BYLAWS OF THE
CITIZENS ADVISORY COMMITTEE
FOR THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS

ARTICLE I ORGANIZATION/MEMBERSHIP

Sec. 1. Purpose: The purpose of the Citizens Advisory Committee, herein referenced as the CAC, is to serve as the primary public participation forum for the transportation products and plans of the Rapid City Area Metropolitan Planning Organization (MPO). It shall serve as the liaison between the Rapid City Area MPO and the residents of the urbanized area and its members will be vigilant to represent the citizens of their area, both geographically and ideologically.

The CAC shall convey to the MPO the goals and wishes of the citizens in the Rapid City Area MPO area regarding transportation issues. It shall bring varied input to the MPO’s planning functions by calling on a wide range of citizens’ talents, civic interests and disciplines (both professional and lay). The committee will serve to make recommendations regarding MPO plans and products to the MPO Executive Policy Committee.


Membership shall consist of individuals or organizations representing any sections of the Rapid City Metropolitan Area Transportation System. Membership may be drawn from such groups as: Pedestrian and Bicycle Advocates, Community Service Organizations, Safety Professionals, Concerned Citizens, Business, City Advisory Boards, Persons with Disabilities, Safety, Elderly, Education, Neighborhoods, Public or Private Transportation, Civic Development, and Environmental. Meade County appoints two members to a 2-year term. Other voting members shall be selected by MPO Staff and approved by the MPO Executive Policy Committee. The prospective members shall submit a short one (1) page statement describing why they feel they would be a good fit for the committee, including qualifications and interest in transportation matters.

Sec. 3. The Committee shall consist of a minimum of nine (9) voting members, with the basic requirement that they live within the MPO boundary. If possible, the CAC membership shall represent all areas within the MPO geographic boundary.
Sec. 4. Any member group may withdraw from the Citizens Advisory Committee by giving notice to the Chair. The Citizens Advisory Committee may then either choose another organization to fill the vacancy or reduce the number of members by one if the nine (9) member minimum is still met. The action shall be decided by a vote of the majority of remaining members and concurrence by the Executive Policy Committee.

Sec. 5. Term of appointment shall be for three (3) calendar years from date of appointment. At the end of their term, a member may serve another term as approved by the MPO Executive Policy Committee.

Sec. 6. Attendance and participation in the MPO CAC is important. Non-participation may be construed as an inability to serve and may result in removal from the CAC by the MPO Executive Policy Committee. A member should attend at least 75% of all meetings in a calendar year. In the event that a member shall be absent from two (2) consecutive meetings without giving notice to the MPO Staff, such action will be considered as a resignation.

Sec. 7. Each voting member of the Citizens Advisory Committee may provide for an alternate on the Committee. In the event of the absence of a voting member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent voting member.

Sec. 8. The Rapid City Area Metropolitan Planning Organization staff shall maintain a mailing list of interested organizations and individuals. Those persons on this list shall be notified as required by Article II, Section 4 of the Citizens Advisory Committee Bylaws. With the exception of the appointed voting members, all other interested persons in attendance shall be considered as non-voting members of the Committee.

ARTICLE II MEETINGS

Sec. 1. The Citizens Advisory Committee shall meet at least six (6) times a year, on a bi-monthly basis beginning the new calendar year. Meeting dates for the following year shall be set at the last meeting date of each calendar year. Regularly scheduled bi-monthly meetings may be rescheduled or canceled by the Chair, or in the Chair’s absence by the Vice Chair.

Sec. 2. Five (5) members shall constitute a quorum for transacting the official business of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
Sec. 3. Special meetings of the Citizens Advisory Committee can be called at any time by the Chair, or in the Chair's absence by the Vice Chair, or by two (2) or more voting members of the committee.

Sec. 4. The members of the Citizens Advisory Committee shall be notified, by mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.

Sec. 5 All regular and special meetings of the Citizens Advisory Committee shall be open to the public and the media.

Sec. 6 The Metropolitan Planning Organization staff shall provide the Citizens Advisory Committee with all necessary information to carry on in their role as an active citizens group to conduct business, to make recommendations, or to address issues relevant to transportation in the Rapid City Metropolitan Planning Area.

Sec. 7. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Citizens Advisory Committee.

ARTICLE III OFFICERS

Sec. 1. The officers of the Citizens Advisory Committee shall consist of a Chair and Vice Chair. In the absence of the Chair, the Vice Chair has full powers.

Sec. 3. The duties of the officers of the Citizens Advisory Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

Sec. 1. Election of Officers shall be held at the last meeting of the calendar year for a two (2) year term. The officers will assume their duties on the first meeting of the new calendar year following the election.

Sec. 2. Nominations shall originate from the floor and a candidate must receive a simple majority of votes to be elected.

Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

ARTICLE V AMENDMENTS

Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Citizens Advisory Committee provided notice is
given seven (7) days in advance that such business is included on the Committee’s agenda. It shall take a majority vote of the Committee membership to amend or adopt these Bylaws. A member of the CAC, with support of one (1) MPO Staff member, may propose an amendment to the Bylaws of the CAC. Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Sec 2. These bylaws will be reviewed every three (3) years to ensure that they are both current and applicable to the MPO.

Recommended for approval this _________day of December, 2016.

_____________________________________
Chair, Citizens Advisory Committee

Adopted this _______day of December, 2016.

_____________________________________
Chair, Executive Policy Committee