



October 3, 2007

To: Metropolitan Policy Committee
From: Kathi Wiederhold
Subject: Item 4e: Amendments to Citizen Advisory Committee (CAC) Bylaws

Action Recommended: Approve Resolution 2007-08 adopting amendments to the Citizen Advisory Committee Bylaws.

Issue Summary

The Citizen Advisory Committee voted unanimously on September 19, 2007 to recommend draft amendments to the Citizen Advisory Committee Bylaws to the Metropolitan Policy Committee (MPC) for adoption. All of the amendments are housekeeping in nature. Attachment 1 is Metropolitan Policy Committee Resolution 2007-08, approving the amendments to the Bylaws. Attachment 2 is the amended Bylaws in legislative format.

Background

The overall purpose of the Citizen Advisory Committee of the Central Lane Metropolitan Planning Organization (MPO) is to involve the public in transportation planning and to inform decision making in the MPO area. The Citizen Advisory Committee operates under a set of bylaws adopted by the Metropolitan Policy Committee, operating as the MPO Policy Board, on September 9, 2004, and amended on June 9, 2005, and November 10, 2005.

In July 2007, an issue with the Bylaws surfaced during the MPC Public Involvement Subcommittee meeting to review the applications received during the recruitment of new Citizen Advisory Committee members. The Citizen Advisory Committee Bylaws state “[t]he term of office of Committee members shall begin on January 1 of the year following appointment ...” [emphasis added]. Given the need for additional CAC members to begin serving on the Committee immediately, the Metropolitan Policy Committee waived the bylaws provision for the July appointments and directed that the Citizen Advisory Committee review its Bylaws and bring proposed revisions back to the MPC for consideration as soon as practical.

The Citizen Advisory Committee recommends adopting housekeeping amendments to the Bylaws to fix the problem encountered during the recent appointments, clarify intent, address gaps, and correct scrivener’s errors. The list below summarizes the changes and Attachment 2 contains the specific changes in legislative format. The Citizen Advisory Committee Bylaws require that amendments shall be recommended by a two-thirds vote of the membership of the CAC. Other requirements for amendments are that the proposal for amendments shall appear on a published agenda and the text be sent to all CAC members not less than thirty calendar days in advance. The recommended amendments must be submitted to the Metropolitan Policy Committee. The Citizen Advisory Committee has completed these requirements for amending the Bylaws. Amendments become effective upon approval by the Metropolitan Policy Committee.

Summary List of Proposed Bylaws Amendments

Section 3 – Membership

- Correct the two scrivener's errors in part D.: change "it's" to "its" in the first line and correct the spelling of *liaison* in the last line.

Section 4 – Recruitment and Tenure

- Change the language in part C. to indicate that the term of office shall begin on the day of appointment by the Metropolitan Policy Committee and end three years later on January 1 (for terms beginning on January 1) or three years from January 1 following the appointment for terms beginning after January 1.
- Delete language in part C. referring to terms of office for initial Committee members.

Section 5 – Officers

- Add language permitting the election of two Co-Chairs in lieu of a Chair and Vice-Chair.

Section 6 – Election of Officers

- Delete language in part A. referring to the inaugural meeting.
- Add language in part A. allowing election of officers as needed.
- Add a new part C. allowing a special election in the event of a vacancy in the offices of Chair, Vice-Chair, or Co-Chair and clarifying how long officers so elected shall serve.

Section 7 – Subcommittees

- Delete the second sentence in part A. because it would not allow subcommittee members to vote as part of the subcommittee. This is contrary to the intent of creating a subcommittee.

Section 8 – Meetings and Voting

- Clarify in part C. that special meetings must be noticed *not less than 24* hours in advance.
- Clarify in part E. that the quorum is a simple majority of *voting* members.
- Clarify in part F. that each *voting* member shall be entitled to cast one vote and action shall be taken by a simple majority of *voting* members.
- Delete the second sentence in part F. because it incorrectly implies that voting shall be *only* by voice vote.

Section 10 – Amendments

- Clarify by adding "for adoption" at the end of part B.

Attachments: Attachment 1: Resolution 2007-08
Attachment 2: Amended CAC Bylaws (legislative format)