

**BY-LAWS FOR THE Kittery Area Comprehensive Transportation System  
(KACTS) COMMITTEE**

**As Amended June 18, 2009**

**1.0 Introduction**

- 1.1 The business of the meetings shall be conducted according to these By-laws and Robert's Rules of Order.
- 1.2 The purpose of the KACTS Committee is, together with the State of Maine Department of Transportation, to be responsible for transportation planning in the Maine portion of the Portsmouth-Dover-Rochester urbanized area.

**2.0 Membership**

- 2.1 The Committee shall consist of the following voting members:
  - Two representatives from the Town of Kittery
  - One representative from the Towns of Eliot, South Berwick, Berwick, and Lebanon
  - One representative from the Department of Transportation
  - One representative from Southern Maine Regional Planning Commission.
  - One representative from the Public Transportation providers in the KACTS area<sup>1</sup> .
  - One representative from the Maine Turnpike Authority

In addition, the following entities are non-voting members:

- Strafford Regional Planning Commission
  - Rockingham Planning Commission
  - Federal Highway Administration
  - Federal Transit Administration
- 2.2 Appointments to the Committee shall be made by the entities listed in 2.1, and in the case of the public transportation representative, by a majority vote of all public transportation providers currently operating in the KACTS Area .
  - 2.3 The term of each member shall last until the member is replaced or re-appointed by the entity or entities being represented.

**3.0 Officers**

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<sup>1</sup> "Public transportation provider" refers to any provider operating in the KACTS Area who receives Federal Transit Administration funds, and is listed in the current State of Maine Biennial Operations Plan for public transportation.

- 3.1 The Committee shall elect a Chair and Vice Chair annually during the month of July.
- 3.2 The Vice Chair shall act in the Chair's behalf at meetings when the Chair is unable to preside.
- 3.3 The Chair shall call the meetings, preside over the meetings, keep meetings orderly, and see that proper records of the meetings are kept and distributed to the members.

#### **4.0 Meetings**

- 4.1 Meetings shall be held whenever called by the Chair, Vice Chair, or three members of the Committee.
- 4.2 All meetings shall be open to the public and written notification shall be provided to anyone who has asked for notice.
- 4.3 A quorum shall consist of a majority of the voting members who have been appointed by the entities listed in 2.1. No votes may be taken at the meeting without a quorum present. However, fewer than a quorum may authorize the Chairman or the KACTS Director to conduct a vote in writing (including fax or electronic) or by telephone.
- 4.4 To pass a measure a majority must vote in the affirmative either of the quorum at the meeting, or of the entire voting membership if the vote is taken by written ballot or by telephone.
- 4.5 At least five days notice of all meetings is required together with an agenda of items to be acted on at the meeting, unless the Chair rules there is an emergency and assembles a quorum to address it. In no instance, however, can the Committee approve funding for specific projects without at least five days notice of the meeting and the agenda item.

#### **5.0 Amendments**

- 5.1 These By-laws may be amended by vote of the Committee, providing 15 days advanced notice of proposed amendments is provided to all members.
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