

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

CITIZEN ADVISORY COMMITTEE

By-Laws

(Last Amended, May 2016)

ARTICLE I

Name

The name of this Committee shall be the Citizen Advisory Committee (CAC) for the Columbus-Phenix City Transportation Study.

Origin: the Policy Committee of the Columbus-Phenix City Transportation Study creates The Citizen Advisory Committee.

Purpose: The purpose of the Citizen Advisory Committee is to advise the Policy Committee and Technical Coordinating Committee of the viewpoint of the citizenry of the Columbus-Phenix City Regional Area.

ARTICLE II

Composition

Membership shall consist of citizens or individuals from organizations within the region who reflect citizen's viewpoints. The Policy Committee or Citizen's Advisory Committee may appoint such other members whose knowledge and experience in the Region will provide the Policy Committee with a better understanding of the average citizen's point of view.

A membership subcommittee consisting of the Chairperson, Vice Chairperson and Secretary and will screen and recommend possible members of the Citizen's Advisory Committee. The membership of the Committee shall not exceed twenty-five (25) members.

ARTICLE III

Duties

Provide general advice to the Policy Committee and Technical Coordinating Committee concerning the citizen's viewpoint.

Review and participate in the various work elements as well as the future plans and systems as they are submitted to the Policy Committee.

Carry back the various data, discussions, and the decisions made by this and other Committees of the Columbus-Phenix City Transportation Study to the citizenry.

ARTICLE IV

Organization

The officers shall consist of a Chairperson, Vice Chairperson, and a Secretary.

The Chairperson and Vice Chairperson shall be elected annually by the membership of the Citizen's Advisory Committee at the regular June Meeting, to take office on July 1, to serve for a one year term, and not more than two consecutive terms. Vacancies in offices shall be filled by appointment by the chairperson, at the next regular meeting after the vacancy occurs for the unexpired term.

The Secretary shall be the Chief Transportation Planner of the Columbus-Phenix City Transportation Study.

ARTICLE V

Duties of Officers

Chairperson - To preside at all meetings of the Citizen's Advisory Committee and to call special meetings as needed.

Vice Chair - To perform the duties of the Chairperson in his absence.

In the absence of the Chairperson and the Vice Chairperson, the members present shall select a temporary Chairperson.

Secretary - To record the minutes and attendance, prepare required reports; notify members of meetings, and such other duties as required or directed by the Chairperson. Notice of meetings shall be mailed as least one week in advance of meeting date whenever practical.

ARTICLE VI

Meetings

1. The regular meeting date of the Citizen's Advisory Committee shall be on Tuesday of the second full week of the month at 3:00 p.m. at a place to be determined by the Chairperson. The meetings will be held every other month and the Chairperson shall call special meetings as may be required and as herein provided. Committee can review and approve minor revisions to documents by emails.
2. Subcommittees shall meet as determined by the Chairperson of said committee.

3. In order for business to be transacted, there must be at least seven (7) members, or one-third of the membership present, whichever is less, shall be constitute a quorum.
4. Any member who is absent without excuse for three consecutive meetings is removed from membership.

ARTICLE VII

Amendment of Article

These by-laws may be amended by an affirmative vote of a simple majority of full voting membership of the Committee. A by-law change may be presented for consideration at a regular scheduled meeting of the Committee; however, voting on a change shall be conducted at the next regular scheduled meeting.