



June 19, 2017

## AGENDA ITEM 3 B

### **CRTPA COMMITTEE BYLAWS**

TYPE OF ITEM: Consent

#### **STATEMENT OF ISSUE**

This item relates to the adoption of updated committee bylaws of the Capital Region Transportation Planning Agency (CRTPA) as discussed at the October 17, 2016 CRTPA Board Retreat, and as proposed at the March 20, 2017 CRTPA Board Meeting. The proposed bylaws for the Technical Advisory Committee (TAC) have been provided as **Attachment 1**, while the proposed bylaws for the Citizen's Multimodal Advisory Committee (CMAC) have been provided as **Attachment 2**.

#### **CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees reviewed and discussed the proposed bylaw revisions at their March 7, 2017 and June 6, 2017 committee meetings. Both the Technical Advisory Committee (TAC) and Citizen's Multimodal Advisory Committee (CMAC) Members recommended approval of their respective proposed bylaws.

#### **RECOMMENDED ACTIONS**

- Option 1: Adopt the proposed TAC bylaws.
- Option 2: Adopt the proposed CMAC bylaws.

#### **HISTORY AND ANALYSIS**

In recent months, CRTPA staff has been revising the committee bylaws of the TAC and CMAC to address not only efficiency and effectiveness issues, but also to institute membership changes to address the desires of the CRTPA Board. Proposed bylaws were brought to the committees and CRTPA Board for initial review in March of 2017 and placed on the CRTPA webpage for public review. No public comments have been received on the bylaw changes and both committees (the TAC and CMAC) have recommended final approval of the bylaws by the CRTPA Board at its June 19, 2017 CRTPA Board Meeting.

The final proposed TAC bylaws are provided as **Attachment 1**, while the final proposed CMAC bylaws are provided as **Attachment 2**. The following pages summarize the changes to the bylaws that adoption will finalize.

## **TAC Changes**

- Update the **membership** of the TAC as follows:
  - Membership is extended and organized by transportation profession/specialty as available by local jurisdiction;
  - Commuter Services of North Florida has been added to the TAC and removed from the CMAC;
  - Blueprint IA has been added to the TAC;
  - Office of Greenways and Trails has been added to the TAC and removed from the CMAC;
  - City of Tallahassee Engineer has been added.
  
- Revise the Quorum language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
  - a quorum is defined as a 50% majority vote plus 1, and removes the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.
  
- Revise language related to the **Meeting Schedule** as follows:
  - Indicate that the TAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the TAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the TAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
  
- Revise language related to **Meeting Attendance** to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a TAC voting member.
  
- Revise language pertaining to **Bylaw Amendments to state that** the TAC Bylaws may be amended by a majority vote of the CRTPA.
  
- Revise the Citizen Participation Section and rename it, “**Public Participation**” to provide the following:

- 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.
- The public may speak on items that are not on the agenda during the “Public Comment” section of the agenda.
- Individuals are encouraged (rather than required) to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
- “Citizens” are referenced now as “individuals”.
- Large groups of people wishing to speak are encouraged to designate a spokesperson to represent their views.

### **CMAC Changes**

- Update the membership of the CMAC as follows:
  - Delete Section 1, Membership Table, including the prior voting membership of Florida Department of Health, Commuter Services of North Florida, and Florida Office of Greenways and Trails
  - Delete appointments of CMAC members by individual CRTPA Board Members.
  - Add a new Section 2, “Maximum Membership” to state that the CMAC will consist of a maximum membership of fifteen (15) voting representatives from the four (4) county region.
  - Rename Section 3 to, “Appointment Procedures and Terms of Membership.”
  - Terms - State that 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.
  - 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.

- Revise the language about **vacancies** to state that, “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.”
- Revise the Quorum language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
  - a quorum is defined as a 50% majority vote plus 1, and removes the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.
- Revise language related to the **Meeting Schedule** as follows:
  - Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Section 1, “Meeting Schedule” amend as follows:
  - Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Revise language related to **Meeting Attendance** to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a CMAC voting member. The language is further amended to state that the request for removal and replacement shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of the year.
- Revise language pertaining to **Bylaw Amendments to state that** the CMAC Bylaws may be amended by a majority vote of the CRTPA.

- Revise the Citizen Participation Section and rename it, “**Public Participation**” to provide the following:
  - 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.
  - The public may speak on items that are not on the agenda during the “Public Comment” section of the agenda.
  - Individuals are encouraged (rather than required) to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
  - “Citizens” are referenced now as “individuals”.
  - Large groups of people wishing to speak are encouraged to designate a spokesperson to represent their views.

### **NEXT STEPS**

Subsequent to CRTPA Board adoption, CRTPA staff will begin initiating the membership changes to the committees.

### **ACTIONS**

Option 1: Adopt the proposed TAC bylaws  
(Recommended)

Option 2: Adopt the proposed CMAC bylaws  
(Recommended)

Option 3: Provide other direction.

### **ATTACHMENTS**

Attachment 1: Proposed TAC Bylaws

Attachment 2: Proposed CMAC Bylaws

**Technical Advisory Committee Bylaws**

Adopted May 2012

Amended June 2017

**Preamble**

The following sets forth the bylaws that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee (TAC) of the Capital Region Transportation Planning Agency (CRTPA), as provided for in Section 339.175(6)(d), Florida Statutes.

**ARTICLE I: NAME AND PURPOSE****Section 1. NAME**

The name of this committee shall be the Technical Advisory Committee (TAC).

**Section 2. PURPOSE**

The tasks of this committee shall include, but not be limited to the following:

- a. Provide technical and professional 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 technical advice to the CRTPA Board from a balanced mobility perspective considering the needs and safety of all transportation users and modes in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Consider safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs. Advise the CRTPA Board on such matters.
- e. Coordinate the actions of the TAC with local school boards and other local programs and organizations within the CRTPA area which participate in school safety activities such as locally established community traffic safety teams.
- f. Any other duties assigned to it by the CRTPA Board, CRTPA staff, or by state and/or federal law.

**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)(d), Florida Statutes, the TAC is statutorily formulated. The TAC is 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 TAC.

**ARTICLE III: MEMBERSHIP**

**Section 1. MEMBERSHIP REQUIREMENTS**

The TAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties. Therefore, the TAC must be made up of a cross-section of professionals throughout the four-county region. Pursuant to section 339.175(6)(d), Florida Statutes, the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.

**Section 2. MEMBERSHIP**

The TAC provides for one (1) voting representative and one (1) alternate from the following organizations which are identified by technical transportation-related profession:

<b><u>Aviation</u></b>
<i>Tallahassee International Airport</i>
<b><u>Engineering</u></b>
<i>City of Tallahassee Traffic Management</i>
<i>City of Tallahassee, City Engineer</i>
<i>Leon County Public Works, Transportation</i>
<b><u>Planning</u></b>
<i>City of Tallahassee, Growth Management</i>
<i>Gadsden County Planning &amp; Community Development</i>

<b><u>Planning Continued</u></b>
<i>Jefferson County Planning</i>
<i>Leon County</i>
<i>Development Support &amp; Environmental Management, Transportation Planning</i>
<i>Wakulla County, Planning &amp; Community Development</i>
<i>Department of Planning, Land Management &amp; Community Enhancement (PLACE)</i>
<b><u>Schools</u></b>
<i>Gadsden County Superintendent/Representative</i>
<i>Jefferson County Superintendent/Representative</i>
<i>Leon County Superintendent/Representative</i>
<i>Wakulla County Superintendent/Representative</i>
<b><u>Transit</u></b>
<i>StarMetro</i>
<i>Commuter Services of North Florida</i>
<b><u>Other</u></b>
<i>Apalachee Regional Planning Council</i>
<i>Blueprint IA</i>
<i>Office of Greenways and Trails</i>

**Section 3. TERMS OF MEMBERSHIP**

TAC members serve at the pleasure of the CRTPA Board.

- a. The membership and terms of voting members of the TAC will be consistent with their continued employment relationship with the member government. TAC members will not continue in their appointed capacity upon cessation of employment with the member government.
- b. Should the appointee’s terms of employment change in such a way that his/her participation on the TAC is no longer appropriate, the member government will appoint a new member.
- c. A TAC member will cease to be a voting member of the TAC if at such time his/her local governmental department/agency ceases to serve within the planning area of the CRTPA Board.

**Section 4. APPOINTMENTS AND ALTERNATES**

- a. Voting representatives of the local organizations identified in these bylaws are required by the CRTPA Board to provide a primary and alternate voting member for the TAC.
- b. TAC members serve at the pleasure of their appointing entity and may be replaced at will. However, Primary and Alternate TAC Member designations may not be changed more frequently than annually, unless members cease to be employed by the member



government or their terms of employment have changed in such a way that their participation on the TAC is no longer appropriate.

## **ARTICLE IV: VOTING**

### **Section 1. VOTING AUTHORITY**

- a. Only the appointed members, or their alternates, are entitled to vote at any meeting of the TAC.
- b. Votes are recorded on official voting sheets and must be signed.

### **Section 2. VOTING WEIGHT**

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

### **Section 3. VOTING BY ALTERNATES**

If a member who represents an organization is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- b. The alternate must be from the same organization as the absent member, and recorded as the official alternate.

### **Section 4. QUORUM**

The calculations for determining a quorum of the TAC will consider only occupied voting seats and not seats which are need of a designated voting member. A quorum and the recommendations of the TAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the TAC 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 TAC will typically be held on the first Tuesday of each month, with the exception of July and August when no meetings will be scheduled, 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 TAC is expected to demonstrate interest in the TAC's activities through attendance at the scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, 50 % of scheduled meetings in a one-year period. A request for replacement of any TAC member shall be sent to the applicable Department from which the non-representation is being experienced.

### **Section 3. MEETING LOCATION**

Meetings of the TAC 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's Executive Director, or as directed by the Board.

### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all 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. TAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special TAC 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 TAC meetings.

**Section 6. MEETING MATERIALS**

- a. Agenda materials for the TAC meetings shall posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
  
- b. Supplemental materials shall be provided to the TAC 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**

TAC meetings will be recorded and minutes will be prepared. TAC 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 TAC 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. Officers shall represent different member governments.

**Section 2. LEADERSHIP TERMS**

The terms of office for all officers shall be one year beginning at the first TAC meeting of the calendar year and terminating at the last TAC 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. The Chairperson or Vice-Chairperson’s term of office shall be consistent with their continued employment relationship with the member government. They will not continue in their appointed capacity upon cessation of employment with the member government. Likewise, should their terms of employment change in such a way that their participation on the TAC is no longer appropriate, new officers shall be elected by a majority vote of the quorum present at the next regular or special meeting of the TAC following the vacancy of the Chairperson or Vice-Chairperson.

**Section 3. LEADERSHIP DUTIES:**

The Chairperson shall preside at all meetings of the TAC and conduct all meetings of the TAC. 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 TAC 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 TAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Newly 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 TAC member to serve as parliamentarian.

### **Section 2. CONFLICT OF INTEREST**

Whenever a TAC 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 TAC Bylaws may be amended by a majority vote of the CRTPA.

## **ARTICLE IX: PUBLIC PARTICIPATION**

Comment will be accepted by individuals during the course of TAC 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 TAC 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 TAC Chairperson when such a situation arises.

**Citizen's Multimodal Advisory Committee Bylaws**

Adopted May 2012

Amended June 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, as provided by Section 339.175, (5)(e)1, Florida Statutes.

The following Articles set 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 development of an efficient, safe, and cost-effective transportation system, regarding 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 those with mobility challenges must be adequately represented, and efforts will be made to secure representatives of the bicycling, pedestrian, transit, and student populations. 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. APPOINTMENT PROCEDURES AND TERMS OF MEMBERSHIP**

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 prior to consideration for appointment to the committee.

- b. Appointments – CMAC member appointments are made at a CRTPA Board Meeting by the CRTPA Board. CMAC members serve at the pleasure of the CRTPA Board.
- c. Terms- 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, and may be staggered into terms of lesser length.
- d. 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, if the CMAC member’s term is about to expire. The CRTPA shall act upon the renewal of a CMAC member’s term by 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.

**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 meetings 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 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 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**

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 Executive Director, or as directed by the CRTPA Board.

### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all 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 these bylaws. Should the bylaws not address an issue regarding the conduct of a meeting, the most current edition of Roberts Rules of Order Newly Revised, shall govern. 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, prior to the vote on the matter before the CMAC and shall refrain from voting on any such matter.

## **ARTICLE VIII: BYLAW AMENDMENTS**

The CMAC Bylaws may be amended by a majority vote of the CRTPA.

## **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.