



APPENDIX C

COMMUNITY ADVISORY COMMITTEE BYLAWS

**BYLAWS OF THE
COMMUNITY ADVISORY COMMITTEE
OF THE
MID-OHIO REGIONAL PLANNING COMMISSION**

ARTICLE I

Section 1. NAME

The name of this committee shall be the Community Advisory Committee of the Mid-Ohio Regional Planning Commission.

Section 2. ORIGIN

The Community Advisory Committee is provided for in the Public Involvement Process (PIP; such PIP as is required under 23 CFR §Sec 450.316), which sets out participation requirements for Metropolitan Transportation Planning and Programming.

Section 3. PURPOSES

The purpose of the CAC is as follows:

1. To ensure appropriate and timely advice to the Transportation Policy Committee, which is the Metropolitan Planning Organization as defined in the Public Involvement Process. The CAC also advises the staff.
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 implement that part of the Public Involvement Process relating to public participation.

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. Provide funding and policy recommendations to the Transportation Policy Committee.

3. Work with the planning staff during preparation of long- and short-range plans and familiarize itself with planning terminology and procedures.
4. Review and recommend methodology for obtaining input to the planning process.
5. Review the various phases of the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), and special studies; including methodology, projections, assumptions, and recommended plans and programs prior to submission to the Transportation Policy Committee.
6. Designate one or more representatives of the CAC to any MPO-related advisory committees convened to provide input into the planning process.
7. Establish special subcommittees as may be required to provide supplemental advice necessary to facilitate review and consensus.
8. Represent CAC on other committees in the communities, as appointed.
9. Communicate information to the public within geographic districts and act as a liaison between public and staff.
10. Participate at area meetings soliciting public comments, which are utilized in the decision-making process at CAC meetings.
11. Communicate public reaction and desires to staff, elected officials, and the Transportation Policy Committee of MORPC.
12. Recruit qualified new or replacement members.

Section 5. MEMBERSHIP

- A. 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, businesses, and others. Members may represent multiple constituencies from among any of the above categories.
 - i. General Citizens in the planning area

No less than 50% of CAC membership should 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 the City of Columbus including the historical districts (intended to represent the portion of the city developed before automobiles became influential in development patterns)
 - b. "Inner Ring" of the City 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 the City 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” – first ring of suburbs surrounding a “Central City” that have little opportunity to expand geographically and are mostly developed; especially those suburbs developed before automobiles became influential in development patterns
 - e. “Developing suburb” – a developing residential area outside the “Central City” that has an opportunity to expand geographically and has development patterns heavily influenced by the availability of the automobile
 - f. “Exurbia/rural” – towns and low-density areas beyond the “Central City” and its contiguous suburbs

The attached map shows the 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 development 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 areas with higher population will have more.

- ii. Transportation disadvantaged or underserved, for example:
 - Low-income
 - Minorities
 - Senior Citizens/Veterans
 - Children/Youth/Minor Students (Youth Commission)
 - Mental/Physical Disabilities
 - College Students (OSU, Columbus State)

- iii. Environmental, for example:
 Environmental
 Historic/Archaeological
 Pedestrians and Bicyclists
 Health Organizations
 - iv. Business, for example
 Real Estate/Developers/Realtors
 Small Businesses
 General Business
 Media
 - v. Transportation Providers, for example
 Yellow Cab, American Red Cross, National Church Residences Center
 for Senior Health
 - vi. General Interest
- B. Membership Selection and Appointment
- a. Membership shall consist of a representative, designated or otherwise, from the populations listed. To the extent possible members will be drawn from recognized organizations that themselves are representative of the populations or interests they are intended to represent.
 - b. Membership of the CAC shall not exceed 24 representatives.
 - c. Members shall be determined upon nomination by the Executive Director, MORPC Directors or the CAC Chair and appointed by the CAC Chair and the Executive Director.
 - d. Members' terms shall end the December of their second calendar year. Appointments may happen throughout the year and re-appointments shall be effective for a two (2) year term beginning in January.
- C. Attendance: Regular attendance is vital to the effective functioning of the CAC. Members who miss more than 3 consecutive meetings or more than 6 meetings per year will have their memberships re-evaluated and are subject to dismissal. Absences may be excused at the discretion of the Chair.

ARTICLE II

Organization

Section 1. OFFICERS & DURATION

The officers shall consist of a Chair, Vice Chair and a Secretary. Terms of office for Chair and Vice-chair shall start at the first meeting of odd numbered calendar years and shall be for 2 years and limited to 2 consecutive terms of office. The Secretary will be a MORPC staff person appointed by the Executive Director and shall serve until replaced.

Section 2. DUTIES OF OFFICERS

1. Chair - Presides at all meetings of the CAC and appoints subcommittees as needed. The Chair acts as liaison between the CAC and the staff and Transportation Policy Committee of MORPC and as such is expected to attend all meetings of the Transportation Policy Committee. The Chair supervises the conduct of the CAC's business and activities. Acts as mediator when necessary. Conveys the opinions of the CAC to MORPC's Transportation Policy Committee through membership in the Transportation Policy Committee. The Chair updates the CAC on the decisions of the Transportation 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. The Vice-chair is expected to attend the Transportation Policy Committee when the Chair is unable to do so. If the Chair is unable to continue the duties of the seat, then the Vice-chair assumes that position. Vice-chair serves as a member of the Complete Streets Appeals Committee pending appointment by the Chair of the Transportation Policy Committee.
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. Secretary reviews minutes of meetings. Secretary shall also have available at each meeting a copy of the bylaws and a book on parliamentary procedure.

Section 3. ELECTION

1. The Chair of the CAC, at the September meeting of each even numbered year shall appoint a nominating committee consisting of at least 3 members to develop a slate of candidates for next term's Chair and Vice-chair.
2. The nominating committee shall present a slate of candidates at the November meeting. Upon presentation of the slate of candidates, additional nominations may be made from the floor. Following close of nominations, the Chair and Vice-chair shall be elected by the CAC.
3. The secretary of the CAC shall be appointed from MORPC staff by the Executive Director.
4. If a vacancy in the office of Chair occurs prior to the end of term, the Vice-chair will assume the duties and responsibilities of Chair for the remainder of the term.
5. If a vacancy occurs in the office of Vice-chair prior to the end of term, a special election shall be called to fill the vacant position.

ARTICLE III

Meetings

Section 1. CAC MEETING TIMES AND ESTABLISHMENT OF THE AGENDA

The CAC shall generally hold regular monthly meetings on the 2nd Monday prior to the Transportation Policy Committee. The Transportation 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 Transportation 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 2 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 Chair shall have at least 1 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-third (1/3) 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 Chair. A majority vote of a quorum of the voting membership shall be required for committee action.

Section 3. MINUTES AND AGENDAS

The minutes shall be recorded by staff and reviewed and approved for content by the Secretary. Copies will be mailed and/or electronically mailed to each member along with the new agenda prior to the next meeting.

Notice of meetings shall be mailed and/or electronically mailed at least 1 week in advance of meeting date, whenever practical.

Section 4. COMPENSATION

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

ARTICLE IV

Subcommittees

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 subcommittee subject and may include members of the CAC and individuals 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

Conflict Resolution

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 Transportation Policy Committee by the Chair of the CAC. Staff viewpoints should be presented by the Secretary of the CAC if there is a conflict.

ARTICLE VI

Bylaws and Rules of Order

The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

ARTICLE VII

Amendment

Section 1. HOW AMENDED

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

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

Amended and approved 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.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on November 10, 2011 and shall take effect on January 1, 2012.

Amended and approved by the Transportation Policy Committee of the Mid-Ohio Regional Planning Commission on May 8, 2014 and shall take effect on July 1, 2014.