

**BYLAWS OF THE  
KALAMAZOO AREA TRANSPORTATION STUDY  
CITIZENS ADVISORY COMMITTEE**

**MISSION STATEMENT**

The Citizens Advisory Committee (CAC) of the Kalamazoo Area Transportation Study (KATS) provides citizens and organizations within the KATS Metropolitan Area Boundary the opportunity to explore and discuss transportation issues and to provide input to KATS related to the development of the Metropolitan Transportation Plan, the Transportation Improvement Program, and other transportation projects and services.

**ARTICLE I. PURPOSE**

- 1.1 The purpose of the Citizens Advisory Committee (hereby referred to as “CAC”) of the Kalamazoo Area Transportation Study (hereby referred to as “KATS”) is to:
  - a. Enhance public awareness of KATS and promote public input from all persons who express an interest in transportation issues concerning area transportation planning within the Metropolitan Area Boundary (MAB);
  - b. Solicit and provide input on transportation plans, programs, and other issues being considered by the KATS Policy Committee and the KATS Technical Committee; and
  - c. Identify transportation challenges from the perspective of the general public and offer recommendations to the KATS Policy Committee and to the KATS Technical Committee.

**ARTICLE II. MEMBERSHIP**

- 2.1 The widest public involvement is desired. Membership shall be open to all persons who express an interest in transportation issues within the Metropolitan Area Boundary (MAB).
- 2.2 The committee shall consist of at least five (5) members with a maximum of nine (9) members.
- 2.3 The KATS Policy Committee shall accept applications and appoint members to the CAC on a biennial basis, or when needed to maintain full membership.
- 2.4 Members shall be appointed for a two year term, with the ability to reapply for an additional two year term.-

**ARTICLE III. OFFICERS**

- 3.1 CAC members shall designate a Chair to serve a one-year term, with the ability to be reappointed for an additional one-year term. The Chair shall preside over full CAC meetings, shall designate leaders and members of standing committees, shall transmit or designate communications between the CAC and the KATS Policy Committee. The CAC Chair or his/her designee shall serve on the KATS Policy and Technical

Committees as a non-voting liaison to promote communication between the groups.

- 3.2 CAC members shall designate a Vice-Chair to serve a one-year term, with the ability to be reappointed for an additional one-year term. The Vice-Chair shall fulfill the duties of the Chair in the absence of the Chair.
- 3.3 KATS staff will act as the CAC Secretary and provide required meeting notices and maintain a list of members and other interested persons.
- 3.4 The officers shall be designated annually at the first meeting of the members to be held after December 1.

#### **ARTICLE IV. SUBCOMMITTEES**

- 4.1 The CAC may form both standing and temporary subcommittees. Subcommittees shall serve until dissolved by the CAC.
- 4.2 The Subcommittee members and Subcommittee Chair shall be appointed by the CAC Chair.
- 4.3 The subcommittee may elect to solicit specific expertise from a non-CAC member.
- 4.4 The Subcommittee chair shall submit written reports of the subcommittee meetings to the CAC.

#### **ARTICLE V. MEETINGS**

- 5.1 All meetings shall be open to the general public and shall allow for a public comment period. Citizen comments made at full CAC meetings will be included in the official record.
- 5.2 The Chair will transmit the CAC's recommendations to the KATS Policy Committee and KATS Technical Committee.
- 5.3 In order to insure that a certain level of understanding of the issues is available to those members voting, members who have attended three of the last four regular meetings of the CAC shall have voting privileges. Attendance records shall be kept to determine voting privileges. A simple majority of those attending and eligible to vote would constitute a quorum.
- 5.4 Meetings of the CAC shall be held at least quarterly. Additional meetings may be called at request of the Chair or KATS staff.
- 5.5 Robert's Rules of Order shall govern the conduct of all meetings.

#### **ARTICLE VI. AMENDMENTS**

Approved by KATS Policy Committee on September 30, 2015

- 6.1 Any member may propose amendments to these bylaws. The proposed change shall be filed with KATS Staff.
- 6.2 The CAC shall review the proposed changes within the next two meetings. The proposed change shall be sent to all members for consideration by the next meeting, as part of the notice required in the KATS Public Participation Plan.
- 6.3 The KATS Policy Committee shall approve the Bylaws of the CAC and any changes made to the CAC bylaws.

Date of adoption by the KATS Policy Committee: September 30, 2015