

**BYLAWS OF THE
CITIZEN ADVISORY COMMITTEE
OF THE
TRANSPORTATION DEPARTMENT
MID-OHIO REGIONAL PLANNING COMMISSION**

ARTICLE I

Citizen Advisory Committee (CAC)

Section 1. NAME

The name of this committee shall be the Citizen Advisory Committee of the Transportation Department, Mid-Ohio Regional Planning Commission.

Section 2. ORIGIN

The Citizen Advisory Committee is provided for in the Public Involvement Process (copy attached) as required under 23 CFR §Sec 450.316(b) which is part of the Metropolitan Transportation Planning Process: Elements.

Section 3. PURPOSES

The purpose of the CAC is as follows:

1. To implement that part of the Public Involvement Process relating to public participation.
2. To serve as the primary body representing public opinion on the goals, objectives, policies, system plans/programs or individual project plans/programs relating to improvement in transportation.
3. To permit continuous interaction and two-way communication between participants and staff about the planning process from problem identification through all developmental phases to resolution.
4. To ensure that all plans and programs give adequate consideration to possible social, economic, energy and environmental issues.
5. To ensure appropriate and timely advice to the Policy Committee as defined in the Public Involvement Process. The CAC also advises the staff.

Section 4. DUTIES AND RESPONSIBILITIES

The CAC shall:

1. Hold regular meetings with the staff of the Metropolitan Planning Organization (MPO) to become familiar with the planning process, priorities, funding requirements, state and federal guidelines and requirements, long- and short-range plans, and transportation issues.

2. Work with the planning staff during preparation of long- and-short range plans and familiarize itself with planning terminology and procedures.
3. Determine methodology for obtaining input to the planning process.
4. Review the various phases of the Transportation Plan, Transportation Improvement Program (TIP), and special studies; including methodology, projections, assumptions, and recommended plans and programs prior to submission to the Policy Committee.
5. Establish special subcommittees as may be required to provide supplemental advice necessary to facilitate review and consensus.
6. Communicate information to the public within geographic districts and act as a liaison between public and staff.
7. Implement and promote public participation at area meetings.
8. Communicate public reaction and desires to staff, elected officials, and the Policy Committee of MORPC.

Section 5. MEMBERSHIP

In keeping with Purpose 2, the membership of the CAC shall be broad based and shall include representation from the general citizenry, populations that are traditionally underserved with transportation, environmental interests, business, and others. The following recruiting guidelines are not intended to be rigidly applied.

- a. Membership shall consist of a designated representative or his/her designated alternate from the populations listed below. To the extent possible members and alternates will be drawn from recognized organizations that themselves are representative of the populations or interests they are intended to represent. Alternates need not be from the same organization as the member.
- b. Membership of the CAC shall not exceed 36 representatives.
- c. Members and alternates shall be appointed by the Chair of CAC with concurrence by MPO Director of Transportation.
- d. Members and alternates shall be appointed for two or three year terms and may be reappointed without limit.
- e. Members who miss more than 3 consecutive meetings or more than 6 meetings per year will have their membership re-evaluated and are subject to dismissal.

General citizens in the planning area

No less than 50% of CAC representation will be drawn from geographic representation. Geographic representation will be drawn from the Transportation Planning area with representatives of the following types of development areas (boundaries to be considered approximate):

- a. "Central City" of Columbus including the historic districts (intended to represent the portion of the city developed before automobiles became influential in development patterns)
- b. "Inner Ring" of Columbus (intended to represent the portion of the city outside the "Central City" developed before freeways became influential in development patterns)
- c. "Outer Ring" of Columbus (intended to represent the portion of the city outside the "Inner Ring" developed when freeways became influential in development patterns)
- d. first suburbs
- e. developing suburbs
- f. exurbia/rural

Please see attached map for approximate boundaries of these six types of development areas. Unincorporated areas will be grouped with the appropriate type of development area. The rationale for dividing the geography of the Transportation Planning Area into these categories is that they have similar types of infrastructure installed and face similar infrastructure and growth issues. It is a goal to have two representatives for each type of development area, but higher population types will have more.

Transportation disadvantaged or underserved:

- Low-income
- Minorities
- Senior citizens/ Veterans
- Children/Youth/Minor Students (Youth Commission)
- Mental/Physical Disabilities
- College Students (OSU, Columbus State)

Environmental

- Environmental
- Historic/Archeological
- Pedestrians and Bicyclists
- Health organizations

Business

- Real Estate/Developers/Realtors
- Small Businesses
- General Business
- Media

Transportation Providers

- Transportation Coordinating Committee, Chair

ARTICLE II

Organization

Section 1. OFFICERS & DURATION

The officers shall consist of a chair, vice-chair and a secretary. Terms of office shall start at the first meeting of the new calendar year and shall be for one year and/or until a successor is elected and takes office. The secretary need not be a member of the CAC.

Section 2. DUTIES OF OFFICERS

1. Chair...Presides at all meetings of the CAC and to appoint subcommittees as needed. Acts as liaison between the CAC and the staff and committees of MORPC. Supervises the conduct of the CAC's business and activities. Acts as mediator when necessary. Conveys the opinions of the CAC to MORPC's Policy Committee through membership in the Policy Committee.
2. Vice-Chair...Acts in place of the chair when necessary and presides at meetings when the chair temporarily vacates the chair, or is absent from a meeting.
3. Secretary...Records the minutes and attendance, prepares required reports, notifies members of meetings and such other duties as required or directed by the CAC. Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of meeting date, whenever practical. Reviews minutes of meetings. Has available at each meeting a copy of the bylaws and a book on parliamentary procedure.

Section 3. ELECTION

1. The chair, at the September meeting of each year, shall appoint a nominating committee consisting of at least three members to develop a slate of candidates for next year's officers.
2. The slate of candidates shall be presented during the last quarter of the calendar year. Additional nominations, with the prospective nominees' permission, may be made from the floor.
3. The chair, vice-chair and secretary shall be elected at a meeting during the last quarter of the calendar year and shall serve for one year beginning the first meeting of the new year.

ARTICLE III

Meetings

Section 1. CAC MEETING TIMES AND ESTABLISHMENT OF THE AGENDA

The CAC shall generally hold regular monthly meetings on the second Monday prior to the Policy Committee. The Policy Committee generally does not meet in August. The calendar of CAC meetings including date, time and place, shall be set each year and shall consider the dates of Policy Committee meetings, holidays, and other events such as election days. During the year monthly meeting dates, times, and places may be moved if conditions warrant. Monthly meetings may be canceled by the chair if there is no business scheduled. The chair may call special meetings as required.

At least two weeks prior to the CAC meeting the Secretary shall poll the MPO staff and CAC officers for agenda items for that month. From the responses the Secretary shall compile a draft agenda and circulate it to MPO staff and CAC officers. The CAC Chair shall have at least one day to review and comment on the agenda. Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the chair and the secretary at least 10 days prior to the meeting so they may be considered for inclusion on the agenda. All other items and handouts submitted later by the members may be discussed at the CAC's discretion.

Section 2. QUORUM

The quorum shall consist of one-fourth (1/4) of current membership. For the purposes of a quorum, current membership shall consist of participants who have accepted appointment to the CAC by MORPC and have not resigned that position nor been replaced by the CAC chair. A majority vote of a quorum of the voting membership shall be required for committee action.

Section 3. MINUTES

The minutes shall be recorded by staff and reviewed and approved for content by the CAC secretary. Copies will be mailed to each member along with the new agenda seven (7) days prior to the next meeting.

Section 4. ATTENDANCE

Regular attendance is vital to the effective functioning of the CAC. Missing three consecutive meetings in a year may constitute reason for replacement of the member by the CAC chair. If the CAC chair believes the member should be replaced, the organization which recommended the individual for membership would be contacted by staff for a replacement.

Section 5. COMPENSATION

No member of the CAC will be compensated for participating in the meetings.

ARTICLE IV

Subcommittee

Section 1. FORMATION

Subcommittees shall be formed, when necessary, to provide supplemental advice on specific phases of the plan and program. These committees shall be responsible to the CAC.

Section 2. MEMBERSHIP

Subcommittee members and chair, who shall be a member of the CAC, shall be appointed by the chair of the CAC and shall be composed of any person with recognized competence in the specific subject in question and may include members from outside the CAC.

Section 3. DUTIES

Subcommittee will perform specific tasks assigned to it and will report its advice and recommendations to the CAC.

Section 4. MEETINGS

Subcommittee shall meet as determined by the chair of the subcommittee of the CAC.

ARTICLE V

Coordination

Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans, or any other aspect which cannot be resolved, a full report expressing the subcommittee's and staff's viewpoints will be presented to the CAC by the chair of the subcommittee.

Section 2. CAC

If conflict should arise between the staff and CAC regarding procedure, methodology, projections, assumptions, recommended plans, or any other issue which cannot be resolved, a full report expressing the CAC's viewpoints will be presented to the Policy Committee by the chair of the CAC. Staff viewpoints should be presented by the director of Transportation if there is a conflict.

ARTICLE VI

Bylaws and Rules of Order

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

ARTICLE VII

Amendment

Section 1. HOW AMENDED

These articles may be amended by a majority vote of the CAC subject to approval of the Policy Committee.

ARTICLE VIII

Code of Ethics & Procedures

Section 1. All members shall be aware of and governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94, effective October 20, 1994, (attached).

Approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on March 23, 1995.

Amended by the Policy Committee of the Mid-Ohio Regional Planning Commission on December 16, 1999.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on February 12, 2004.