

**Cheyenne Metropolitan Planning Organization
December 2014**



**Citizen's Transportation Advisory Committee
Bylaws**

Article I - Purpose

- a. The Citizens' Advisory Committee (CAC) will serve as a primary public participation forum for transportation products and plans for the Cheyenne Metropolitan Planning Organization (MPO). It will serve as the liaison between the Cheyenne MPO and the residents of the urbanized area and its members will be vigilant to represent the citizens of their area, both geographically and ideologically. The CAC will convey to the MPO the goals and wishes of the citizens in the Cheyenne Metropolitan area (Figures 1 & 2) regarding transportation issues. It will bring varied input to the CAC's planning functions by calling on a wide range of citizens' talents, civic interests and disciplines (both professional and lay). The committee will serve to make recommendations regarding MPO plans or products to the MPO Policy Committee.
- b. The Citizens' Advisory Committee will, as an auxiliary function, communicate the goals and proposals of the Cheyenne MPO to the general public. Any official position of the committee will be arrived at by consensus before presented to the public.

Article II – Membership

- a. Membership of the Citizens' Advisory Committee may consist of representatives from organizations with transportation related concerns and/or citizens with a particular interest in transportation. Citizen members can be drawn from such groups as: pedestrian and bicycle advocates, businesses, community service organizations, educators, environmentalists, persons with disabilities, public or private transportation providers, senior organizations, and safety professionals. The MPO Director and staff will be considered ex officio members of the CAC.
- b. The committee will consist of a minimum of five (5), maximum of nine (9), voting members with the basic requirement that they live within the Metropolitan Planning Organization Boundary. If possible, the CAC membership should represent all areas within the MPO geographic boundary

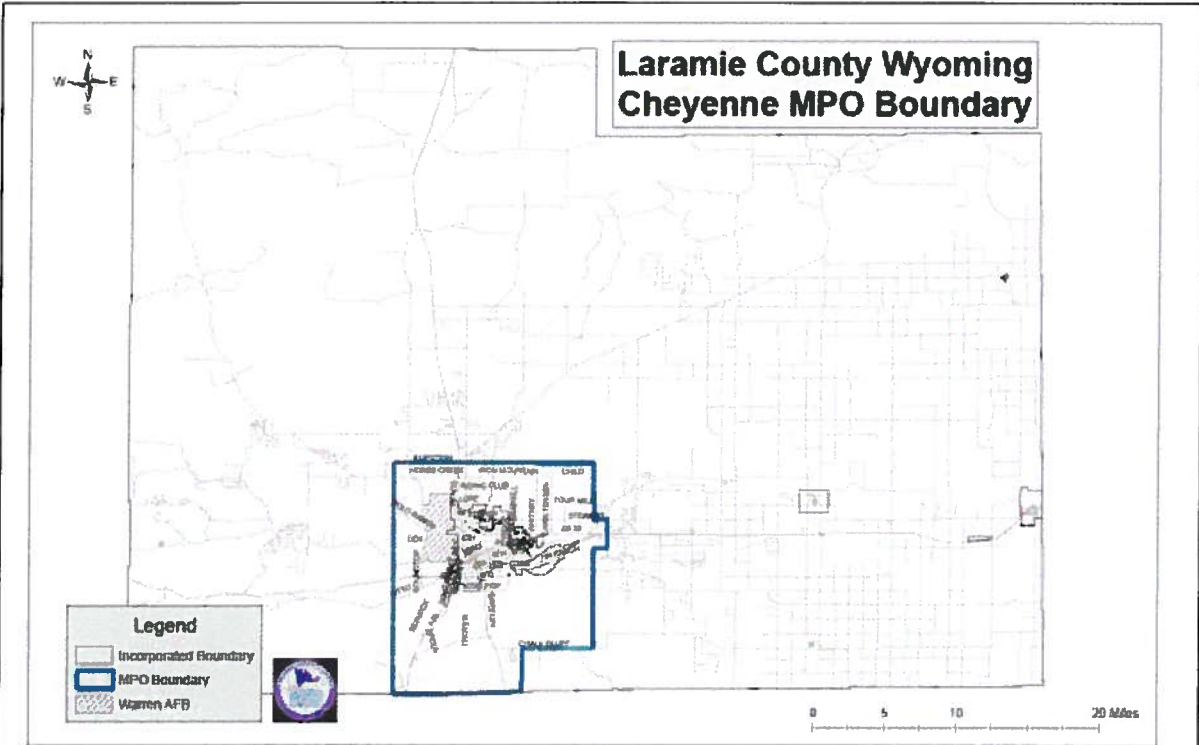


Figure 1

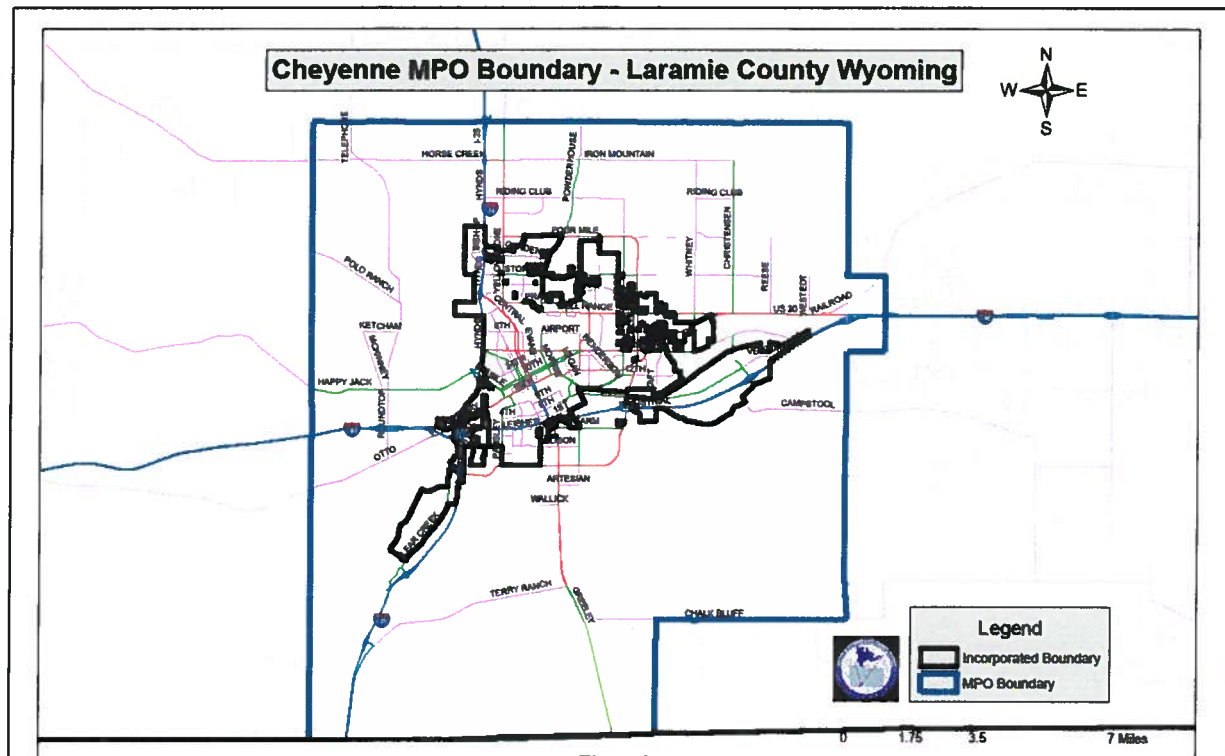


Figure 2
The Cheyenne MPO planning boundary – updated Dec. 22, 2011

- c. Selection of committee members will be made by MPO staff and approved by the MPO Policy Committee. The prospective members will submit a short one (1) page statement stating why they would be a good fit for the committee, including qualifications and interest in transportation matters.
- d. Term of appointment will be two (2) years. At the end of their term, a member may serve another term as approved by the MPO Policy Committee.
- e. Officers of the Citizen's Advisory Committee will consist of a Chair, Vice-Chair and a Secretary. Other officers or subcommittees may be established.
 - (1) The Chair will provide communication between the CAC and the MPO, call and officiate at all meetings of the CAC, and have input in the preparation of the agenda. The Chair will represent the MPO and CAC at other public meetings when required. The Chair, or an appointed alternate approved by the committee, will meet with MPO staff regularly to keep abreast of all MPO current and future plans and activities, as well as, attend all MPO Technical Committee meetings as a non-voting member.
 - (2) In the absence of the Chair, the Vice-Chair will perform the duties of the Chair and other duties as the Chair may assign.
 - (3) The Secretary will be responsible for taking meeting notes and distributing them to the committee. An MPO staff member may serve as Secretary.
- f. Elections of Officers will be held at the last meeting of the calendar year for a term of two years. Nominations will come from the floor and a candidate must receive a simple majority of votes to be elected.
- g. Attendance and participation in the MPO CAC is important. Non-participation may be construed as an inability to serve and may result in removal from the CAC by the MPO Policy Committee. A member should attend at least 75% of all meetings in a calendar year. If a committee member is unable to attend a meeting, the member will inform the MPO staff.
- h. Any member may withdraw from the CAC by giving written notice to the Chair. The vacancy will be filled as soon as possible by receiving recommendations from the committee and reviews by the MPO staff and Policy Committee.
- i. The MPO staff will maintain a mailing list of organizations and individuals interested in MPO projects. Individuals on the list may be contacted to fill future openings of the CAC.

Article III – Meetings

- a. The CAC will meet quarterly (4 times a year) at a minimum; however, it may be necessary to convene more frequently if priority projects require the Committee's attention. Meeting dates for the following year will be set on the last meeting date of each calendar year. Regularly scheduled meetings may be rescheduled by the Chair.

- b. Special meetings of the Citizens' Advisory Committee can be called by the Chair or by two (2) or more voting members.
- c. Robert's Rules of Order will govern the conduct of all meetings.
- d. The members of the CAC will be notified by mail or email at least seven (7) days in advance of the time and place of regular meetings and twenty four (24) hours in advance of special meetings.
- e. Notice of meetings will be posted on the MPO website www.plancheyenne.org
- f. All regular and special meetings of the CAC will be open to the public and the media. With exception of the appointed voting members, all other interested persons attending will be considered welcomed guests and may address the committee upon being recognized by the chair.

Article IV – Amendments

- a. These Bylaws may be amended or new Bylaws adopted at any regular meeting of the Citizens' Advisory Committee provided notice is given seven (7) days in advance that such business is included on the Committee's agenda. It will take a majority vote of the Committee membership to amend or adopt these Bylaws. *A member of the CAC, with the support of one MPO staff member, may propose an amendment to the Bylaws of the CAC.* (Approved by CAC, November 20, 2014) Amendment or adoption of these Bylaws is subject to the approval of the MPO staff and formal adoption by the MPO Policy Committee.
- b. These Bylaws will be reviewed every three (3) years at a minimum to ensure that they are both current and applicable to the MPO.


Citizens' Advisory Committee Chairperson


MPO Policy Committee Chairperson

Approved by the MPO Policy Committee on December 18, 2014