

with others proposed. If the project meets the above criteria, the Commission may approve funding for the project.

In its role as Metropolitan Planning Organization, the RTC is responsible for developing a plan for regionally significant roadways, transit, fixed guideway, and alternative transportation modes.

#### **1.4 MEETING REQUIREMENTS**

The Commission shall meet the second Thursday of each month at the Clark County Government Center Commission Chambers, 500 South Grand Central Parkway, or at the location designated by the Chairman. Special meetings shall be called by the Chairman of the Commission when necessary. A quorum consisting of a majority of duly appointed Commission members will be required for the transaction of official business. Motions and resolutions require a majority vote of the members present, including the Chairman.

The Commission will utilize a prepared agenda. Items for discussion or action 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 his authority pursuant to the RTC Administrative Procedures for Agenda Processing.

The Commission will utilize Robert's Rules of Order for the official transaction of business. No second on a motion is required. A formal vote will be required on all Commission action involving recommended expenditure of funds.

When a member of the Commission is unable to attend a regularly scheduled meeting, he should so notify the General Manager.

#### **2.0 PROJECT DEVELOPMENT**

##### **2.1 PROJECT LIST AND PRIORITY LIST**

The RTC shall keep a perpetual "Project List" of approved projects it has accepted under its authority. In addition, the RTC shall periodically review the project lists from the Regional Transportation Plan and Transportation Improvement Program pertaining to federally funded locally sponsored intermodal priorities.

The RTC Executive Advisory Committee shall review at least annually the existing Priority List and prepare a recommendation of projects, if any, to be included in the new list. Prior to finalizing the recommended new priority list, the projects shall be submitted to the members of the RTC Utility Coordination Committee who shall review the proposed projects and scheduling for conflicts with other planned projects. The Utility Coordination Committee's comments shall be forwarded to the Executive Advisory Committee for consideration. An updated cost estimate and project schedule shall also be prepared during the annual priority list review, which is to begin in October and be completed to coincide with the RTC Budgetary and Transportation Improvement Program processes.

The following information is required at the time a project is submitted for inclusion into the Capital Improvement Program:

1. Project Location
2. Project Limits