

## **9 RTCSNV EXECUTIVE ADVISORY COMMITTEE (EAC)**

### **9.1 PURPOSE**

**9.1.1** The Executive Advisory Committee (EAC) is an advisory body to the RTCSNV Board. The types of items, listed below, that will be placed on an agenda of the RTCSNV Board, shall be placed on an agenda of the Executive Advisory Committee and it shall make recommendations to the RTCSNV Board.

#### **9.1.2 Administrative Items**

- A. Budget items -Financial detail will not be included in the agenda back up but will be available on the RTCSNV website on a monthly basis.
- B. New and/or changes to RTCSNV staffing (Informational item)
- C. The following list of Administrative items are not to be placed on an agenda of the Executive Advisory Committee unless specifically requested:
  - (i) Office Facilities
  - (ii) Committee Appointments/Resignations, etc.
  - (iii) Transit and Paratransit Complaints and Appeals
  - (iv) Purchases
  - (v) Awarded RTCSNV Bid Items
  - (vi) “Housekeeping” items

#### **9.1.3 Streets & Highways Items**

- A. Proposed Revisions to the Policies and Procedures which are under the direct purview of the Executive Advisory Committee
- B. Capital Improvement Program - Updates and Revisions
- C. Funding Issues
- D. Interlocal Contracts
- E. Revisions and Additions to the Uniform Standard Specifications and Drawings
- F. Non-routine Project Issues in which a difference of opinion exists between staff and an entity, and Waivers of Standards
- G. Project Issues as provided in the Policies and Procedures
- H. Change Orders as provided in the Policies and Procedures
- I. Final Reports
- J. Status Reports- Project detail will not be included in the agenda back up but will be available on the RTCSNV website on a monthly basis.

#### **9.1.4 Legislation Items**

- A. Proposed Bills

B. Ordained Legislation

**9.1.5** RTCSNV Transit System

- A. Route Changes/Extensions
- B. Ridership Revenues
- C. Fares
- D. System Modification and Expansions
- E. Fixed guideway

**9.1.6** Planning and Programming Items

- A. Federal Funding Issues
- B. TIP/RTP Development and Revisions
- C. Unified Planning Work Program (UPWP)
- D. Modeling Variables
- E. Planning Variables
- F. Traffic Management Items and Reports
- G. Bicycle and Pedestrian Element of the RTCSNV
- H. Air Quality Issues
- I. Notice of Public Hearings
- J. Status Reports

**9.2 MEMBERSHIP**

**9.2.1** The membership of the Executive Advisory Committee shall consist of the following:

- A. The Public Works Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
- B. The land use planning agency Director or other designated individual, from each RTCSNV. member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
- C. The Deputy Director of the Nevada Department of Transportation, or other designated individual.

**9.2.2** Each Executive Advisory Committee member shall have one vote.

**9.2.3** The terms of the members of the Executive Advisory Committee shall be at the discretion of each represented entity or agency.

- 9.2.4** For each member as provided for in Paragraph 9.2.1 alternate member(s) may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV Chief Executive Officer or designee.

### **9.3 OFFICERS AND DUTIES**

- 9.3.1** A chair and a vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Executive Advisory Committee. The position of chair and vice-chair shall rotate alphabetically, by entity.
- 9.3.2** The succeeding chair will officiate at the July meeting and will serve for 12 months.
- 9.3.3** The chair shall preside at all meetings, call the meeting, and may choose to present a monthly progress report covering the Executive Advisory Committee's recommendations to the RTCSNV Board.
- 9.3.4** The vice-chair shall preside at meetings in the absence of the chair.

### **9.4 MEETINGS**

- 9.4.1** The Executive Advisory Committee meeting shall be held monthly.
- 9.4.2** Special meetings of the Executive Advisory Committee may be called as directed by:
- A. The RTCSNV Board
  - B. The chair of the Executive Advisory Committee
  - C. The request of more than one-half of the membership
  - D. The Chair of the RTCSNV Board
- 9.4.3** The Executive Advisory Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Executive Advisory Committee meeting must be submitted to the Chief Executive Officer or designee at least 24 calendar days prior to the meeting date. The Chief Executive Officer or designee may waive the 24 day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Executive Advisory Committee on each item that comes before it will be forwarded to the RTCSNV Board.
- 9.4.4** The presence of a majority of the members shall constitute the necessary quorum of the Executive Advisory Committee for the conduct of business.

### **9.5 ROBERT'S RULES OF ORDER**

- 9.5.1** *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

## **9.6 PROJECT REVIEW**

- 9.6.1** Projects for which funding is provided through the metropolitan area's Transportation Improvement Program and the Regional Streets & Highway Fund shall first be submitted to the Executive Advisory Committee for a recommendation before action is taken by the Commission except in an emergency as determined by five affirmative votes of the Commission.

## **9.7 ANNUAL REVIEW OF POLICIES AND PROCEDURES**

- 9.7.1 During the month of July, the RTCSNV Executive Advisory Committee (EAC) shall conduct an annual review and update to the Policies and Procedures and make a recommendation before action is taken by the RTCSNV Board.

## **9.8 RESPONSIBILITY OF THE RTCSNV STAFF**

- 9.8.1** To provide clerical, technical and management support to the Executive Advisory Committee by:
  - A. Preparing the Executive Advisory Committee agendas in accordance with Nevada State law.
  - B. Maintaining the RTCSNV Policies and Procedures and posting it on the RTCSNV website.
  - C. Preparing and submitting agenda items to the appropriate Subcommittees/Committees and Board for approval.
  - D. Attending meetings and public hearings related to RTCSNV business.
  - E. Preparing technical and informational reports for the RTCSNV and the RTCSNV committees.
  - F. Preparing and keeping of budget, bookkeeping, and financial records necessary for the efficient operation of the RTCSNV in accordance with State and County law and generally accepted accounting practices.
  - G. Preparing transportation plans and programs that originate from a coordinated, comprehensive and continuing regional planning process.
- 9.8.2** To ensure that all RTCSNV actions are consistent with local, state and federal law.
- 9.8.3** All inquiries from media outlets shall be referred to the RTCSNV's Government Affairs Department. An appropriate spokesperson will handle the inquiry. All inquiries from elected officials shall be referred to the Government Affairs Department.