

**BYLAWS  
CITIZEN ADVISORY COMMITTEE  
OF THE  
CENTRAL LANE METROPOLITAN PLANNING ORGANIZATION  
DRAFT September 2, 2004**

*Adopted by the Metropolitan Policy Committee on \_\_\_\_\_*

**Section 1-NAME**

The name of this committee shall be the Citizen Advisory Committee (hereafter referred to as the Committee) of the Central Lane Metropolitan Planning Organization (MPO).

**Section 2-PURPOSE AND FUNCTIONS**

The purpose in establishing this Committee is to enable citizen involvement opportunities on transportation planning issues in the MPO area. The Committee will provide advisory recommendations to the Metropolitan Policy Committee in its role as the policy body for the MPO. The Metropolitan Policy Committee will consider recommendations from the Committee along with input from other members of the public during decision making.

The Committee will receive technical information and guidance from the Transportation Planning Committee. The Committee and the Transportation Planning Committee will work together to develop joint recommendations to the Metropolitan Policy Committee. In the event the committees cannot reach agreement on these recommendations, each committee has the option to forward its own separate recommendations.

The overall purpose of the Committee is to involve the public in transportation planning and to inform decision making in the MPO area. This effort will take into account all modes of transportation and the needs of all citizens with the goal of creating and sustaining a comprehensive transportation planning process for the MPO. This charge includes the following:

- A. The solicitation and consideration of input from all groups and citizens concerned with, interested in, and/or affected by MPO transportation plans or programs. The Committee shall make an effort to seek out and consider the needs of those traditionally underserved by existing transportation systems.
- B. The dissemination of information about MPO plans or decisions to all interested, affected, and/or concerned groups and citizens.
- C. Ensure involvement of the public throughout the MPO transportation planning process.
- D. Provide recommendations to the Metropolitan Policy Committee in preparation of the following specific transportation plans and programs: amendments and updates to the Central Lane MPO Regional Transportation Plan; amendments and updates to the Metropolitan Transportation Improvement Program; recommendations on prioritization of projects for state or federal funding for the Oregon Department of Transportation Statewide Transportation Improvement Program, the Central Lane MPO Regional Transportation Plan, and the Metropolitan Transportation Improvement Program; priorities for the Statewide Transportation Improvement Program, as needed; the MPO

Public Involvement Plan; public outreach strategies; and other tasks as assigned by the Metropolitan Policy Committee.

- E. Developing associations with other organizations interested in transportation issues, including serving as a liaison between the Committee and organizations to which the Committee member belongs. Committee members will keep their respective organizations and interests informed about the work of the Committee and will bring their concerns to the Committee.

The Metropolitan Policy Committee must approve any activities of the Committee beyond the charges listed in these bylaws. The work of the Committee is subject to budget limitations within the Unified Planning Work Program adopted by the Metropolitan Policy Committee. Written and verbal communication from the Committee to the public, including media, is subject to review and approval by the Metropolitan Policy Committee.

**Section 3-MEMBERSHIP**

- A. The Committee shall consist of at least 10 and not more than 15 interested citizens who reside within the MPO area.
- B. Members shall represent themselves, areas of interest, and/or groups in the MPO area, and should represent the diverse range of interests delineated in the recruitment and tenure section.
- C. The Metropolitan Policy Committee shall appoint the members of the Committee, making an effort to seek out and include those traditionally underserved by existing transportation systems.

**Section 4- RECRUITMENT AND TENURE**

- A. Vacancies on the Committee shall be publicly advertised. Applicants shall submit an application form provided by the MPO. Selection shall be based on enhancing a broad cross section of interests. The targeted interest areas include, but are not limited to, the following (alphabetically):

- |                          |                               |
|--------------------------|-------------------------------|
| 1. Bicycle Advocate      | 10. Neighborhoods             |
| 2. Business/Chamber      | 11. Parks/Trails              |
| 3. Citizen at Large      | 12. Pedestrian                |
| 4. Downtown District     | 13. Persons with Disabilities |
| 5. Freight/Rail/Trucking | 14. Rural                     |
| 6. Land use              | 15. School District/Parent    |
| 7. Low-income            | 16. Senior                    |
| 8. Minority              | 17. Student                   |
| 9. Natural Environment   | 18. Transit Rider             |

- B. Selection of Committee members shall meet the requirements of Title VI of the Civil Rights Act of 1964, the Transportation Equity Act of the 21<sup>st</sup> Century, and other applicable federal requirements concerning public outreach for MPOs.

- C. The term of office of Committee member shall begin on January 1 of the year following appointment and expire in three years on December 31, except under conditions of termination and for appointment of the initial Committee members. Terms of office for initial Committee members shall begin the day the member is appointed, with half serving two year terms to expire on December 31, 2006, and half serving three year terms to expire on December 31, 2007. Members shall serve no more than two consecutive terms, unless so requested by the Metropolitan Policy Committee.

## **Section 5-OFFICERS**

The officers shall consist of a Chair and a Vice-Chair.

- A. The Chair shall: preside at all meetings; call special meetings as required; represent the Committee before all other bodies and committees as directed by the Metropolitan Policy Committee; and work with staff to set the agenda for all meetings.
- B. The Vice-Chair shall perform all duties of the Chair in his/her absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.
- C. The Chair and Vice Chair are voting members.

## **Section 6-ELECTION OF OFFICERS**

- A. Excluding the inaugural meeting, the officers of the Committee shall be elected annually at the last regular meeting held during the calendar year. The term of office shall begin at the first regular meeting following election and extend until the first scheduled meeting of the following year. The initial election of officers shall occur at the inaugural meeting and the duration of office shall extend until the first scheduled meeting of 2006. Officers shall serve no more than two consecutive terms, unless so requested by the Metropolitan Policy Committee.
- B. Nominations will be taken from the floor. An election shall be held at the last meeting during the year, as provided in A. above.

## **Section 7-SUBCOMMITTEES**

- A. Subcommittees shall be formed as necessary to carry out the work of the Committee. Members of a subcommittee who are not members of the Committee shall serve in an *ex officio* nonvoting capacity on the subcommittee.
- B. Subcommittees are advisory to the Committee.

## **Section 8-MEETINGS AND VOTING**

- A. Scheduled meetings of the Committee shall be held at least six (6) times per year.
- B. Notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes, and other materials may be delivered electronically.

- C. Special meetings shall be held at the call of the Chair of the Committee or the Chair of the Metropolitan Policy Committee. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly 24 hours in advance, consistent with Oregon Public Meetings Law. Every effort shall be made to reach all Committee members.
- D. All meetings shall be open to the public, and interested persons or groups are invited to address the Committee.
- E. Official action may be taken by the Committee when a quorum is present. A quorum shall consist of 2/3 of the members.
- F. Each member shall be entitled to cast one (1) vote on each issue voted on by the Committee. Voting will be recorded by voice vote.
- G. Meetings should be conducted according to *Robert's Rules of Order*.
- H. The proceedings of all meetings shall be summarized by a note take or reported by a minutes recorder, and made available to all Committee members at least one week in advance of the next meeting.
- I. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full Committee, for consideration at the next meeting with a quorum.
- J. In the event that a quorum is not met and there is an action to be taken, attending members of the Committee are charged to form their recommendations individually rather than collegially through a quorum requirement, thereby contributing individual recommendations on the action item to be submitted to the Metropolitan Policy Committee or the Transportation Planning Committee.

**Section 9-TERMINATION**

- A. A three-year term shall be continuous except under the following conditions:
  - i. A member's unexcused absence from three (3) consecutive meetings shall be considered as a *de facto* resignation. The Committee may vote on dismissal of the member after three consecutive unexcused absences. Before a member is dropped for reasons of absence, he/she shall be notified in writing. A dismissed member may apply to be reappointed by the Metropolitan Policy Committee.
  - ii. Change in status of the member so they no longer reside within the MPO area.
  - iii. The member submits his/her resignation.

**Section 10-AMENDMENTS**

- A. Recommendations for amendments to these Bylaws shall be passed by 2/3 vote of the membership of the Committee. The proposal for amendments in Bylaws shall appear on the published agenda. The text of the proposed amendments in Bylaws must be sent to

all Committee members not less than 30 calendar days in advance, unless the amendment is of such an urgent nature as to make shorter notice to Committee members necessary, in which case it may be included with the meeting notice and agenda.

Recommended amendments shall be submitted to the Metropolitan Policy Committee

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