

METROPOLITAN AREA PLANNING AGENCY (MAPA)

CITIZENS' ADVISORY COUNCIL BYLAWS

ARTICLE I – ORIGIN AND PURPOSE

SECTION 1: NAME

This Council shall be known as the Citizens' Advisory Council of the Metropolitan Area Planning Agency (MAPA).

SECTION 2: ORIGIN

This Council is a sub-committee of the Transportation Technical Advisory Committee of the Metropolitan Area Planning Agency.

SECTION 3: PURPOSE

The Citizens' Advisory Council of the Metropolitan Area Planning Agency (CAC) serves as a community forum to provide active public participation in the transportation planning process, ascertain public opinion on transportation planning activities, and provide feedback on certain planning projects to the Transportation Technical Advisory Committee (TTAC).

In furthering the purpose of the Citizens' Advisory Council, it shall:

- A. Provide input and review the Long Range Transportation Plan.
- B. Be involved with MAPA's Public Participation Plan.
- C. Review new studies, plans, and at-large planning documents and make recommendations to the TTAC.
- D. Suggest future studies and plans.
- E. Review and comment on the draft TIP; comments on project selection will go to the Project Selection Committee (ProSeCom) for review and possible inclusion during the next fiscal year's TIP.
- F. Participate in implementing MAPA's outreach process.

ARTICLE II – ORGANIZATION

SECTION 1: MEMBERSHIP

A. Composition: CAC membership shall be recommended to the Chairperson of the Transportation Technical Advisory Committee for appointment in accordance with the following:

- a. The CAC will consist of thirteen (13) voting members representing the Transportation Management Area (TMA). Each County will be given one (1) representative and three (3) members will come from small communities under 50,000. The remaining members will consist of proportional representation based on the jurisdiction's share of the total TMA population. For every 10% of the total TMA population, one (1) representative will be allocated (Bellevue and Council Bluffs will be rounded up to 10% for representative purposes).

Table 1.1: Composition	
3	1 per county
5	Omaha
1	Bellevue
1	Council Bluffs
3	Small Communities under 50,000
13	Total Membership

Table 1.2: TMA Share of Population					
Douglas County		Sarpy County		Pottawattamie County	
Bennington	0.2%	Bellevue	6.7%	Carter Lake	0.5%
Omaha	54.5%	Gretna	0.6%	Council Bluffs	8.2%
Ralston	0.8%	La Vista	2.1%	Crescent	0.1%
Valley	0.2%	Papillion	2.5%	McClelland	0.0%
Waterloo	0.1%	Springfield	0.2%		
Data Source: 2007-2011 American Community Survey 5-Year Estimates					

- b. Membership of the Citizens' Advisory Council may consist of representatives of jurisdictions or organizations with transportation related concerns, representatives from organizations serving Environmental Justice (EJ) populations, or citizens with a particular interest in transportation. TTAC members may not be members of the CAC. Targeted interest areas include, but are not limited to the following (alphabetically):

- | | |
|--|-------------------------------|
| i. Air Quality | xiii. Parks/ Trails |
| ii. Bicycle Advocate | xiv. Pedestrian |
| iii. Business development | xv. Persons with Disabilities |
| iv. Congestion Management | xvi. Planning |
| v. Downtown District | xvii. Rural |
| vi. Employees/ Workers/
Organized Labor | xviii. Safety |
| vii. Freight/ Rail/ Trucking | xix. School District/ Parent |
| viii. Land Use | xx. Senior Citizens |
| ix. Low Income | xxi. Social Services |
| x. Minority | xxii. Students |
| xi. Natural Environment | xxiii. Transit Provider |
| xii. Neighborhoods | xxiv. Transit Rider |
| | xxv. Veterans |

The initial membership shall be as shown on Appendix A. This list shall be maintained as membership evolves through the appointment process.

- B. Terms of Appointment: Appointment shall be for three (3) years commencing July 1 to coincide with the MAPA fiscal year. Council members shall be eligible for reappointment. Council members shall be appointed by the chairperson of the Transportation Technical Advisory Committee.

Vacancies on the Citizens' Advisory Council shall be publicly advertised. Potential members shall submit an application form provided by MAPA. Selection shall be based on enhancing a broad section of interest as listed in Section 1: A (Composition). Appointments to fill vacancies on the Citizens' Advisory Council will be made by the chairperson of the Transportation Technical Advisory Committee based on the application forms. If no citizen responds to the public announcement, staff may attempt to fill the position using MPO mailing lists of persons having expressed an interest in MPO transportation planning issues.

Selection of Citizens' Advisory Council members shall meet the requirements of the Title VI of the Civil Rights Act of 1964, The Moving Ahead for Progress in the 21st Century Act (MAP-21), and other applicable federal requirements concerning public outreach for MPOs.

At the onset of Citizens' Advisory Council selection, thirteen (13) members will be selected and six (6) will be appointed for three (3) years and seven (7) will be appointed for four (4) years. At the end of their term, a member may be asked to serve another term.

The term of appointment on the Citizens' Advisory Council will continue until the end of their term, except that the term office shall terminate immediately upon:

1. Relocation outside of the MAPA TMA region which the member represents; or,
2. Unexcused absence from three (3) meetings.

- C. Responsibilities: The Citizens' Advisory Council shall be responsible for:

1. Provide input and review the Long Range Transportation Plan.
2. Be involved with MAPA's Public Participation Plan.
3. Review new studies, plans, and at-large planning documents and make recommendations to the TTAC.
4. Suggest future studies and plans.
5. Review and comment on the draft TIP; comments on project selection will go to the Project Selection Committee (ProSeCom) for review and possible inclusion during the next fiscal year's TIP.
6. Participate in implementing MAPA's outreach process.

TTAC must approve any activities of the Citizens' Advisory Council beyond the charges listed in these bylaws. Written and verbal communication from the Citizens' Advisory Council to the public, including media, is subject to review and approval by TTAC.

SECTION 2: OFFICERS

A. Appointment/Election of Officers:

1. Citizens' Advisory Council Chairperson

The CAC Chairperson shall be elected by the members of the Citizens' Advisory Council. The elected Chairperson must be approved by the TTAC Chairperson at the beginning of each fiscal year. A vacancy in this office shall be filled by election after the vacancy occurs and must be approved by the TTAC Chairperson.

2. Citizens' Advisory Council Vice Chairperson

The CAC Chairperson shall be elected by the members of the Citizens' Advisory Council. The elected Vice Chairperson must be approved by the TTAC Chairperson at the beginning of each fiscal year. A vacancy in this office shall be filled by election after the vacancy occurs and must be approved by the TTAC Chairperson.

In the event that the CAC Chairperson cannot attend the meeting, the Vice Chairperson will assume the responsibilities of the Chairperson.

3. Temporary Chairperson

In the event that both the Chair and Vice Chair cannot attend a meeting, MAPA Staff will assume responsibility for conducting a meeting.

B. Terms of Office: The CAC officers shall serve one-year terms concurrent with the MAPA fiscal year. These offices are eligible for re-election and are not subject to term limits.

C. Duties of Officers:

1. The Chairperson shall call and preside at all meetings of the Citizens' Advisory Council. The Chairperson shall approve agendas, provide communication between the Council and the MAPA Transportation Technical Advisory Committee and represent the Council in the other usual duties of the office.

2. The Vice Chairperson shall perform the duties of the Chairperson in their absence and shall perform other duties as the Chairperson may assign.

SECTION 3: MAPA STAFF LIAISON

The Executive Director of MAPA shall assign staff to assist and advise the CAC in carrying out the purposes set forth in these bylaws. This staff liaison shall be responsible for supporting the CAC, including minute taking and record keeping.

ARTICLE III – MEETINGS

SECTION 1: DATE AND TIME OF MEETINGS

The Citizens' Advisory Council shall have regular meetings occurring at least quarterly, most likely monthly. The regular meeting date and time shall be established by the Council at its initial meeting, subject to change at a later date if necessary. The Chairperson shall call special meetings as needed.

SECTION 2: SPECIAL MEETINGS

Special meetings may be called by the Chairperson on two days notice. The person calling the special meeting shall set the time and place. Every effort shall be made to reach all Council members. Notice to be given and published as set out below.

SECTION 3: NOTICE OF MEETINGS

The notice of meetings shall be emailed to Council members at least seven (7) days in advance of the meeting date whenever possible. The agenda, minutes and other materials shall be emailed with the meeting notice whenever practical. The agenda of an upcoming meeting shall be kept continually current and shall be available for public inspection at the office of MAPA during normal business hours. Furthermore, the agenda and meeting materials shall be posted to the MAPA website no fewer than seven days prior to the meeting for public review.

SECTION 4: QUORUM AND VOTING

The presence of six (6) voting members of the Citizens' Advisory Council shall constitute a quorum. The vote of a simple majority of members present shall decide questions brought before the Council. The Chairperson will be considered as part of the quorum and shall vote.

SECTION 5: OPERATING RULES

Meetings of the Citizens' Advisory Council shall be conducted under Robert's Rules of Order unless provided to be the contrary by these Bylaws, as well as the Nebraska Open Meeting Act.

SECTION 6: ABSENCES

After three (3) unexcused absences from regular or special meetings by a member of the CAC (within a calendar year), CAC members may vote to terminate that representative's appointment from the CAC and seek a replacement.

SECTION 7: MEETING PARTICIPATION

All meetings shall be open to the public, and interested persons or groups are invited to address the Council concerning any matter set to be discussed per the published CAC agenda; however, the Chairperson shall have authority to limit discussion by non-members in order to transact the business before the Council.


ARTICLE IV – AMENDMENT OF BYLAWS

SECTION 1: PROCEDURES FOR AMENDING BYLAWS

These bylaws may be amended, repealed, or new bylaws and may be adopted by a Super Majority vote of two thirds plus one of the members of the Council present at any regular or special meeting called for that purpose. Written notice of proposed amendments shall be given to the membership of the Council at least 30 days prior to the date of the meeting at which the bylaws are to be considered. Any objections to the proposed amendments shall be forwarded to MAPA's Executive Director.

After approval by the Citizens' Advisory Council, the amended, repealed, or new bylaws must be approved by a majority vote of the Transportation Technical Advisory Committee (TTAC). Amendments to the bylaws shall become effective upon approval by TTAC.

Adopted this 24 day of OCT, 2014


Dennis Wilson, Chairperson
MAPA Transportation Technical Advisory Committee

10/29/14 
Date MAPA Legal Review

9/18/14

Date CAC Approval

APPENDIX A: CAC MEMBERSHIP

<u>Representing</u>	<u>Name</u>	<u>Term</u>
Douglas County	Dan Park	2014-2018
Sarpy County	Steve Ziemba	2014-2018
Pottawattamie County	Barry Cleaveland	2014-2017
Council Bluffs	Sheryl Garst	2014-2018
Omaha	Jay Leichter	2014-2017
Omaha	Cindi Goff	2014-2018
Omaha	Tim O'Bryan	2014-2018
Omaha	Kenneth Be	2014-2017
Omaha	Robert Hamer	2014-2018
Bellevue	Curtis Bryant	2014-2018
Small Communities under 50,000	Matt McCann (Papillion)	2014-2017
Small Communities under 50,000	<i>Vacant</i>	<i>3 year term</i>
Small Communities under 50,000	<i>Vacant</i>	<i>3 year term</i>