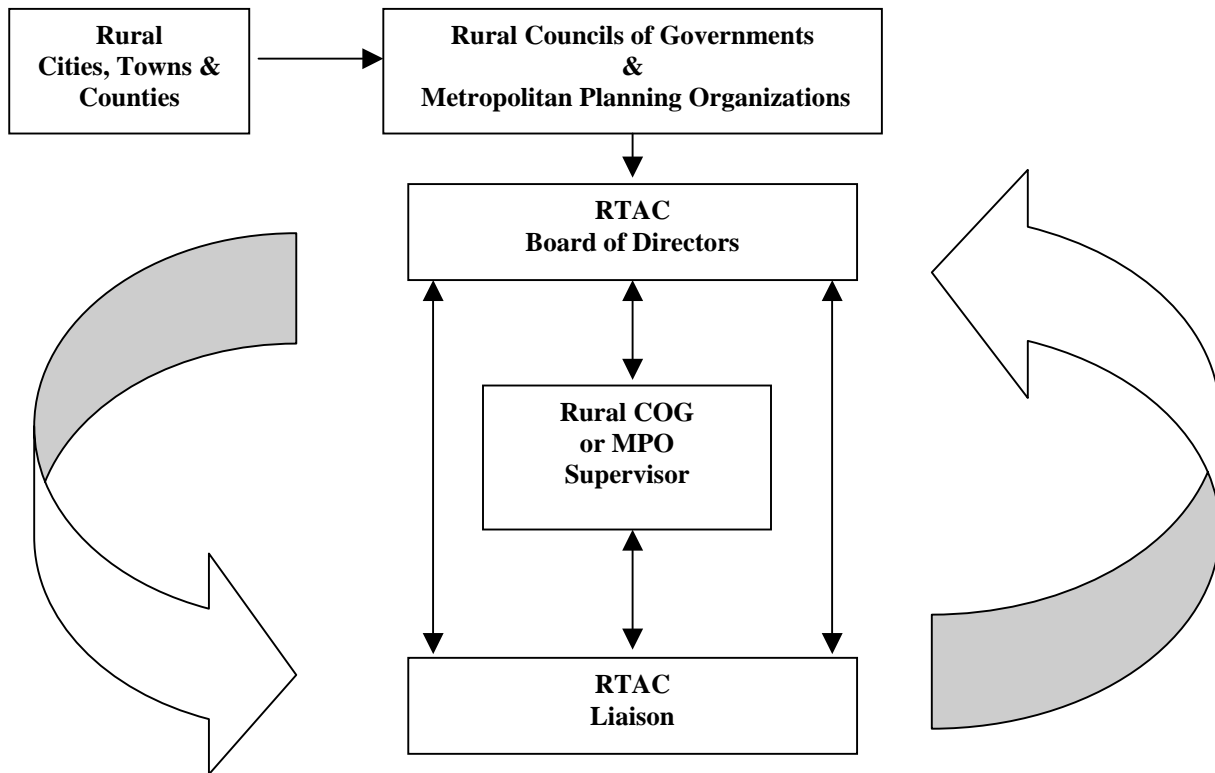
## ORGANIZATIONAL STRUCTURE

The RTAC consists of an Executive Board with representation from an elected official from each member Council of Government (COG) and Metropolitan Planning Organization (MPO).

The current members are:

- Central Arizona Association of Governments
- Central Yavapai Metropolitan Planning Organization
- Flagstaff Metropolitan Planning Organization
- Northern Arizona Council of Governments
- Southeastern Arizona Council of Governments
- Western Arizona Council of Governments
- Yuma Metropolitan Planning Organization

The RTAC is staffed by the Liaison, whose primary function is legislative relations and advocacy. The Liaison is supervised by the COG or MPO selected by the Executive Board to sponsor the Liaison. The Liaison receives policy direction from the RTAC Board, however, follows the supervision and operational direction of the COG or MPO supervisor. The COG or MPO supervisor also receives direction from the RTAC Board. The Liaison and Board also consults and receives technical advice from the Management Advisory Committee. The organizational structure follows:



## RTAC EXECUTIVE BOARD POLICIES

### 1.1 Executive Board Members

- 1.1.1 The Board is comprised of a single representative from each member Council of Government and Metropolitan Planning Organization.
- 1.1.2 Each representative must be an elected official, either municipal or county, and be appointed by the executive board of each respective COG and MPO.
- 1.1.3 The Board members may serve as long as determined by the executive board of each respective COG and MPO during the tenure of their elected office.
- 1.1.4 Each respective COG and MPO executive board shall appoint an alternate member for their appointed Board member. The alternate members may vote on matters before the Board in the absence of the Board member. The alternate member must also be an elected official, either municipal or county, from that COG or MPO.
- 1.1.5 Changes to the membership of RTAC must be approved by a vote of the Board.

### 1.2 Officers

- 1.2.1 Officers of the Board will consist of a Chairman and Vice Chairman.
- 1.2.2 The terms of office are two years.
- 1.2.3 Elections will be held during the regularly scheduled summer RTAC Board meeting of even numbered years. If a Board meeting is not held in summer, the elections will be held at the next regularly scheduled RTAC Board meeting.
- 1.2.4 Any Board member may nominate another Board member for office. Upon a nomination, any Board member, with the exception of the nominating or nominated Board member, may second the nomination. Upon agreement to serve by those who have been nominated, a vote will be taken for each office. The Board member with the highest number of votes will be elected to that office.
- 1.2.5 In the event of a vacancy in the office of Chairman, the Vice Chairman will become the Chairman, and an election for a Vice Chairman will proceed within two months of the vacancy. In the event of a vacancy in the office of Vice Chairman, an election for a Vice Chairman will proceed within two months of the vacancy.

### 1.3 Duties of the Board

- 1.3.1 The Board shall meet regularly to keep informed of pertinent and emerging transportation issues and to provide policy direction to the Liaison.
- 1.3.2 If a Board member is unable to attend a scheduled meeting, that member should contact the Liaison and advise of his or her pending absence.
- 1.3.3 Board members should disseminate information gained from the Board meetings to the executive councils of their respective COG or MPO.

### 1.4 Duties of the Officers

- 1.4.1 The Chairman shall approve Board meeting agendas and chair the meetings.
- 1.4.2 The Chairman shall sign RTAC policy documents with the advice and consent of the Board and Liaison.
- 1.4.3 The Chairman shall represent RTAC at external functions.
- 1.4.4 The Vice Chairman shall exercise the duties of the Chairman in the absence of the Chairman.

- 1.5 Board Meetings
  - 1.5.1 Board meetings will be held regularly. No formal positions shall be adopted without the presence of a quorum.
  - 1.5.2 The date, time and location of future Board meetings will be determined by the Board at each meeting. A date, time or location of a Board meeting can be revised, at the discretion of the Liaison in consultation with the Board.
  - 1.5.3 Each Board meeting will have an agenda that is reviewed by the Chairman. The agenda will be finalized and distributed no later than 5 days prior to a Board meeting. The agenda will be final, unless a time sensitive matter of significance has emerged. In such circumstances, the Liaison will consult with the Chairman concerning the appropriateness for a change to the agenda.
  
- 1.6 Budget
  - 1.6.1 The Board will meet annually to develop the RTAC operating budget for the upcoming fiscal year, no later than March of the preceding fiscal year.
  - 1.6.2 The fiscal year will commence July 1<sup>st</sup> and end June 30<sup>th</sup>.
  - 1.6.3 The budget will be based upon a per capita assessment fee remitted by each of the rural COGs and MPOs. The assessment fee is established annually by the RTAC Board, according to the budgetary needs of the program.
  - 1.6.4 The budget will be developed by the Liaison in coordination with the COG or MPO overseeing RTAC operations.

## RTAC MANAGEMENT ADVISORY COMMITTEE POLICIES

- 2.1 Management Advisory Committee Members
  - 2.1.1 The Management Advisory Committee is comprised of the Executive Director of each RTAC member organization and the Chairman of the Executive Board.
  - 2.1.2 Each Executive Director may appoint an alternate staff member from their organization to serve on the Management Advisory Committee. The alternate member shall represent their organization in the absence of their Executive Director.
  - 2.1.3 If the Chairman of the Executive Board is unable to attend a Committee meeting, the Vice Chairman may represent the Board at the meeting.
  
- 2.2 Duties of the Committee
  - 2.2.1 The Committee shall meet regularly to keep informed of pertinent and emerging transportation issues.
  - 2.2.2 The Committee shall meet and consult with the Liaison regarding upcoming Board meeting agendas.

## RTAC LIAISON POLICIES

### 3.1 Nature of Employment

- 3.1.1 The RTAC Liaison is an administrative employee of the contracted COG or MPO. Therefore, all personnel policies and procedures of that COG or MPO shall apply to the Liaison.

### 3.2 Duties

- 3.2.1 Attend all RTAC Board meetings.
- 3.2.2 Prepare the agenda for Board meetings and provide administrative support as appropriate.
- 3.2.3 Preserve in RTAC's records, agendas and minutes of the proceedings of all meetings.
- 3.2.4 Ensure that all resolutions, rules, regulations and orders of the Board are performed.
- 3.2.5 Present to the Board plans, studies and reports that are prepared for Board purposes and action and recommend for adoption by the Board those measures deemed necessary to carry out the duties of the Board.
- 3.2.6 Represent the RTAC's public policy position to the Legislature, Office of the Governor, Congressional delegation, other local government entities, the business community and the public.
- 3.2.7 Educate and lobby the Legislature, Governor and Congressional delegation throughout the year on transportation issues that are of importance to rural Arizona
- 3.2.8 In coordination with the sponsoring COG or MPO, prepare and submit to the Board an annual budget for RTAC.
- 3.2.9 Perform other duties as prescribed by the Board.

### 3.3 Evaluation

- 3.3.1 The Liaison shall receive an annual performance evaluation.
- 3.3.2 The Liaison shall be evaluated by the COG or MPO supervisor, in consultation with the RTAC Board members. The evaluation will then be presented to the RTAC Board for review and comment.
- 3.3.3 The Board may provide the Liaison the opportunity to prepare a self-evaluation or to identify goals for the next evaluation period, for their consideration in the evaluation of the Liaison if they so choose.