B. The presence of 1/3 of the membership shall constitute the Committee's quorum.

C. The BSBAC 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 a BSBAC meeting must be submitted to the General Manager at least 12 working days prior to the meeting date for approval. The General Manager may waive the 12 day requirement in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the BSBAC on each item that comes before it will be forwarded to the RTC.

D. No meeting of the BSBAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

18.5 **ROBERT’S RULES OF ORDER**
Robert’s Rule of Order will be used except as follows:
1. Seconds will not be required for any motion.
2. The chair can make motions and can vote on any motion.

19.0 **BLANK**

20.0 **POLICIES AND PROCEDURES GOVERNING REGIONAL PROJECT COORDINATION COMMITTEE**

20.1 **CREATION AND PURPOSE**
The Utility Coordination Committee of the Regional Transportation Commission of Southern Nevada (RTC) was established by the Commission on August 8, 1991. The purpose of the Committee is to coordinate the construction of infrastructure improvements to reduce inconvenience and delays to the public.

On January 14, 2016, the RTC approved a name change of the Committee to the Regional Project Coordination Committee (RPCC). The name change is intended to reflect the Committee's focus on all types of infrastructure projects with within the public rights-of-way and not just those that are related to utilities. It will also emphasize the long-range planning coordination goals of the Committee.

20.2 **MEMBERSHIP**
The following entities and agencies are voting members of the Regional Project Coordination Committee:

**GOVERNMENTAL ENTITIES**
- City of Henderson
- City of Las Vegas
- Clark County
- City of North Las Vegas
- Clark County Regional Flood Control District
- Nevada Department of Transportation
- Freeway and Arterial System of Transportation
- Bureau of Land Management

**UTILITIES**
- Southwest Gas Corporation
- Las Vegas Valley Water District
- CenturyLink Corporation
- Cox Communications
- Kern River Gas Transmission Company
- Southern Nevada Water Authority
- Kinder Morgan
- NV Energy
- Clark County Water Reclamation District
- tw telecom
- Nevada Public Utilities Commission

Members and alternates shall be designated in writing to the General Manager of the RTC. The terms of the members shall be indefinite.

20.3 **OFFICERS AND DUTIES**
A. The members of the Regional Project Coordination Committee shall elect a chair and a vice-chair annually at the first meeting in July.
B. The succeeding chair will officiate at the July meeting and will serve for 12 months. The chair and vice-chair shall both be rotated annually between a representative from a governmental entity and a utility.

C. The chair shall preside at all Regional Project Coordination Committee meetings, call the meetings, and represent the Regional Project Coordination Committee at all meetings.

D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

20.4 MEETINGS
A. The Regional Project Coordination Committee may be called as directed by:
1. The RTC
2. The chair of the Regional Project Coordination Committee
3. The request of more than one-half of the membership
4. The chair of the RTC

B. The presence of ten (10) or more members shall constitute a quorum of the Regional Project Coordination Committee.

C. The Regional Project Coordination Committee 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 a Regional Project Coordination Committee meeting 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 or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Regional Project Coordination Committee on each item that comes before it may be forwarded to the Executive Advisory Committee and the RTC.

20.5 ROBERT’S RULES OF ORDER
Robert’s Rule of Order will be used except as follows:
1. Seconds will not be required for any motion.
2. The chair can make motions and can vote on any motion.