

**THE CITIZENS ADVISORY COMMITTEE  
FOR REGIONAL TRANSPORTATION PLANNING**

**BYLAWS**

WHEREAS, This Committee having been officially appointed by the Governing Board of the Merced County Association of Governments and having been designated as the Citizens Advisory Committee for Regional Transportation Planning is desirous of operating in an organized manner. The Committee fulfills requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) to develop a proactive public involvement process in developing transportation plans and programs. Now, therefore, be it resolved that the following bylaws be adopted and by the passage of this resolution by the majority vote, are declared to constitute the official bylaws of the Citizens Advisory Committee for Regional Transportation Planning.

**ARTICLE I - PURPOSE**

The purpose of this Committee is to serve as the formal means by which public input is provided and aid is given to the development and maintenance of the public involvement of the Merced County Regional Transportation Planning process, and to advise the Governing Board of the Merced County Association of Governments, who serve as the Metropolitan Planning Organization (MPO) for Merced County. The objectives of the Committee include:

1. The use of the skills, knowledge and experience of its members, and the organizations and groups they represent, to assist and advise the Merced County Association of Governments, in respect to plans and programs for the orderly development of the various modes of transportation in Merced County;
2. Facilitate transportation systems in such a way as to foster job creation and enhance current employment levels and improve the business and economic climate for the region;
3. Identify and discuss issues on public safety on the region's transportation system;
4. Facilitate two-way communication between the citizens of the region and the Governing Board, through the MCAG staff; and
5. Serve as public advisory medium for the promotion of public and private programs and support of the above-stated objectives.

**\* ARTICLE II – MEMBERSHIP**

The membership of this Committee shall be composed of representatives from the fields of: real estate (one), commerce (one), economic development (one), construction (one), civil engineering (one), goods movement (one), agriculture (one), small business (one), education (one), a student representative (one), a financial representative (one) and a water/irrigation district representative (one) and citizens at-large members (five) to provide geographic representation.

The official membership may by majority vote appoint special committees composed of non-members or request special information or advice from knowledgeable persons as is necessary to carry out the objectives of the Citizens Advisory Committee. Said non-member committees or persons shall be appointed for the time required to accomplish said objective.

**ARTICLE III - TERM**

Each member of the Committee may serve up to two complete, four-year terms. At the end of a full first term, a member may be re-appointed by the Governing Board. A member appointed to serve out the balance of the

term of an existing vacancy may be re-appointed at the conclusion of the term and may ultimately serve two, complete, four-year terms in addition to the initial term.

#### **ARTICLE IV - ATTENDANCE**

Members shall attend all the scheduled meetings of the Committee. In an event when a member cannot attend the meeting an alternate may be substituted. The member shall contact MCAG staff and notify staff that they will be sending an alternate to the meeting, along with a name and phone number. The alternate shall have the same voting privileges as a member. If a member fails to attend two (2) consecutive meetings, the member is considered to have vacated the position. Another representative shall be appointed to fill the position subsequent to notifying the member.

#### **ARTICLE V - VOTING**

Each member of the committee shall have one (1) vote. The above-stated members shall in the manner stated above be entitled to cast their vote on all matters brought to a vote during a regular or called meeting which said member is present and providing a quorum is present at the time as specified in Article VI.

#### **ARTICLE VI - QUORUM**

The majority of the voting membership of the Citizens Advisory Committee officially holding appointments from the appointing authority shall constitute a quorum. A quorum shall be necessary for the transaction of any official business by the Citizens Advisory Committee for regional transportation planning.

#### **ARTICLE VII - OFFICER, ELECTION OF**

##### **Section 1**

The officers of the Citizens Advisory Committee for regional transportation planning shall be a Chairperson and a Vice-Chairperson and shall be selected in accordance with Section 2 of this Article. MCAG staff shall act as Secretary for the Committee.

##### **Section 2**

All elected officials shall serve for a term of one (1) year.

#### **ARTICLE VIII - DUTIES OF OFFICERS**

##### **Section 1**

The Chairperson shall preside at all meetings of the Committee, and is eligible to vote on all matters coming before the Committee. The Chairperson shall be responsible for conducting all meetings in an orderly manner and of appointing the necessary committees which are needed to meet the objectives of the Citizens Advisory Committee.

##### **Section 2**

The Vice-Chairperson shall perform all the duties and assume all the responsibilities of the Chairperson in his/her absence.

#### **ARTICLE IX - MEETINGS**

Regular meetings of the Committee shall be held no less than one (1) in every quarter. The Committee shall meet routinely on the first Friday of the month at 8:30 a.m. at the MCAG Conference Room. At least 72 hours before a regular meeting, the agenda for that meeting shall be posted at the MCAG office. Notice of regular meetings shall be mailed or delivered to each member of the committee at least five (5) days prior to each meeting

and accompanying the notice shall be the written agenda for that meeting and supporting or pertinent documents relating to the agenda items.

Any regular meeting of the committee may be canceled by the Chairperson upon giving of at least 72 hours written notice to all members of the committee.

#### **ARTICLE X - SPECIAL MEETINGS**

Special meetings of the Citizens Advisory Committee may be called by the Chairperson, or in his/her absence, the Vice-Chairperson or by a majority of the Committee. Notice by letter or by phone 24 hours prior to the scheduled time shall be considered adequate.

#### **ARTICLE XI - ANNUAL MEETINGS**

An annual meeting of the Citizens Advisory Committee shall be held at the last regularly scheduled meeting in each year. During this annual meeting, the following activities shall take place:

- a. A summation of progress made, work accomplished, and the proposed work program shall be prepared for the coming year for delivery to the Chairperson of the Governing Board of the Merced County Association of Governments; and
- b. Officers for the coming year shall be elected at the annual meeting of the Citizens Advisory Committee.

#### **ARTICLE XII - AMENDMENTS**

##### **Section 1**

The bylaws of the Citizens Advisory Committee for regional transportation planning as officially adopted shall be amended only in accordance with the following procedures:

- a. All members holding official appointments to the Citizens Advisory Committee shall be furnished a copy of the proposed changes and amendments to the official bylaws at least 30 days prior to any official vote on said proposed changes and amendments; and
- b. Any changes in amendments to the official bylaws by the Citizens Advisory Committee shall be read at one (1) meeting of the Citizens Advisory Committee. Said meeting shall be a regular meeting held in accordance with the provision of the bylaws presently in effect.

##### **Section 2**

A quorum of the members present at a regularly scheduled meeting of the Citizens Advisory Committee shall be deemed sufficient to recommend the MCAG Governing Board adopt any changes in amendments to the bylaws of the Citizens Advisory Committee.