

## **12 POLICIES AND PROCEDURES GOVERNING THE METROPOLITAN PLANNING SUBCOMMITTEE (MPS)**

### **12.1 CREATION AND PURPOSE**

**12.1.1** The Metropolitan Planning Subcommittee shall assist the Executive Advisory Committee in the formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest shall include planning and programming issues and other items as requested by the Regional Transportation or the Executive Advisory Committee

### **12.2 MEMBERSHIP**

**12.2.1** The membership of the Metropolitan Planning Subcommittee shall consist of the following entity representatives:

- A. The land use planning agency Chief Executive Officer, Director of Planning or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
- B. The Chief of the Program Development Office of the Nevada Department of Transportation, or other designated individual.
- C. The land use planning agency director, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV Chief Executive Officer or designee.

**12.2.2** The membership of the Metropolitan Planning Subcommittee shall also consist of the following community and special interests representatives:

- A. A designated staff member from the Clark County Department of Air Quality Management.
- B. The Director of the Clark County Department of Aviation, or other designated individual.
- C. A representative of each firm operating public mass transit services in the Las Vegas metropolitan planning area under contractual arrangements with the RTCSNV.
- D. One representative, selected by the RTCSNV, from the urban goods/freight transportation industry.
- E. One representative selected by the RTCSNV, from the taxicab or private motor carrier industry.
- F. One representative from the Clark County School District.
- G. One representative from the Bureau of Land Management.
- H. One representative from the Southern Nevada Water Authority.
- I. One representative from Nellis Air Force Base.
- J. One representative selected by the RTCSNV, for non-motorized transportation users

- 12.2.3** Members of the Metropolitan Planning Subcommittee shall be selected by the entity, firm or agency they represent, unless otherwise designated under paragraph 12.2.2 above to be selected by the RTCSNV.
- 12.2.4** Members of the Metropolitan Planning Subcommittee designated under paragraph 12.2.2 above to be selected by the RTCSNV shall have a term of appointment for two years ending on June 30 of an odd-numbered year. Members may be reappointed for successive terms. Vacancies shall be filled by the RTCSNV.
- 12.2.5** Each Metropolitan Planning Subcommittee member shall have one vote.
- 12.2.6** Except as provided for in paragraph 12.2.4 the terms of the members of the Metropolitan Planning Subcommittee shall be indefinite.
- 12.2.7** For each member provided for in paragraphs 12.2.1 and 12.2.2, one alternate member 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.

### **12.3 OFFICERS AND DUTIES**

- 12.3.1** A chair and vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Metropolitan Planning Subcommittee. The position of chair and vice-chair shall rotate alphabetically by the name of the entity, firm or agency listed under Section 12.2.1 and 12.2.2.
  - A. The succeeding chair will officiate at the July meeting and will serve for 12 months.
  - B. The chair shall preside at all meetings, call the meetings, and represent the Metropolitan Planning Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Metropolitan Planning Subcommittee's recommendations to the Executive Advisory Committee.
  - C. In the event that the chair is unable to perform these duties, the vice-chair shall act in the place of the chair.

### **12.4 MEETINGS**

- 12.4.1** The Metropolitan Planning Subcommittee shall meet not less than once every two months. Special meetings of the Metropolitan Planning Subcommittee may be called as directed by:
  - A. The RTCSNV Board
  - B. The Chair of the Subcommittee
  - C. The request of more than one-half of the membership
  - D. The Executive Advisory Committee or its Chair
  - E. The Chair of the RTCSNV Board

**12.4.2** The presence of seven (7) of the committee's members shall constitute a quorum.

**12.4.3** The Metropolitan Planning Subcommittee 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 a Metropolitan Planning Subcommittee meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Metropolitan Planning Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV Board.

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

**12.5.1** *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