



300 S. ADAMS STREET
TALLAHASSEE, FL 32301
www.crtpa.org

CITIZEN'S MULTIMODAL ADVISORY COMMITTEE

1:30 AM – 1:30 PM
4th Floor Conference Room

TALLAHASSEE CITY HALL
300 S. Adams Street
Tallahassee, Fl. 32301

March 7, 2017

1. AGENDA MODIFICATIONS

2. CONSENT

A. Fiscal Year (FY) 2019 - FY 2023 Transportation Alternatives (TA) Priority Project List (PPL)

CRTPA staff is seeking approval of the FY 2019 – FY 2023 Transportation Alternatives (TA) Priority Project Lists (PPL's).

Recommended Action: *Recommend approval of the FY 2019 - FY 2023 TA PPL.*

B. Fiscal Year (FY) 2019 - FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL)

CRTPA staff is seeking approval of the FY 2019 – FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL).

Recommended Action: *Recommend approval of the FY 2019 - FY 2023 TRIP PPL.*

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-6800. The telephone number of the Florida Relay TDD Service is #711.

3. PRESENTATIONS/DISCUSSION/ACTION**A. Quincy Bypass Northern Loop**

The Florida Department of Transportation will provide an update on the Project Development and Environment (PD&E) Study for the Quincy Bypass Northern Loop (SR 12 to SR 267).

Recommended Action: *For committee information.*

B. CMAC Bylaw Revisions

CRTPA staff will present proposed bylaw revisions for CMAC review and comment. The CRTPA Board will review the proposed CMAC bylaw revisions at their March meeting and are scheduled to adopt final bylaws at their following meeting.

Recommended Action: *For committee information and discussion.*

4. OPEN FORUM FOR PUBLIC COMMENT

Citizens are invited to address the committee.

5. INFORMATION

- **March 21, 2017 CRTPA Agenda**
The March 21, 2017 CRTPA Agenda is provided for committee information.

6. ITEMS FROM COMMITTEE MEMBERS OR STAFF



March 7, 2017

Committee AGENDA ITEM 2 A

**CRTPA FISCAL YEAR 2019 – FY 2023 TRANSPORTATION ALTERNATIVES
PRIORITY PROJECT LIST**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks approval of the CRTPA Fiscal Year 2019 – FY 2023 CRTPA Transportation Alternatives (TA) Priority Project List (PPL), provided as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA adopt the CRTPA FY 2019 – FY 2023 Transportation Alternatives (TA) Priority Project List.

HISTORY AND ANALYSIS

The CRTPA Transportation Alternatives Program guides the solicitation and prioritization of approximately \$310,000 of federal TA funding explicitly dedicated annually to the CRTPA region. Consistent with Board direction, the CRTPA actively solicits new projects every two (2) years, with the most recent solicitation occurring last year (2016).

The Draft FY 2019 – FY 2023 TA Priority Project List is comprised of projects previously included on the CRTPA's most recently adopted TA PPLs. This year's list provides an update of last year's list using the following process:

- Projects with existing funded phases were ranked higher on the list in order to ensure project funding completion. As a result, project's #1 & #2 on the draft list are both currently funded for design in the FDOT Work Program and are seeking further (construction) funding.
- Projects with constructability issues (as identified by the FDOT) such as drainage and right-of-way were removed from the draft list. In light of this, this year's TA PPL is comprised of fewer projects than last year's list.

The following projects, included on last year's TA PPL, have received funding in the most recent (FY 2018 – FY 2022) FDOT Work Program subsequent to adoption of last year's TA PPL:

- N. Monroe Street Sidewalk – This was the #1 ranked project on last year's TA PPL; project has been received funding for design and construction in FY 18 & FY 19, respectively. The funding received was Safe Routes to School funding.
- Atlanta Street Sidewalk – This was the #6 ranked project on the TA PPL. The project received design funding in FY 17.

Program Background

The CRTPA Transportation Alternatives Program (TAP) was established in 2013 subsequent to the creation of the Transportation Alternatives Program associated with the July 6, 2012 signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama.

Transportation Alternatives are federally funded programs and projects, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Fifty percent (50%) of the TA funding received by each state is to be distributed by population. For those Metropolitan Planning Organizations with a population greater than 200,000 (Transportation Management Areas, which includes the CRTPA), the agency must run the competitive grant process, necessitating the creation of the CRTPA TAP.

In addition to the approximately \$310,000 of TA funding explicitly dedicated annually to the CRTPA region, other TA funding is available for placement on TA projects within the CRTPA region. This funding, which does not include the annual dedicated amount to the CRTPA, is placed on projects at the discretion of the Florida Department of Transportation.

As noted previously, the CRTPA solicits new projects biennially with the most recent solicitation occurring in 2016. As a result, this year's TA PPL reflects projects that were previously solicited and included on previously CRTPA TA PPL's.

Guiding last year's (2016) solicitation of TA projects was the CRTPA's TA Subcommittee. The subcommittee, comprised of 5 members [2 from the CRTPA's Citizen's Multimodal Advisory Committee (CMAC) and 3 from the Technical Advisory Committee (TAC)], reviewed and recommended a ranking of the TA applications that were received in 2016.

The applications received were reviewed and ranked based upon the CRTPA's TAP Evaluation Criteria (approved at the March 21, 2016 CRTPA):

ADOPTED CRITERIA

EVALUATION CRITERIA		MAXIMUM POINTS
1	Project Constructability (is right-of-way required?)	15
2	Qualifying Activities (how many of the nine (9) TA eligible activities does the application meet?)	15
3	LAP Certification (Is the application sponsor LAP certified or capable of being certified)	15
4	Project improves safety for users (e.g. reduces hazards for pedestrians, cyclists, motorists)	15
5	Project facilitates/improves multimodal transportation linkages	10
6	Project identified in a plan of the region	10
7	Contributes to enhanced mobility options for the transportation disadvantaged	5
8	Project demonstrates leveraging of other funds	5
9	Project has community/public support	5
10	Public benefit versus project cost (To what extent will the project benefit the community or region?)	5

PUBLIC INVOLVEMENT

A public meeting to present the DRAFT FY 2019 – FY 2023 TA Priority Project List (held in conjunction with DRAFT FY 2019 – FY 2023 Transportation Regional Incentive Program Priority Project List) was held on February 27, 2017 in Tallahassee City Hall.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 – FY 2023 TA PPL, the list will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 – FY 2023 State Work Program.

CRTPA solicitation of *new* TA projects (for funding consideration in the FY 2020 – FY 2024 State Work Program) is scheduled to be initiated towards the end of 2017.

ATTACHMENT

Attachment 1: DRAFT FY 2019 – FY 2023 TA Priority Project List
Attachment 2: TA Projects Map

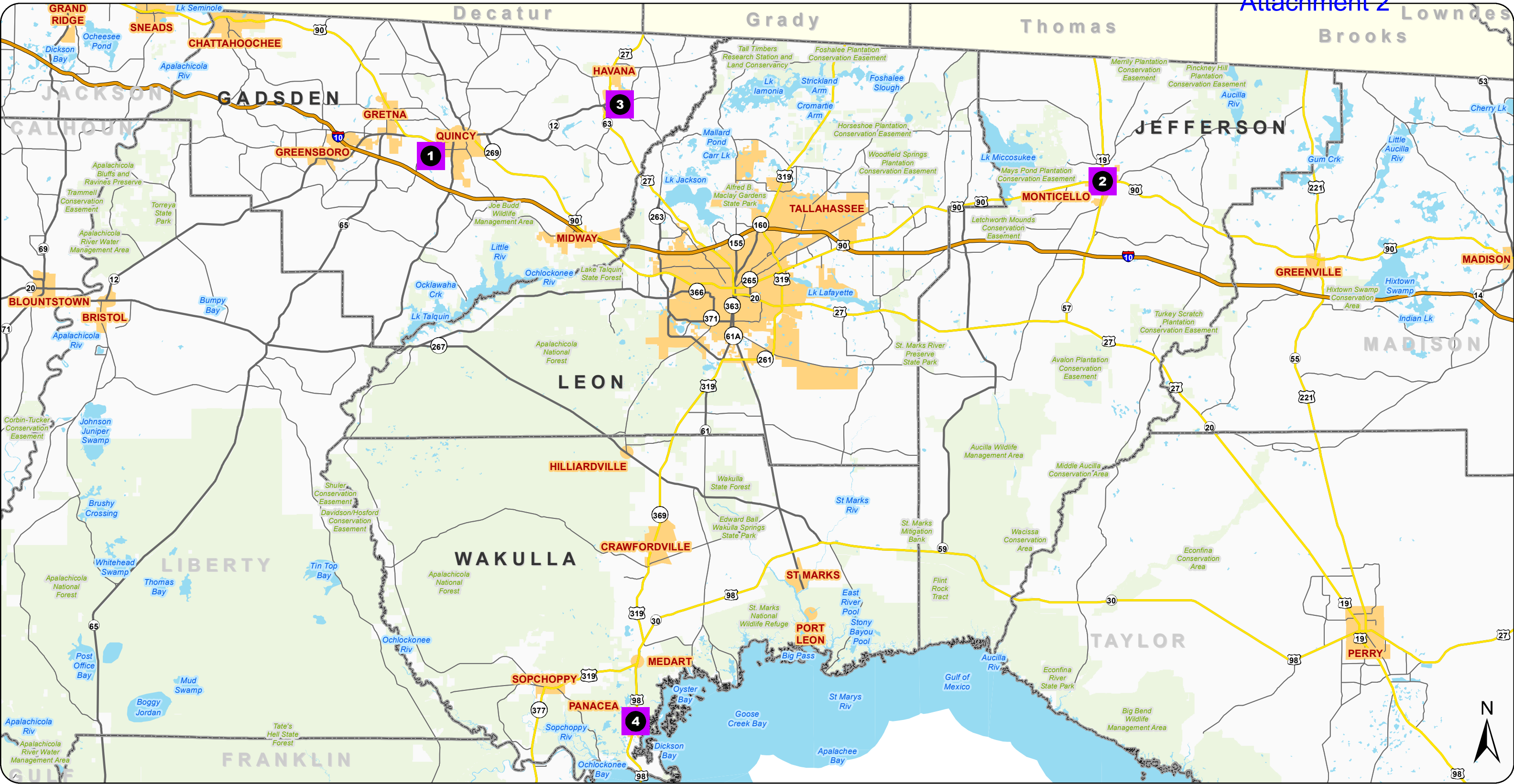
Attachment 1

Capital Region Transportation Planning Agency
DRAFT Transportation Alternatives Priority Project List
Fiscal Year 2019 - Fiscal Year 2023

Priority	Project	Limits	Notes
1	Havana Middle School Sidewalk (Sponsor: Town of Havana)	11th Ave (4th St to Iron Bridge Rd); Iron Bridge Rd (CR 12A to 11th Ave)	Design funded (FY 18); seeking construction funds
2	Atlanta Street Sidewalk (Sponsor: Gadsden County)	Martin Luther King, Jr. Boulevard to Ben Bostic Road	Design funded (FY 17); seeking construction funds
3	Dogwood Street Pedestrian Crossing (Sponsor: City of Monticello)	US 19/Dogwood Street Intersection	No funded phases
4	Mound Street Sidewalk (Sponsor: Wakulla County)	US 98 to Woolery Park	No funded phases

CRTPA Fiscal Year (FY) 2019 - FY 2023 Draft Transportation Alternatives (TA) Priority Project List (PPL) MAP

Attachment 2



CRTPA TA PPL Projects

1

TA - Atlanta Street Sidewalk

2

TA - Dogwood Street Pedestrian Crossing

3

TA - Havana Middle School Sidewalk

4

TA - Mound Street Sidewalk

0 4.5 9 18 Miles

Map Scale = 1:385,000

Created By: Jason Cox GIS Specialist II | Contact: 860-606-5594 | Date: 02/22/2017

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March 7, 2017

Committee AGENDA ITEM 2 B

**FISCAL YEAR (FY) 2019 - FY 2023
TRANSPORTATION REGIONAL INCENTIVES PROGRAM (TRIP)
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks approval of the Fiscal Year (FY) 2019 - FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List (PPL) provided as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Recommend the CRTPA adopt the FY 2019 - FY 2023 Transportation Regional Incentives Program (TRIP) Priority Project List.

HISTORY AND ANALYSIS

The Transportation Regional Incentive Program PPL identifies projects eligible for receipt of TRIP funding. Pursuant to FDOT TRIP literature:

“The Transportation Regional Incentives Program (TRIP) was created in 2005 as part of major Growth Management legislation enacted during the Florida Legislative Session (SB 360). The program’s purpose is to encourage regional planning by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

TRIP funds are to be used to match local or regional funds up to 50% of the total project costs for public transportation projects. In-kind matches such as right of way donations and private funds made available to the regional partners are also allowed. Federal funds attributable to urbanized areas over 200,000 in population may also be used for the local/regional match.”

One of the requirements of TRIP funding eligibility is inclusion on the CRTPA’s Regionally Significant Transportation Map. The CRTPA Regionally Significant Transportation Map was adopted at the September 19, 2016 CRTPA meeting.

The Draft FY 2019 – FY 2023 TA Priority Project List is comprised of projects previously included on the CRTPA’s most recently adopted (FY 2018 – FY 2022) TRIP PPL. The following two (2) projects are included on the TRIP PPL:

- **Weems Road Extension** (Capital Circle, Northeast to US 90): New 2 lane road (seeking construction funding).
- **Welaunee Boulevard Extension** (Fleischmann Rd to South of Shamrock Street): New 4 lane Road (seeking Project Development & Environment Study funding).

PUBLIC INPUT

A public meeting to present the DRAFT FY 2019 – FY 2023 TA Priority Project List (held in conjunction with DRAFT FY 2019 – FY 2023 Transportation Regional Incentive Program Priority Project List) was held on February 27, 2017 in Tallahassee City Hall.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 – FY 2023 TRIP PPL, the list will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 – FY 2023 State Work Program.

ATTACHMENTS

- Attachment 1: FY 2018 - FY 2022 Transportation Regional Incentives Program (TRIP) Priority Project List.
- Attachment 2: Adopted CRTPA Regionally Significant Roadways Map

Attachment 1

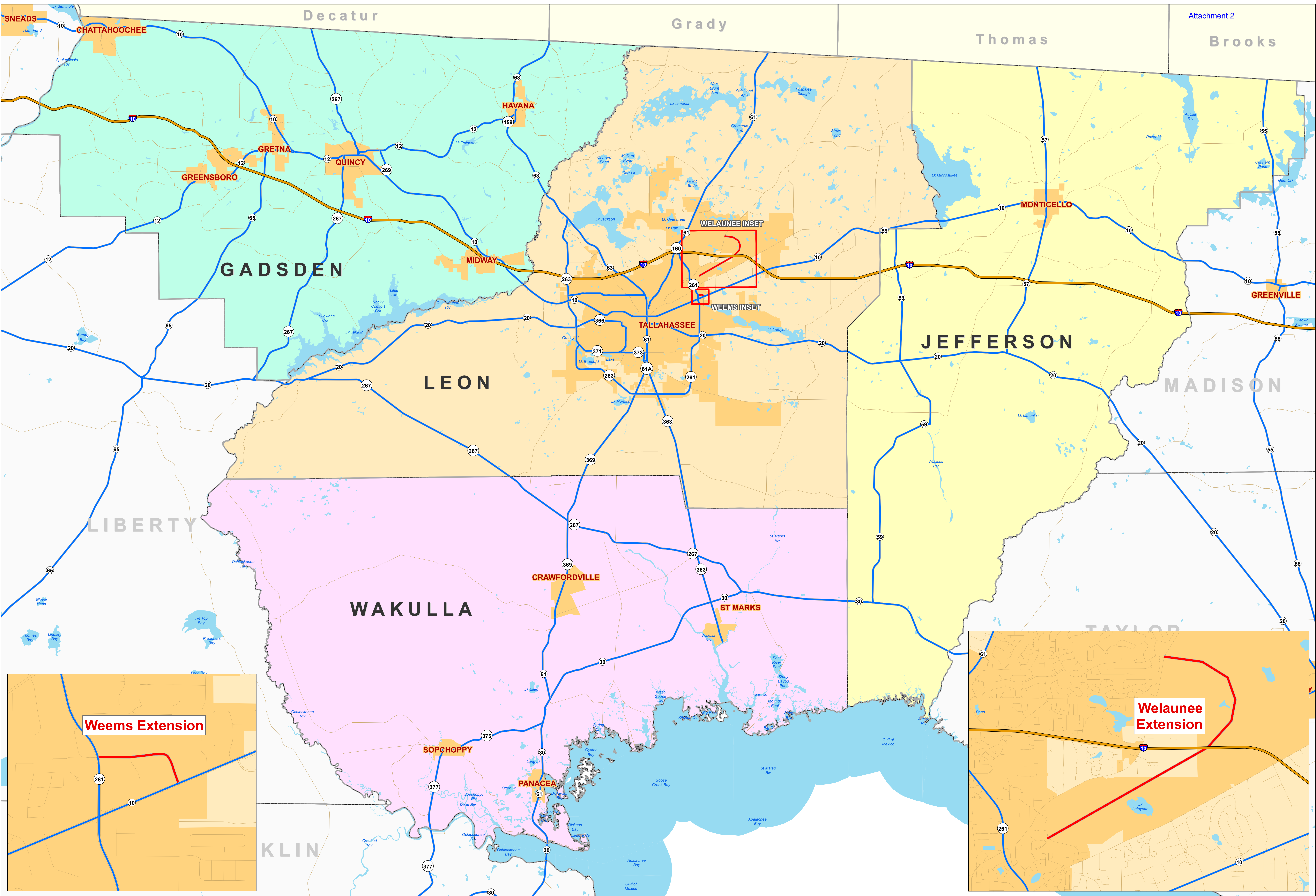
Capital Region Transportation Planning Agency
DRAFT Transportation Regional Incentives Program (TRIP) Priority Project List
Fiscal Year 2019 - Fiscal Year 2023

Priority Rank	Project Name	From	To	Project/Strategy	County	Funding Sought
1	Weems Road Extension	Capital Circle, Northeast	US 90	New 2 land road	Leon	CST
2	Welaunnee Boulevard Extension	Fleischmann Rd	South of Shamrock Street	New 4 lane Road	Leon	PD&E

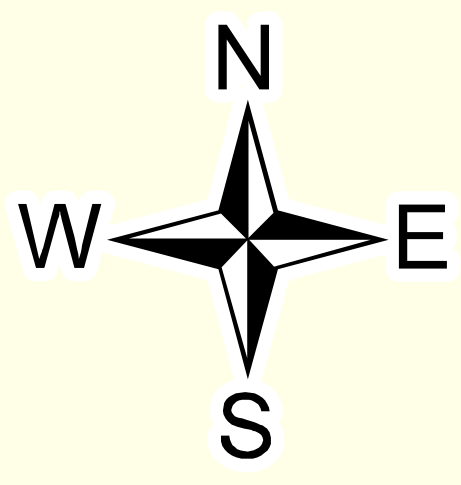
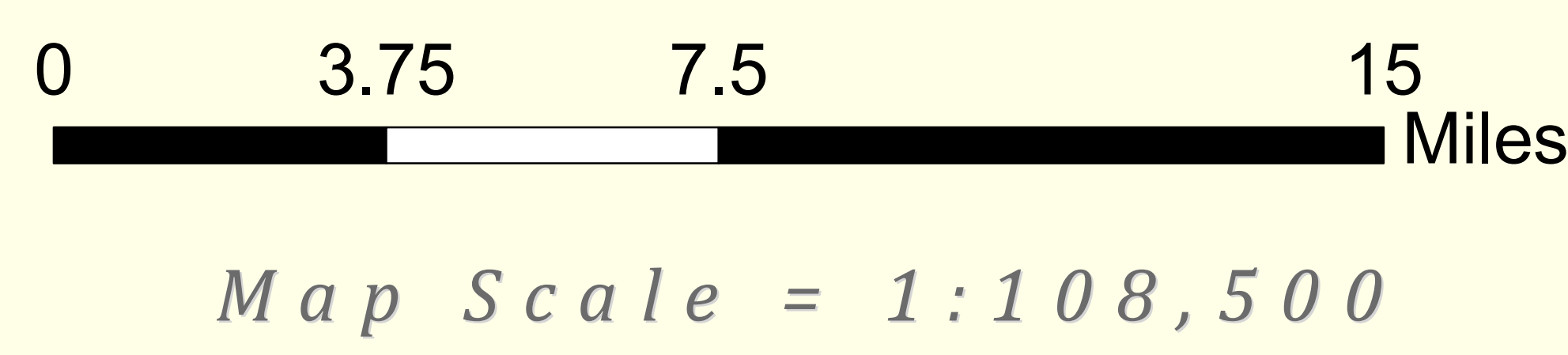
ABBREVIATIONS:

CST= Construction

PD&E = Project Development and Environment Study



CRTPA REGIONALLY SIGNIFICANT ROADS MAP



	Interstate	CRTPA Region County Name
	Regionally Significant Roads	
	Trip Eligible Projects	
	County Roads	
	Major Waterbodies	
	Cities / Towns	
	Florida Counties	
	Georgia Counties	

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.





March 7, 2017

AGENDA ITEM 3 A

QUINCY BYPASS NORTHERN LOOP UPDATE

TYPE OF ITEM: No Action Required

STATEMENT OF ISSUE

The Florida Department of Transportation (FDOT) will provide an update on project development activities of the Quincy Bypass Northern Loop in Gadsden County. Project limits are SR 12 to SR 267 (Pat Thomas Parkway) with funding through the project's design phase (both the Project Development & Environment and Design phases were funded in Fiscal Year 2016).

An alternatives public meeting was recently conducted on February 23 in Quincy to present initial engineering and environmental analysis conducted to date concerning the proposed projects. Funding for the project's Project Development and Environment (PD&E) Study is included in the CRTPA's Fiscal Year (FY) 2016 – FY 2020 Transportation Improvement Program in FY 16 (\$825,000).

Pursuant to information provided by the FDOT (***Attachment 1***), the “proposed connection would improve existing conditions by alleviating traffic on S.R. 12 within the Quincy/Gadsden County area and especially through the historical district of Quincy...”

ATTACHMENTS

Attachment 1: FDOT Project Information



Quincy Bypass Northern Loop

Connecting State Road (S.R.) 12 and S.R. 267 in Gadsden County

Financial Project Identification Number 218946-6-22-01

ALTERNATIVES PUBLIC INFORMATION MEETING

The Florida Department of Transportation (FDOT) invites you to attend an alternatives public information meeting concerning the Quincy Bypass Northern Loop connecting S.R. 12 and S.R. 267 Project Development and Environment (PD&E) Study.

The meeting will be held to present the initial engineering and environmental analysis to date and give the public an opportunity to provide comments concerning proposed improvements. The PD&E study will evaluate the "Build" and "No-Build" Alternatives based on the recommendation of the previous completed corridor study which evaluated three distinct corridors. As part of this study, FDOT will evaluate a roundabout at the intersection with S.R. 12/Quincy Bypass, south of the Quincy Municipal Airport. There will be no formal presentation; however, study materials, including maps, project graphics, and a video showing the functionality of roundabouts will be on display. FDOT representatives will be available to answer questions.

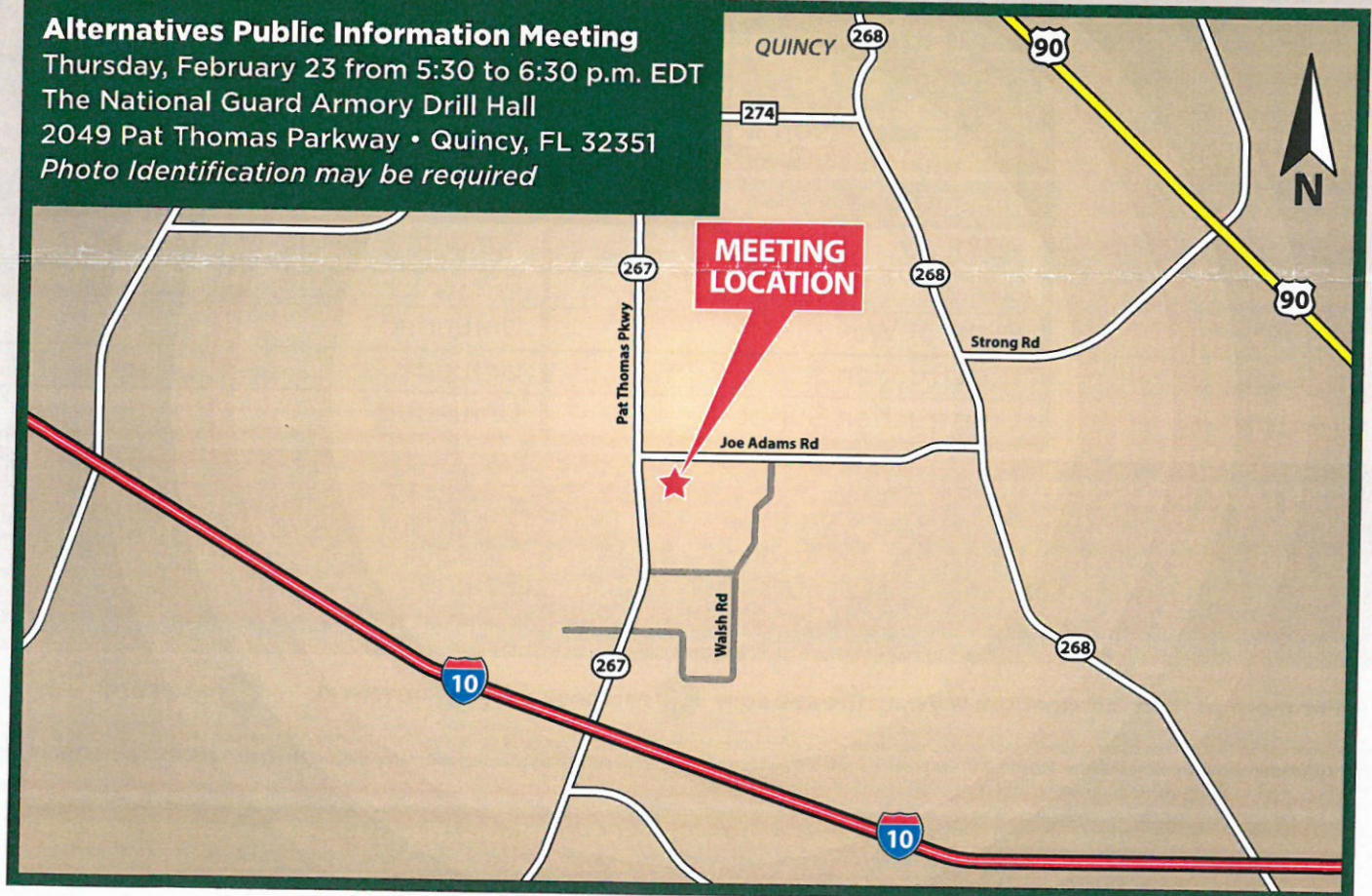
Alternatives Public Information Meeting

Thursday, February 23 from 5:30 to 6:30 p.m. EDT

The National Guard Armory Drill Hall

2049 Pat Thomas Parkway • Quincy, FL 32351

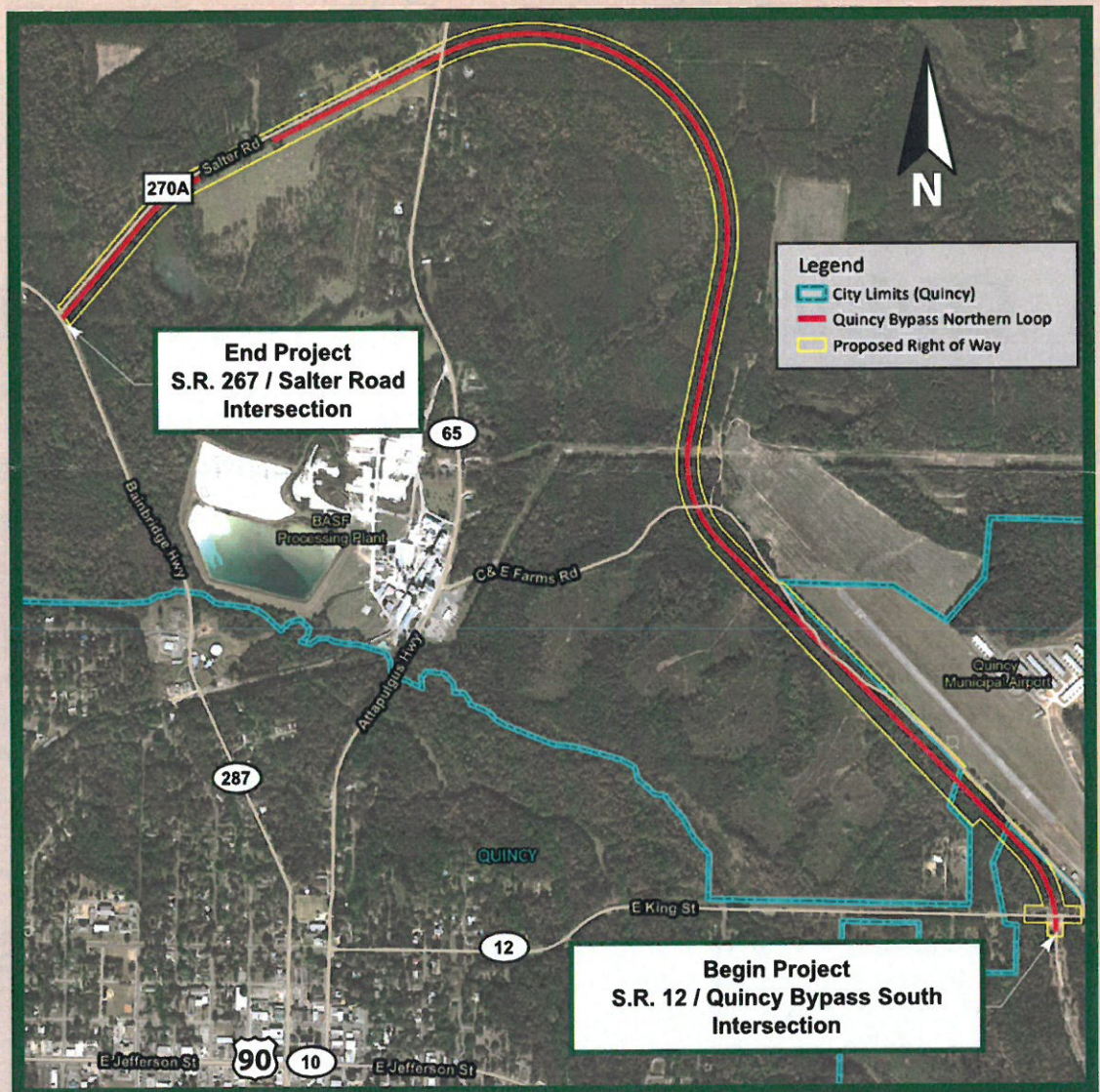
Photo Identification may be required



Quincy Bypass Northern Loop

PROJECT DESCRIPTION

The proposed new roadway will provide an east-west connection between S.R. 267 and S.R. 12, east of Quincy. The proposed connection would improve existing conditions by alleviating traffic on S.R. 12 within the Quincy/Gadsden County area and especially through the historical district of Quincy. This project has been funded through the design phase.



Phase	Funded /Unfunded
PD&E	Funded, FY 2016
Design	Funded, FY 2016
Right of Way	Unfunded
Construction	Unfunded
Construction Support	Unfunded

CONTACT INFORMATION

Sherry Alaghemand, P.E.
District Three Project Manager
(888) 638-0250, ext. 1510
Sherry.Alaghemand@dot.state.fl.us

Ian Satter
District Three Public Information Director
(888) 638-0250, ext. 1205
Ian.Satter@dot.state.fl.us

For more project information: www.nwflroads.com [Facebook.com/MyFDOTNWFL](https://www.facebook.com/MyFDOTNWFL) [@MyFDOT_NWFL](https://twitter.com/MyFDOT_NWFL)

Persons wishing to submit written statements and other exhibits, may do so at the Alternatives Public Information Meeting or by sending them to Sherry Alaghemand at the number or email to the right. All information postmarked no later than March 2, 2017 will become a part of the public meeting record. For additional project information, please contact Ian Satter, FDOT District Three Public Information Director at (888) 638-0250 extension 1205 or via e-mail at Ian.Satter@dot.state.fl.us.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

The Florida Department of Transportation does not discriminate on the basis of race, color, national origin, age, sex, religion, disability or family status. For questions or concerns, contact John Smith, District Three Title VI Coordinator, 1074 Highway 90 Chipley, FL 32428, toll free at 1-888-638-0250, extension 1520, or via email at john.smith@dot.state.fl.us.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

JIM BOXOLD
SECRETARY

February 7, 2017

RE: Quincy Bypass Northern Loop from State Road (S.R.) 12 to S.R. 267
Project Development and Environment (PD&E) Study, Gadsden County
Financial Project Identification Number: 218946-6-22-01

Dear Interested Party:

The Florida Department of Transportation (FDOT) invites you to attend an alternatives public information meeting concerning the Quincy Bypass Northern Loop connecting S.R. 12 and S.R. 267. The meeting will be held Thursday, February 23 from 5:30 to 6:30 p.m. EDT at the National Guard Armory Drill Hall, 2049 Pat Thomas Parkway, Quincy.

This meeting is being held to present the initial engineering and environmental analysis to date and give the public an opportunity to provide comments concerning proposed improvements. The PD&E study will evaluate the "Build" and "No-Build" Alternatives based on the recommendation of the previous completed corridor study which evaluated three distinct corridors. As part of this study, FDOT will evaluate a roundabout at the intersection with S.R. 12/Quincy Bypass, south of the Quincy Municipal Airport. There will be no formal presentation; however, study materials, including maps, project graphics, and a video showing the functionality of roundabouts will be on display. FDOT representatives will be available to answer questions.

Enclosed for your review is a copy of the project information flyer to be distributed at the meeting. Your comments are welcomed and appreciated.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act, or persons who require translation services (free of charge) should contact Sherry Alaghemand, P.E., FDOT Project Manager, toll-free at (888) 638-0250, extension 1510 at least seven days prior to the meeting.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

February 7, 2017
Page Two

Should you have questions regarding the project or this meeting, please contact Sherry Alaghemand, P.E., FDOT Project Manager, at the number above or via e-mail at sherry.alaghemand@dot.state.fl.us. You may also contact Ian Satter, District Three Public Information Director, at (888) 638-0250, extension 1205 or via e-mail at ian.satter@dot.state.fl.us.

Sincerely,

A handwritten signature in blue ink, reading "Sherry Alaghemand". The signature is fluid and cursive, with the first name "Sherry" and last name "Alaghemand" clearly distinguishable.

Sherry Alaghemand, P.E.
FDOT Project Manager

Enclosure



March 7, 2017

AGENDA ITEM 3 B

COMMITTEE BYLAW REVISIONS

TYPE OF ITEM: Presentation/Discussion

STATEMENT OF ISSUE

Staff is seeking to amend the CRTPA committee bylaws to update the representation and operations of the committees. The bylaws, attached, will be reviewed by the CRTPA Board in March 2017, and are scheduled to be adopted at their next subsequent meeting.

ATTACHMENT

Attachment 1: Proposed Committee Bylaws

Citizen's Multimodal Advisory Committee Bylaws

Adopted May 2012

Amended April 2017

Preamble

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board.

The following sets forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

Section 2. PURPOSE

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

ARTICLE III: MEMBERSHIP

Section 1. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens who represent the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. The CRTPA Executive Director or his /her designee may recommend appointment to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

Section 2. MAXIMUM MEMBERSHIP

The CMAC will consist of a maximum of fifteen (15) voting representatives from the four (4) county region.

Section 3. TERMS OF MEMBERSHIP AND REAPPOINTMENT PROCEDURES

Terms of membership are based on the calendar year, and are renewable in January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

- a. Application - Anyone serving on the CMAC must have a completed application on file to be considered for appointment to the committee.
- b. Terms - CMAC members are appointed by and serve at the pleasure of the CRTPA Board. CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
- c. Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.

Section 4. RESIGNATIONS

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

Section 5. VACANCIES

When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed. Board Members will be given an opportunity to forward applications to any individuals they know to have an interest in serving on the CMAC for upcoming CRTPA Board consideration. Completed applications will be forwarded to CRTPA Board Members for consideration, and Board approval will be sought for any suggested appointments.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

Only the appointed members are entitled to vote at any meeting of the CMAC.

Section 2. VOTING WEIGHT

Each CMAC member shall have one vote. Votes shall be weighted equally.

Section 3. QUORUM

The calculations for determining a quorum of the CMAC will consider only appointed voting members and not eligible vacancies. A quorum and the recommendations of the CMAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the CMAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The regular meeting of the CMAC will typically be held on the first Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend 50% or more regularly scheduled meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of each year.

Section 3. MEETING LOCATION

Regular meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA Staff.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.

- b. CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for the CMAC meetings shall be posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
- b. Supplemental materials shall be provided to the CMAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

Section 7. MEETING MINUTES

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. Committee Leadership and Selection

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

Section 2. Leadership Terms

The terms of office for all officers shall be one year beginning at the first CMAC meeting of the calendar year and terminating at the last CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

Section 3. Leadership Duties:

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. 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 CMAC meeting, a temporary Chair

shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the CMAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. 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 CMAC member to serve as “parliamentarian”.

Section 2. CONFLICT OF INTEREST

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

The CMAC Bylaws may be amended by a majority vote of the CRTPA. A thirty (30) days’ public review period shall be provided prior to final adoption.

ARTICLE IX: PUBLIC PARTICIPATION

Comment will be accepted by individuals during the course of CMAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the CMAC Chairperson.

- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC Chairperson when such a situation arises.