

## **16.0 POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE**

### **16.1 CREATION AND PURPOSE**

The Operations Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTC. The Subcommittee's areas of interest include traffic management and roadway operations, such as standardized traffic control features. Additionally, the Subcommittee may consider recommendations concerning RTC transit operational matters.

### **16.2 MEMBERSHIP**

- A. The membership of the Operations Subcommittee shall consist of the following:
  - 1. The Traffic Engineer or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
  - 2. The District Traffic Engineer from the Nevada Department of Transportation, or other designated individual.
  - 3. The Traffic Engineer, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTC, upon written request to the RTC General Manager.
  - 4. An individual designated by the Las Vegas Metropolitan Police Department and other law enforcement agencies in Clark County, upon written request to the RTC General Manager, as a non-voting advisory member.
- B. Each Operations Subcommittee member, except for the individuals designated by the Las Vegas Metropolitan Police Department and other law enforcement agencies in Clark County, shall have one vote.
- C. The term of the members of the Operations Subcommittee shall be indefinite.
- D. For each member provided for in Paragraphs (A), 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 RTC General Manager.

### **16.3 OFFICERS AND DUTIES**

- A. The members of the Operations Subcommittee shall elect a chairman and a vice-chairman annually at the first meeting in July.
- B. The succeeding chairman will officiate at the July meeting and will serve for 12 months. The chairmanship and vice chairmanship shall be rotated alphabetically by voting entity.
- C. The chairman shall preside at all Operations Subcommittee meetings, call the meetings, and represent the Operations Subcommittee at all meetings. The chairman may choose to present a monthly progress report covering the Operations Subcommittee's recommendations to the Executive Advisory Committee.

- D. In the event that the chairman is unavailable to perform these duties, the vice-chairman shall act in the place of the chairman.

#### **16.4 MEETINGS**

- A. Meetings of the Operations Subcommittee may be called as directed by:
1. The RTC
  2. The chairman of the Operations Subcommittee
  3. The request of more than one-half of the membership
  4. The Executive Advisory Committee or its chairman
  5. The Chairman of the RTC
- B. The presence of a majority of the membership shall constitute a quorum of the Operations Subcommittee.
- C. The Operations 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 an Operations Subcommittee meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement, in accordance with the RTC Administrative Procedures for Agenda Processing. The recommendations of the Operations Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTC.

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

Robert's Rule of Order will be used except as follows:

1. Seconds will not be required for any motion.
2. The chairman can make motions and can vote on any motion.

#### **17.0 POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE**

##### **17.1 CREATION AND PURPOSE**

The Specifications Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTC. The Subcommittee's areas of interest include matters regarding the Uniform Standard Specifications for Public Works Construction Off-Site Improvements and updating the Uniform Standard Drawings.

##### **17.2 MEMBERSHIP**

- A. The membership of the Specifications Subcommittee shall consist of the following:
1. The Public Works Director or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
  2. The Public Works Director or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTC, upon written request to the RTC General Manager.
  3. An individual from the Clark County Regional Flood Control District and the Nevada Department of Transportation District Materials Laboratory or other designated individual shall be non-voting advisory members.