

STANDARDS OF OPERATIONS FOR THE NW COLORADO REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC) revision approved November 5, 2024

ARTICLE I – Name

The name of this board shall be the Northwest Colorado Regional Transportation Coordinating Council (RTCC).

ARTICLE II – Objective

The objective of the RTCC is to serve as the local coordinating council for a seven (7) county rural area of Colorado, including Eagle, Garfield, Grand, Jackson, Routt, Pitkin, and Summit Counties, and to provide regional transportation coordination, especially for veterans, people with disabilities, older adults, and low-income adult populations.

ARTICLE III – Consensus Group Process

The RTCC is a collaborative network of diverse individuals, organizations, or stakeholders who unite to achieve a common goal or address a shared concern through mutual agreement. Decisions will be made by seeking widespread agreement rather than through majority rule, with an emphasis on dialogue, understanding, and compromise. The decision making process will be as follows:

Issue Presentation: The group identifies and clearly defines the issue at hand. This step ensures that all members understand the topic and its potential impact.

Open Discussion: Members engage in an open, respectful dialogue to share perspectives, concerns, and potential ideas. Each member has an opportunity to speak, listen to others, and ask clarifying questions. This step helps build mutual understanding and uncovers the range of opinions within the group.

Proposal Development: After discussing different viewpoints, the group or a designated member creates one or more proposals based on the input provided. The proposal should reflect shared interests and seek to address the concerns raised in the discussion.

Testing for Consensus: The group checks if there is sufficient support for the proposal. Each member typically has the opportunity to express their stance, which may fall into one of the following categories:

- **Agree:** They support the proposal.
- **Stand Aside:** They do not fully agree but are willing to let the proposal move forward.
- **Block:** They cannot support the proposal, as it conflicts significantly with their values or the group's mission.

Addressing Concerns and Modifying the Proposal: If there are blocks or strong concerns, the group may return to discussion, revising the proposal to better address members' concerns. This step can repeat until a proposal emerges that all members can accept or agree to stand aside on.

Final Agreement and Implementation: Once the group reaches a decision that no one opposes, the consensus is considered achieved. The group then moves forward with implementing the decision, with all members expected to support the action.

Evaluation and Reflection (optional but common): After implementation, the group may reflect on the decision-making process and the outcome, assessing whether it met their goals and identifying ways to improve future consensus efforts.

ARTICLE IV – Members

The RTCC consists of the following organizations and is open to the public:

- Transportation Service Providers
- Human Services
- Public Health
- Local government elected officials
- Veterans Service Providers
- Disability Service Providers
- Older Adult Agencies
- Hospital and Medical providers
- Workforce programs
- Transit Users and Consumers
- Nonprofits serving under resourced communities

ARTICLE V – Officers

Section 1. The Officers of the RTCC shall consist of a Chairperson, Vice Chairperson, and Secretary, and each shall be an RTCC member.

Section 2. The Chairperson shall preside at all meetings of the RTCC.

Section 3. The Vice Chairperson shall, in the case of the absence or disability of the Chairperson, perform the duties of the Chairperson

Section 4. The Secretary shall, in the case of absence or disability of both the Chairperson and Vice Chairperson, perform the duties of Chairperson. The Secretary or designee shall take responsibility for the recording and maintenance of meeting minutes and other regional documents.

Section 5. The officers shall be elected by vote at a regularly scheduled RTCC meeting to serve a term of two (2) years or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place.

Section 6. Elections shall be held at the RTCC meeting in February of every odd numbered year.

Section 7. In the event the Chairperson should resign from the RTCC or a vacancy is created, the group can vote for a replacement to fill the position until the next scheduled election.

Section 8. In the event the Vice Chairperson should resign from the RTCC or a vacancy is created, the Board can vote for a replacement to fill the position until the next scheduled election.

Section 9. In the event the Secretary should resign from the RTCC or a vacancy is created, the Board can vote for a replacement to fill the position until the next scheduled election.

Section 10. No person shall hold office if he/she is not a member and no member shall hold more than one (1) office at a time.

ARTICLE VI – Work Groups

Section 1. The direction and authority of Work Groups will reflect the current RTCC Strategic Plan. Work Groups will meet as needed to accomplish projects outlined in the Strategic Plan.

ARTICLE VII – Meetings

Section 1. A regular meeting of the RTCC shall be held during the second month of each quarter (February, May, August, and November). Special meetings may be called by the RTCC Chairperson. There will be two in person meetings (May and August) both with virtual options, and 2 virtual only option meetings (February and November). Meetings will rotate locations within the NWCCOG region between the hours of 10 a.m. and 3 p.m.

Section 2. Agenda packets in English and Spanish will be sent to each RTCC member by the Mobility Director for regular meetings at least one (1) week in advance.

Section 3. All meetings of the RTCC shall be open to the public and interested participants are encouraged to attend.

Section 4. All meetings of the RTCC will have simultaneous Spanish language interpretation upon request (in person and virtually). The request must be made at least one (1) week in advance.

Section 5. Minutes shall be recorded at every meeting and posted to the NWCCOG website. Minutes will be translated into Spanish and will be sent to the RTCC within one (1) week of the meeting.

Section 6. Decisions will be made through consensus. (see Article III).

ARTICLE VIII – Regional Coordination

The RTCC is served by a Mobility Director. The Director is hired by the Northwest Colorado Council of Governments (NWCCOG). The primary responsibilities of the Mobility Director are to:

Section 1. Serve as the single contact point to the RTCC and work with the RTCC Chairperson to coordinate and facilitate all meetings, including calls, and maintain minutes and summaries of all meetings.

Section 2. Work with the NWCCOG Fiscal Officer to ensure that accountings of all financial activity pertaining to the RTCC, including quarterly grant reports and year-end audits, are completed accurately and in a timely manner.

Section 3. Serve as the purchasing contact for all equipment, meetings, consultants, and training expenditures.

Section 4. Develop partnerships with all relevant organizations and jurisdictions within the RTCC region.

Section 5. Prepare grant applications for all subsequent grants pertaining to the RTCC.