

# FRENCH BROAD RIVER

METROPOLITAN PLANNING ORGANIZATION

## BY-LAWS

FRENCH BROAD RIVER METROPOLITAN PLANNING ORGANIZATION

### CITIZENS ADVISORY COMMITTEE

#### ARTICLE I – NAME

The name of this organization shall be the French Broad River MPO Citizens Advisory Committee herein referred to as the Citizens Advisory Committee (CAC).

#### ARTICLE II- PURPOSE

The purpose of the CAC is to:

- A. Serve as an advisory body to the FBRMPO TCC and Board.
- B. Provide independent, region-oriented citizen advice to the TCC and Board on issues related to the development of the Metropolitan Transportation Plan (MTP), Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), and any other processes or planning efforts that require considerable public involvement.
- C. Promote public awareness and participation in the regional transportation planning process.
- D. Promote equity in the regional transportation planning process.
- E. Make recommendations to enhance FBRMPO public involvement policies and techniques.

#### ARTICLE III – MEMBERS

##### Section 1. Number and Qualifications

The CAC will be made up of eighteen members appointed by the MPO Board.

##### Section 2. Additional Criteria

Members must have a sincere interest in serving the community and must have the time to review pertinent materials and attend meetings of the committee.

### Section 3. Membership Selection

The MPO Board may direct MPO staff to hold a call for applications for the CAC to help identify potential members. Appointments shall be made to encourage a balanced cross-section of the region's population representing environmental, business, and civic organizations, including low-income, minority, and disabled populations. It is preferred that members be affiliated with a recognized group or organization in the FBRMPO planning area.

NCDOT, MPO, and RPO staff may attend the CAC meetings but may not serve as voting members.

### Section 4. Terms and Absenteeism

Members of the CAC will serve two-year terms. Members may be re-appointed to an unlimited number of terms. If a member of the CAC is absent for four consecutive meetings, they become inactive and their membership status will be automatically reviewed by the CAC.

## **ARTICLE IV – OFFICERS**

### Section 1. Officers Defined:

The officers of the Board shall consist of a Chairperson and a Vice-Chairperson elected by the members of the committee.

### Section 2. Duties:

The Chairperson shall be responsible for calling and presiding at meetings and coordinating meeting times and dates with staff. In the absence of the Chairperson, the Vice-Chairperson shall preside and carry out all other duties of the Chairperson.

### Section 3. Elections:

Officers shall be elected every two years from the appointed elected members at the first meeting of the calendar year, as the first agenda item, after which the newly elected Chairman and Vice-Chairman shall take office.

### Section 4. Term Limits:

Officers may be re-elected for subsequent terms with no limits. In the event the Chairperson is unable to complete his/her term, the Vice Chairperson automatically becomes the Chairperson and an election for a new Vice-Chairperson will be held.

## **ARTICLE V – MEETINGS**

### Section 1. Scheduled Meetings

Meetings will be scheduled quarterly, but CAC meetings may be canceled or rescheduled based on staff or Chairperson discretion.

### Section 2. Quorums:

Quorums will be determined by attendance of at least fifty percent of the active subcommittee membership list.

### Section 3. Agenda:

The agenda is the list of considerations for discussion at a meeting. Items may be added to the agenda based on discussions from previous subcommittee meetings, are requested to be added to the agenda prior to its distribution by any member of the committee, or is requested by the MPO TCC or Board.

### Section 4. Voting Procedures:

The Chairperson and any member may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this Article. Each member of the subcommittee shall have one vote, and a majority vote of those present and voting shall constitute approval of any resolution. The Chairperson is permitted to vote but abstentions are not included in the vote tally.

## **ARTICLE VI – AMENDMENTS TO BYLAWS**

Amendments to the Bylaws of the CAC may be recommended by a majority vote of the CAC or at the request of the MPO TCC or Board. All amendments to the bylaws must be approved by the MPO TCC and Board in order to go into effect. Bylaws and amendments to bylaws passed by the MPO TCC and Board do not require CAC approval.