

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 Kalamazoo County the opportunity to explore and discuss transportation issues and to provide input to KATS related to the development of the 20-year 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 stakeholders concerning area transportation planning for Kalamazoo County;
 - 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 propose solutions to the KATS Policy Committee and to the KATS Technical Committee.

ARTICLE II. MEMBERSHIP

- 2.1 The widest public involvement is desired. Participation shall be open to representation from citizen-based organizations, special interest groups, at large citizens, and other stakeholders associated with transportation in Kalamazoo County.

ARTICLE III. OFFICERS

- 3.1 CAC members shall designate a **Chair** to serve a 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. The Vice-Chair shall fulfill the duties of the Chair in the absence of the Chair.

- 3.3 CAC members shall designate a **Secretary** to attend all full CAC meetings and keep a public record of the actions of each meeting. KATS staff will provide required meeting notices and maintain a list of members and other interested persons.
- 3.4 Vacancies in offices shall be filled by the CAC for the remainder of the unexpired term.
- 3.5 The officers shall be designated annually at the first meeting of the members to be held after December 1.
- 3.6 Vacancies in offices shall be filled by the CAC for the remainder of the unexpired term.

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 At a minimum, the CAC meeting agendas shall include:
 - a) Call to order
 - b) Introductions
 - c) Changes/additions to the agenda
 - d) Approval of the minutes of the previous meeting
 - e) New business
 - f) Old business
 - g) Informational items
 - h) Public comment
 - I) Adjournment

- 5.3 The CAC shall strive to develop consensus decisions following open discussions. The Chair will transmit the CAC's recommendations, including dissenting opinions, to the KATS Policy Committee and KATS Technical Committee.
- 5.4 In order to insure that a certain level of understanding of the issues is available to those citizens voting, citizens or other members who have attended three of the last five 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 majority.
- 5.5 Meetings of the CAC shall be held at least monthly through October 2005 and at least quarterly thereafter.
- 5.6 Robert's Rules of Order shall govern the conduct of all meetings.
- 5.7 Notice of meetings shall be transmitted electronically or in writing to all members not less than five (5) working days before the date of the meeting. Such notice must include time, place, purpose, and proposed agenda of the meeting. Agenda and meeting records will be posted on the KATS website and in the KATS office at 3801 East Kilgore Road in Kalamazoo. Such notice may be made through a newsletter transmitted electronically or mailed to all members. Hardcopies of meeting notices shall also be distributed to local government offices for posting.

ARTICLE VI. AMENDMENTS

- 6.1 Any member may propose amendments to these bylaws. The proposed change shall be filed with the Secretary.
- 6.2 The CAC shall review the proposed changes within the next two meeting. The proposed change shall be sent to all members for consideration by the next meeting, as part of the notice required in Section 6.8.
- 6.3 The KATS Policy Committee shall approve the Bylaws of the CAC and any changes.

Date of adoption by the Citizens Advisory Committee: October 28, 2004

Date of adoption by the KATS Policy Committee: February 23, 2005