

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
Citizen’s Advisory Committee (CAC)
BYLAWS AND POLICIES**

- A. Preamble
- B. CAC By-Laws
- C. CAC General Policies
- D. CAC Specific Policies

A. Preamble. The following sets forth the By-Laws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process for the Citizens Advisory Committee of the Capital Region Transportation Planning Agency (CRTPA)

B. CAC By-Laws

B-1. Membership

(1) As designated by the Capital Region Transportation Planning Agency as of May 23, 2005, the CAC will consist of voting representatives as follows:

Leon County	7
City of Tallahassee	5
Leon County School Board	1
City of Midway	1
Town of Havana	1
City of Quincy	1
Gadsden County	1
Wakulla County	1
CRPTA Chair*	1
CRPTA Vice Chair *	1

* these additional appointments are to assist in balancing the CAC membership to reflect the CRA regional demographics.

These bylaws shall be revised to reflect any subsequent CRTPA action changing membership and voting in CAC.

B-2. Membership Term of Office

(1) The membership and terms of voting members of the CAC will be consistent with the term of the elected official by whom they were nominated.

- (2) Each CAC member is expected to demonstrate interest in service to the CRTPA by regular attendance of CAC meetings, except for unavoidable circumstances. Any member who expects to be absent from a meeting shall inform CAC staff as soon as practical. If a member is absent from 2 consecutive meetings, or otherwise showing more absences than participation in the committee, the CAC may recommend removal to the appointing CRTPA member. Three consecutive absences shall be grounds for removal, at the discretion of the CAC chairperson. If a member is removed by the CAC Chairperson, then a letter stating that fact shall be sent to the appointing CRTPA member, along with any citizen applications that may be used to fill the resulting vacancy.

B-3. Officers and Duties

(1) The CAC shall hold an annual organizational meeting no later than the last CAC meeting of the calendar year for the purpose of electing the following officers from its voting membership:

- Chairperson
- Vice-Chairperson

The Chairperson and Vice-Chairperson shall be members of different member governments.

(2) Officers shall be elected by a majority of the votes of members present at the organizational meeting and shall serve a term of one year.

(3) The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CAC meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone.

B-5 Meetings

(1) Regular meetings of the CAC shall be held as needed in the Tallahassee City Hall or other locations designated by the Chairperson. Regular meetings will be held no less frequently than every two months, or six times a year.

(2) Meetings will be held on the first Tuesday of any given month and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.

(3) Special meetings may be called by the Chairperson.

(4) There must be forty percent (40%) of the appointed members present, to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority vote of the total quorum present.

(5) Agenda materials for the CAC meetings shall be distributed no later than seven days prior to

the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the CAC members as soon as practicable.

(6) Meetings will be open to the public. Any group which so requests in writing, will be notified of CAC meetings.

(7) The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the “parliamentarian” or designate another CAC member to serve as “parliamentarian.”

(8) CAC meetings will be recorded and summary minutes will be prepared.

(9) Upon the seconding of a motion for discussion purposes, comments from members will be limited to three minutes for that motion. Subsequent motions will allow members an additional three minutes each for discussion.

B-6 Citizen Participation at CAC Meetings

(1) Citizen comments will be accepted during the meeting.

(2) Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.

(3) Citizens will complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CAC staff.

(4) Citizens will be allowed to speak for three minutes each, with additional time granted at the discretion of the CAC Chairperson.

(5) Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

B-7 By Law Amendments

The CAC By-Laws may be amended by the CRTPA.

C. CAC General Policies

(1) The CAC agenda will include sections for consent, discussion, information, and action sections.

(2) The CAC agenda will be limited to required items only as determined to provide citizen’s input based on the CRPTA agenda. CAC members are requested to coordinate with the Executive Director on those other items that they wish to have considered.

(3) No other governmental organization shall preclude the scheduled convening or adjournment time of the CAC.

D. CAC Specific Policies

(1) Any CAC policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes. All adopted resolutions will be moved forward to the CRPTA for the decision concerning final adoption.

E. Modifications to the Long Range Transportation Plan

(1) A request to amend the Long Range Transportation Plan may be initiated by the CAC, the Technical Advisory Committee (TAC), the CRTPA, or another governmental agency. Members of the CRTPA will be notified of a request to amend the Long-Range Transportation Plan.

(2) A request to amend the Long Range Transportation Plan will be reviewed by the CAC in coordination with the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CAC recommendation, CRTPA Staff recommendation, and the recommendation will be forwarded to the CRTPA. Upon completion of the technical recommendation by the CAC, it will be returned to the CAC for citizen input and further recommendation to the CRTPA.

(3) In addition to the required public notifications, efforts to communicate with the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.