

**BYLAWS  
CITIZEN ADVISORY COMMITTEE  
OF THE  
CENTRAL LANE METROPOLITAN PLANNING ORGANIZATION**

*Adopted by the Metropolitan Policy Committee on September 9, 2004.  
Amended by the Metropolitan Policy Committee on June 9, 2005.  
Amended by the Metropolitan Policy Committee on November 10, 2005.  
Amended by the Metropolitan Policy Committee on October 11, 2007.*

**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. Develop 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. The Metropolitan Policy Committee may appoint one at-large member who resides outside 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.
- D. The Metropolitan Policy Committee may appoint one of its members to serve as a liaison between the Committee and the Metropolitan Policy Committee. The liaison shall serve in an *ex officio* nonvoting capacity on the Committee.

### **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
  - 2. Business/Chamber
  - 3. Citizen at Large
  - 4. Downtown District
  - 5. Employees/Workers/Organized Labor
  - 6. Freight/Rail/Trucking
  - 7. Land Use
  - 8. Low Income

- |                               |                            |
|-------------------------------|----------------------------|
| 9. Minority                   | 15. Rural                  |
| 10. Natural Environment       | 16. School District/Parent |
| 11. Neighborhoods             | 17. Senior                 |
| 12. Parks/Trails              | 18. Student                |
| 13. Pedestrian                | 19. Transit Rider          |
| 14. Persons with Disabilities |                            |

- 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 members shall begin on the date of appointment by the MPC and expire in three years on December 31. For purposes of determining the term expiration date, members whose terms begin after January 1 shall serve a term that lasts three years plus the balance of the year in which they are appointed. 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 or, alternatively, the Committee may choose to elect two Co-Chairs, who shall rotate the duties of 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. The officers of the Committee shall be elected annually at the last regular meeting held during the calendar year or as needed to fill vacancies. The term of office shall begin upon election and extend until the first scheduled meeting of the following calendar year. 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.
- C. In the event of a vacancy in the Office of Chair, Vice-Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting of the following calendar year.

Officers so elected may serve up to two additional consecutive terms, per paragraph A. above.

### **Section 7 - SUBCOMMITTEES**

- A. Subcommittees shall be formed as necessary to carry out the work of the Committee.
- B. Subcommittees are advisory to the Committee.

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

- A. Scheduled meetings of the Committee shall be held at least six 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 not less than 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 a simple majority of the voting members.
- F. Each voting member shall be entitled to cast one vote on each issue voted on by the Committee. The Committee shall take action by a simple majority of voting members present.
- G. Meetings should be conducted according to most current edition of *Robert's Rules of Order*.
- H. The proceedings of all meetings shall be summarized by a note taker 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 and there is an emergent deadline, 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 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, with the exception of an at-large member.
  - 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 fourteen 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.
- B. Recommended amendments shall be submitted to the Metropolitan Policy Committee for adoption.