

MISSION AND BYLAWS
OF THE CITIZENS ADVISORY COMMITTEE
OF THE BALTIMORE REGIONAL
TRANSPORTATION BOARD

TABLE OF CONTENTS

	Page #
MISSION	1
BYLAWS	2
Article I: Name	2
Article II: Organization	2
Section 1. Authority	2
Section 2. Area	2
Section 3. Nondiscrimination	2
Article III: Purpose	2
Section 1. Purpose	2
Article IV: Membership	3
Section 1. Composition and Representation	3
Section 2. Additional Criteria	3
Section 3. Selection	3
Section 4. Term of Membership	3
Section 5. Absenteeism	3
Section 6. Leave of Absence	4
Section 7. Alternates	4
Section 8. Vacancies and Appointments	4
Section 9. Resignations	4
Article V: Officers	4
Section 1. Officers	4
Section 2. Selection of Officers	4
Section 3. Term of Office	5
Section 4. Vacancies	5
Section 5. Removal and Resignations	5
Section 6. Duties of the Chair	5
Section 7. Duties of the Vice-Chair	6
Article VI: Meetings, Consensus & Quorum	6
Section 1. Public Meeting	6
Section 2. Regular and Special Meetings	6
Section 3. Consensus Process for Decision-Making	6
Section 4. Quorum	6
Section 5. Procedure	7
Section 6. Secretarial Duties	7
Article VII: Subcommittees	7
Section 1. Standing Subcommittees (blank)	7
Section 2. New Subcommittees (blank)	7
Section 3. Subcommittee Appointments (blank)	7
Section 4. Subcommittee Vacancies (blank)	7
Section 5. Subcommittee Quorum (blank)	7
Article VIII: Conflict of Interest	7
Section 1. Announcing Conflict	7
Section 2. Abstention From Consensus	7
Article IX: Amendment of Bylaws	8
Attachment: Guidelines for the Consensus Process	

MISSION

The mission of this committee is to:

- A. Serve as an advisory body to the BRTB.
- B. Provide independent, region-oriented citizen advice to the BRTB on issues related to the development of the Baltimore Regional Transportation Plan (BRTP), Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP) and amendments that affect the region's conformity with federal air quality requirements, the public involvement process, regionally significant land use issues, and other regional transportation-related issues, as appropriate.
- C. Promote public awareness and participation in the regional transportation planning process.
- D. Promote equity in the regional transportation planning process

(Mission taken from BRTB Resolution #01-17.)

The CAC is composed of citizens and representatives of community organizations and industry professionals. Members are appointed by the BRTB. Committee meetings are held on the third Wednesday of the month from 4 - 6 p.m.

Staff Representative: Susan Aceti, Public Involvement Coordinator, 410-772-2297, X 1037, susanaceti@baltometro.org

Regular Meeting: 3rd Wednesday, 4:00 p.m., BMC offices at 2700 Lighthouse Point East, Suite 310, Baltimore, MD 21224

APPROVAL DATE: _____

Bylaws

Articles:

Article I: Name

Article II: Organization

Article III: Purpose

Article IV: Membership

Article V: Officers

Article VI: Meetings, Consensus & Quorum

Article VII: Subcommittees

Article VIII: Conflict of Interest

Article IX: Amendment of Bylaws

ARTICLE I: NAME

The name of this committee shall be the Citizens Advisory Committee (CAC).

ARTICLE II: ORGANIZATION

Section 1. Authority

The committee shall be governed by the policies and guidelines set forth by the Baltimore Regional Transportation Board or as amended.

Section 2. Area

The area to be served by the CAC consists of Baltimore City, the city of Annapolis, and Anne Arundel, Baltimore, Carroll, Harford and Howard counties.

Section 3. Nondiscrimination

No person or organization shall, on the grounds of race, color, national origin, religion, creed or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the committee.

ARTICLE III: PURPOSE

Section 1. PURPOSE

The purpose of this committee is to:

- A. Provide independent, region-oriented citizen advice to the BRTB on issues related to the development of the Baltimore Regional Transportation Plan (BRTB), Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP) and amendments that affect the region's conformity with federal air quality requirements, the public

involvement process, regionally significant land use issues, and other regional transportation-related issues, as appropriate.

- B. Promote public awareness and participation in the regional transportation planning process.
- C. Promote equity in the regional transportation planning process

ARTICLE IV: MEMBERSHIP

Section 1. COMPOSITION AND REPRESENTATION

The CAC shall be made up of 20-25 members appointed by the BRTB.

Section 2. ADDITIONAL CRITERIA

Members must have a sincere interest in serving the community and must have the time to review pertinent materials and attend meetings of the committee.

Section 3. SELECTION

Appointments shall be made to encourage a balanced cross-section of the region's populations representing environmental, business, and civic organizations, including low-income, minority, and disabled populations. It is preferred that members be affiliated with a recognized group or organization. Additional members may be added with the approval of the BRTB.

Section 4. TERM OF MEMBERSHIP

Members shall be appointed for a three-year term that coincides with the development of the long-range transportation plan. Once a plan has been adopted, the BRTB shall appoint a new committee to serve for the upcoming plan development process.

Each member shall serve for one three-year term (one plan development process). If an appointed member wishes to serve for an additional term, he or she may formally make a request to the BRTB for consideration.

Section 5. ABSENTEEISM

Members should make 50% of the meetings during a one-year period using a calendar year (January through December). The first one-year period officially begins on January 1, 2003 but absences will be counted starting with the March 2003 meeting. Subsequent one-year periods will also run for the calendar year and absences will be counted starting with January of each year.

Members missing three consecutive, regularly scheduled meetings or a total of six regular meetings, during a twelve-month period shall be automatically reviewed by the BRTB for possible termination. When a committee member has been absent for the third consecutive time

or has been absent for the sixth time in any twelve-month period, the Chair shall send a letter to the member, informing the member that another absence will result in his/her membership being reviewed. If attendance does not improve, other actions including removal may be taken by the BRTB.

Section 6. LEAVE OF ABSENCE

Any member may be granted an excused temporary leave of absence from serving on the Committee upon submitting a written request to the Chair of the BRTB explaining the reason(s) for the requested absence and subject to approval of the BRTB.

Section 7: ALTERNATES

If necessary, a member may designate an alternate representative from their organization to attend a particular meeting that the member is unable to attend. The member should be prepared to designate the alternate as a proxy if consensus on an action item is required.

Section 8. VACANCIES AND APPOINTMENTS

The committee shall make recommendations to the BRTB to fill vacancies. The BRTB, thereafter, reviews all recommendations and appoints members to this Committee.

Members shall be appointed to serve the remainder of an unexpired term which, if it is longer than one and a half years, shall be considered to be a full term.

Section 9. RESIGNATIONS

Members are encouraged to send written notice of intent to resign to the BRTB chair and a copy to the committee chair and to the administrative office of the member entity represented as soon as possible but at least one (1) month before the termination date.

ARTICLE V: OFFICERS

Section 1. OFFICERS

Officers of the committee shall consist of a Chair and Vice-Chair.

Section 2. SELECTION OF OFFICERS

Only appointed members of the committee are eligible to be officers. Officers may be nominated from the floor. Nominees shall be presented to the membership for election at the last regularly scheduled meeting of each year. Election shall be by ballot with a majority vote electing the officers.

Section 3. TERM OF OFFICE

Elected officers shall serve for a term of one (1) year in accordance with the time schedule identified in Article IV, Section 4. Thus, officers will be elected at the beginning of the first year of the long range plan, again at the beginning of the second and at the beginning of the third. Such officers shall hold office until they resign, are removed, are otherwise disqualified to serve, or until their successors shall be elected, whichever occurs first. Officers may be re-elected but may not serve more than three (3) consecutive terms.

Section 4. VACANCIES

A vacancy in any office shall be filled for the unexpired portion of the term. In the event of a vacancy in the office of the vice-chair, the Chair may temporarily appoint a new Vice-chair until such time as an individual is elected to fill the unexpired term.

The election for Chair and Vice-chair shall be held at a regularly scheduled meeting within sixty (60) days after the vacancy occurs. The election shall follow the nominating/voting process established by Article V, Section 2.

A member elected to fill an unexpired term of six (6) months or longer shall be considered to be filling a full term of office.

Section 5. REMOVAL AND RESIGNATIONS

Any request for removal of an officer will be submitted to the BRTB. The BRTB, after investigation, may remove the officer and call for a special election for a new officer.

Any officer may resign his/her position as an officer at any time by giving written notice to the Chair of the committee and the BRTB Chair. Any such resignation shall take effect on the date of the receipt of such notice or at any later date specified therein, not to exceed the expiration date of the regular term of the office. The acceptance of such resignation shall not be necessary to make it effective.

Section 6. DUTIES OF THE CHAIR

The Chair shall serve in the following capacities:

- A. preside at all meetings of the Committee and shall be eligible to vote on all matters;
- B. be responsible for the effective, efficient and timely conduct of the committee's meetings;
- C. work closely and coordinate with the assigned BRTB staff liaison in developing annual objectives of the committee to be communicated to and approved by the BRTB;
- D. appoint all Chairs of subcommittees;
- E. serve as an ex-officio non-voting member of all subcommittees created by the committee;
- F. be responsible to the BRTB to assure that all subcommittees are accomplishing their objectives;

- G. perform such other duties as may be assigned from time to time by the committee or requested by the BRTB staff assigned to the committee; and
- H. attend BRTB meetings and represent the CAC.

Section 7. DUTIES OF THE VICE-CHAIR

In the absence of the Chair or in the event of his/her inability to act or if the office is vacant, the Vice-Chair shall perform all duties of the Chair, and when so acting, shall have all the powers and be subject to all restrictions of the Chair.

ARTICLE VI: MEETINGS, CONSENSUS & QUORUM

Section 1. PUBLIC MEETING

All meetings of the committee and its sub-committees are open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chair.

Section 2. REGULAR AND SPECIAL MEETINGS

- A. Regular meetings of the committee shall be held monthly or as needed. Notice of meetings and all available meeting materials shall be mailed (via regular mail or e-mail) to each committee member at least fourteen (14) days prior to the meeting.
- B. Special meetings of the committee may be called at the discretion of the BRTB staff in consultation with the Chair or by written petition by any three (3) committee members mailed or delivered personally to the Chair with a copy to the BRTB staff liaison. The BRTB shall fix the time, date and location for holding any special meeting. Committee members shall be notified by mail/fax, in person or by telephone of such special meetings, and said notice shall specify the nature of any and all business to be conducted at such meetings.

Section 3. CONSENSUS PROCESS FOR DECISION-MAKING

The CAC will use a consensus process to make decisions on whether to approve or disapprove of a specific action item that is being considered. No formal votes will be taken during discussions of issues. Informal votes can be taken to assess whether consensus has been reached. Guidelines for the consensus process are attached to these bylaws. Members should abide by the guidelines. Once consensus has been reached, a recommendation to the BRTB on the issue will be written up and submitted to the Board. If there is a significant minority opinion that will also be included with the recommendation given to the Board.

Section 4. QUORUM

Fifty percent of the current committee membership (rounded up to the nearest whole number) plus one shall constitute a quorum. A quorum shall be necessary for the transaction of any official business at any meeting of the committee.

Section 5. PROCEDURE

In general, meetings of the CAC will be conducted on an informal basis. If absolutely needed, the latest version of Robert's Rules of Order shall govern the conduct of business at all meetings of the committee and its sub-committees except when such Rules are in conflict with these bylaws.

Section 6. SECRETARIAL DUTIES

The BRTB staff liaison will meet the secretarial needs of the committee and shall keep the bylaws as amended, minutes of all meetings of the committee, a current membership list containing the names, addresses and telephone numbers of all committee members, and all other official documents of the committee.

ARTICLE VII: SUBCOMMITTEES

Section 1. STANDING SUBCOMMITTEES

Section 2. NEW SUBCOMMITTEES

Section 3. SUBCOMMITTEE APPOINTMENTS

Section 4. SUBCOMMITTEE VACANCIES

Section 5. SUBCOMMITTEE QUORUM

ARTICLE VIII: CONFLICT OF INTEREST

Section 1. ANNOUNCING CONFLICT

Whenever a committee or subcommittee member has cause to believe that a matter to be discussed would involve him/her in a conflict of interest, s/he shall announce the conflict of interest and shall request a ruling by the committee on discussing such matters.

Section 2. ABSTENTION FROM CONSENSUS

No committee or subcommittee member shall be involved in the consensus process on any matter which would involve a conflict of interest.

ARTICLE IX: AMENDMENT OF BYLAWS

Action may be initiated at any duly constituted meeting of the committee to alter, amend or repeal these bylaws and have new bylaws adopted. Notice of any proposed amendment to, or repeal of, these bylaws shall be presented at a duly constituted meeting of the committee, and shall then be voted on at the next duly constituted meeting of the committee. A copy of the current bylaws with the proposed changes shall be distributed to all committee members at least thirty (30) days in advance of the meeting at which the amendment will be presented for approval. Consensus of the committee members is necessary for amendment adoption. The committee's recommendation to amend these bylaws is then subject to approval by the BRTB.

The BRTB may from time to time amend its bylaws, or change its policies, necessitating revisions in the bylaws of this committee. Should such a case occur, the BRTB Chair shall notify or cause to notify the Chair of the committee to implement such changes.