



July 25, 2007

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 7: Amendments to Citizen Advisory Committee Bylaws

Action Recommended: Review and comment on the list of proposed amendments to the bylaws.

Background

The CAC operates under a set of bylaws adopted by the Metropolitan Policy Committee on September 9, 2004, and amended on June 9, 2005 and November 10, 2005. The Citizen Advisory Committee bylaws require that recommendations for amendments to the bylaws shall be passed by a two-thirds vote of the membership of the committee. Other requirements for amendments are that the proposal for amendments shall appear on a published agenda and the text be sent to all committee members not less than fourteen calendar days in advance. The recommended amendments must be submitted to the Metropolitan Policy Committee and become effective upon adoption by the Metropolitan Policy Committee.

Issue Summary

Often, operating under a set of bylaws will bring to light the need for changes in the **bylaws** that would clarify intent, address gaps, and solve problems encountered in the functioning of the group. This is the case with the Citizen Advisory Committee bylaws. The following list summarizes the housekeeping changes which staff recommends to the bylaws after working with them for about three years.

Staff requests the committee's review and comment on the list below. Staff will then craft the specific language for the amendments in legislative format to mail to the committee no less than fourteen days before the September 5, 2007, meeting. That will allow the committee to take action on the proposed changes at the September meeting. The Citizen Advisory Committee officers strongly recommend that the committee limit recommendations for changes to the bylaws to housekeeping amendments only.

Draft List of Proposed Changes to the CAC Bylaws

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.
- Change “should” to “shall” in part G.

Section 10 – Amendments

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

Attachment CAC Bylaws

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