

BY-LAWS
REGION 2 RURAL TASK FORCE
(Hillsdale, Jackson, Lenawee Counties)
(Revised November 2012)

ARTICLE I.
NAME

The name of this Rural Task Force shall be the *Region 2 Rural Task Force*.

ARTICLE II.
PURPOSE

The Rural Task Force Program provides federal dollars to rural counties with a population under 400,000 (78 out of 83 counties). These dollars must be spent in their geographic areas and both road and transit capital projects are eligible.

The money is provided within two funding sources:

- 1) Surface Transportation Program (STP) Rural for improving the federal aid system; and
- 2) Transportation Economic Development Fund (TEDF) Category D for building an all-season network.

All project selection is through the Rural Task Force, which is comprised of equal representation from the county road commission, the cities and villages under 5,000 population within the county, and the rural transit provider.

- A.** Projects shall be located on roads that have been functionally classified as a rural major collector or higher according to the National Functional Classification (NFC) System approved by the Federal Highway Administration (FHWA). Some money can be spent on rural minor collectors.
- B.** Projects shall be on existing hard surface roads unless otherwise waived by the Task Force.
- C.** Construction shall be in compliance with all Federal and/or State standards unless waived by the agency having authority to do so.
- D.** TEDF Category D money can only be spent on “construction costs” and “contingencies” for highway projects. Right-of-way (ROW), construction engineering (CE), and preliminary engineering (PE) costs are a local responsibility.

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- E.** Roads eligible for TEDF Category D money must be classified as a rural primary or higher. If a road is not, application must be made to MDOT and the classification changed before TEDF Category D money can be used to improve the road. The road also must be designated as a “D” route by the Rural Task Force. TEDF Category D projects must be funded with at least 20 percent of the cost from a non-TEDF source (i.e., STP rural, local, etc.). This stipulation can be waived by the Office of Economic Development if the county or city can prove economic hardship.
- a. STP Rural:** Requires at least a 20% non-federal match. This could be either state D or local match.
 - b. State D:** Requires at least a 20% non-D match. This could be matched with STP Rural or local match.
- F.** TEDF D projects must be built to all-season standards, shall begin and end at existing all season roads, or to a point of loading origin, and cannot restrict legally loaded commercial vehicles.
- G.** Notice shall be provided to the Task Force if construction on an approved project will not be initiated in the designated fiscal year.
- H.** An annual meeting shall be held in the 2nd quarter of the fiscal year or an alternate date as agreed to by the local task force. The purpose of this meeting is to review and approve projects for inclusion in the State Transportation Improvement Plan (STIP).
- I.** The Rural Task Force must ensure compliance with the following guidelines:
- a.** Transportation needs of Indian Tribal Governments having jurisdiction over lands within the boundaries of the Task Force are considered during the process.
 - b.** Include and encourage public involvement in the project selection process.
 - c.** Must have proof of publication of meeting notice that solicits public participation.
 - d.** Must keep copy of minutes of meeting showing members and other individuals present, projects selected, and consensus on decisions reached at the meeting.
 - e.** All projects must comply with application State and Federal guidelines.

ARTICLE III.
MEMBERSHIP

The membership of the Task force shall consist of 10 members, which shall include a representative of each county road commission, a representative of each county's rural transit provider, a representative for each county's incorporated cities and villages with a population of 5,000 or less, and a representative selected by the State Transportation Commission voting on TEDF Category D projects only (this will generally be the MDOT regional planner).

Each member may have an alternate designated by the organization which they represent, who shall have all the powers and privileges of the member in their absence. The alternate is welcome and encouraged to attend all meetings and enter into the discussions, but has no vote except in the absence of the member. Proxy votes will not be allowed.

ARTICLE IV.
MEETINGS

Regular meetings: Regular meetings of the Rural Task Force shall be held in the 2nd quarter of each fiscal year at a time and place to be determined by the chair.

Special meetings: Special meetings of the Rural Task Force shall be held at the call of the chair or at a written request of a majority of the members.

Notice of meetings: Notice of all regular meetings shall be given to each member two weeks prior to the meeting date. Notice of special meetings may be given by telephone or e-mail, which must state the purpose of the meeting.

Quorum: A simple majority of the members of the Rural Task Force shall constitute a quorum. Alternate members present in the absence of regular members shall be counted in determining a quorum.

Minutes: Minutes shall be taken and provided to each member.

ARTICLE V.
OFFICERS

The officers of the Rural Task Force shall be a chair and a vice-chair. The officers shall serve two (2) year terms. The chair shall rotate among counties.

Elections will be held in even numbered years. The chair shall have the right to appoint committees.

ARTICLE VI.
AMEND ARTICLES

The Rural Task Force shall have the power to make, alter, amend, or repeal the Articles by two-thirds (2/3) of the total membership voting in the affirmative at any regular or special meeting. A written notice of intention to make changes, including proposed changes, shall be presented to the membership prior to the meeting.