

14 POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE

14.1 CREATION AND PURPOSE

- 14.1.1** The Operations Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest include traffic management and roadway operations, such as standardized traffic control features.
- 14.1.2** The Operations Subcommittee assists the Executive Advisory Committee in providing direction to the Freeway and Arterial System of Transportation (FAST) System Director to formulate policy, establish operational procedures and principles (Transportation Management Strategies).
- 14.1.3** The Operations Subcommittee shall assist with development, review and concurrence with the Transportation Management Strategies prior to their implementation.
- 14.1.4** Additionally, the Subcommittee may consider recommendations concerning RTCSNV transit operational matters.

14.2 MEMBERSHIP

- 14.2.1** The membership of the Operations Subcommittee shall consist of the following:
 - A. The Traffic Engineer or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
 - B. The District Traffic Engineer from the Nevada Department of Transportation, or other designated individual.
 - C. The Traffic Engineer, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV Chief Executive Officer or designee.
 - D. An individual designated by the Las Vegas Metropolitan Police Department and other law enforcement agencies in Clark County, upon written request to the RTCSNV Chief Executive Officer or designee, as a non-voting advisory member.
 - E. An individual designated by the Clark County Fire Department and other fire department agencies in Clark County, upon written request to the RTCSNV Chief Executive Officer or designee, as non-voting advisory members.
- 14.2.2** Each Operations Subcommittee member, except for the individuals designated by the Las Vegas Metropolitan Police Department, the Clark County Fire Department and other law enforcement and fire department agencies in Clark County, shall have one vote.
- 14.2.3** The term of the members of the Operations Subcommittee shall be indefinite.
- 14.2.4** For each member provided for in Paragraphs 14.2.1, 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 RTCSNV Chief Executive Officer or designee.

14.3 OFFICERS AND DUTIES

- 14.3.1** Depending upon the meeting scheduled of the Operations Subcommittee, the members of the Operations Subcommittee shall elect a chair and a vice-chair annually at the first meeting in August.
- 14.3.2** Depending upon the meeting schedule of the Operations Subcommittee, the succeeding chair will officiate at the August meeting and will serve for 12 months. The chair and vice chair shall be rotated alphabetically by voting entity.
- 14.3.3** The chair shall preside at all Operations Subcommittee meetings, call the meetings, and represent the Operations Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Operations Subcommittee's recommendations to the Executive Advisory Committee.
- 14.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

14.4 MEETINGS

- 14.4.1** Meetings of the Operations Subcommittee may be called as directed by:
 - A. The RTCSNV Board
 - B. The chair of the Operations Subcommittee
 - C. The request of more than one-half of the membership
 - D. The Executive Advisory Committee or its Chair
 - E. The Chair of the RTCSNV Board
- 14.4.2** The presence of a majority of the voting membership shall constitute a quorum of the Operations Subcommittee.
- 14.4.3** 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 Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with the RTCSNV 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 RTCSNV.
- 14.4.4** The Operations Subcommittee shall meet every two months, on even numbered months. Additional meetings may be held at the discretion of the Chairperson should such a need arise. All meetings shall comply with the notice requirements of the Open Meeting Law (NRS.241).

14.5 ROBERT'S RULES OF ORDER

14.5.1 *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.