

**GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE
BYLAWS**

Article I

Section I

Name

The name of this organization shall be the Citizens Advisory Committee of the Gainesville-Hall Metropolitan Planning Organization.

Section II

Origin

This Committee is created by the Policy Committee of the Gainesville-Hall Metropolitan Planning Organization.

Article II

Purpose

The Citizens Advisory Committee (CAC) of the Gainesville-Hall Metropolitan Planning Organization (GHMPO) shall advise the GHMPO Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to the Gainesville Area Transportation Plan findings and recommendations.

Article III

Composition

The CAC shall be composed of not more than nineteen interested citizens representing a broad section of the population within the planning area.

The at-large citizens shall be appointed as follows: the Hall County Board of Commissioners shall appoint 8 members, the Gainesville City Council shall appoint 5 members, the Oakwood City Council shall appoint 2 members, the Flowery Branch City Council shall appoint 2 members, the Braselton Town Council shall appoint 1 member, and the Jackson County Board of Commissioners shall appoint 1 member.

The term of citizen members shall be staggered on initial appointment with half at two years and half at three years so that citizen appointees rotate on separate cycles. The subsequent appointments shall have no term limits. The terms of members shall begin on the first meeting of the fiscal year.

Any citizen or organizational vacancy on CAC membership shall be filled by the selection of a new member appointed by the Gainesville-Hall Metropolitan Planning Organization Policy Committee upon recommendation of the local jurisdiction to fill a new or unexpired term.

Article IV

Duties

1. Provide general advice to the Policy Committee concerning the citizens' viewpoint on matters related to transportation.
2. Review recommendations of the Technical Coordinating Committee concerning the various work elements, annual documents, and long range plans and systems, prior to submission to the Policy Committee.
3. Serve as a liaison to the general citizenry for the exchange of information relating to the transportation needs in the Gainesville-Hall Metropolitan Planning Organization area.

Article V

Organization

1. The officers shall consist of Chairperson, Vice Chairperson, and Secretary.
2. The Chairperson and Vice Chairperson shall be elected annually by the membership of the Citizens Advisory Committee at the first meeting of the fiscal year. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Citizens Advisory Committee. Vacancies in offices shall be filled by appointment by the Chairperson, at the next regular meeting after the vacancy

occurs for the unexpired term. The Chairperson and Vice Chairperson may be removed from office by a vote of the majority of the Citizens Advisory Committee members.

3. The Secretary shall be the Director of the Metropolitan Planning Organization (MPO) or other appropriate MPO official.

Article VI

Duties of Officers

1. Chairperson - To preside at all meetings of the Citizens Advisory Committee and to call special meetings as needed. The Chairperson shall also serve as a non-voting member of the Policy Committee.
2. Vice Chairperson - To perform the duties of the Chairperson in his/her absence and serve as a non-voting member of the Technical Coordinating Committee.
3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.
4. Secretary - To record the meeting summaries and attendance, prepare required reports; notify members of meetings, and such other duties as required or directed by the Chairperson. Notice of meetings shall be mailed at least one week in advance of meeting date whenever practical. Should there be no business to come before the committee, the meeting shall be canceled by written notice one week prior to the planned meeting date.

Article VII

Meetings

1. The regular meeting time of the Citizens Advisory Committee shall be on the last Thursday of February, April, July and October at 4:00 p.m. or at an hour set by the committee, at the Hall County Government Center in Gainesville. The Chairperson shall call special meetings as may be required and as herein provided.

2. Sub-Committees shall meet as determined by the Chairperson of said Committee.
3. Unless excused by the Chairperson prior to the meeting, any CAC member having two (2) unexplained absences from regular meetings during a calendar year shall be automatically removed and notified of such action.

Article VIII

Emergency Committee Meeting Procedure

An emergency is defined as a sudden and unexpected turn of events requiring immediate action. In case of emergency, notice of such meeting shall be given to each committee member as far in advance of the meeting as possible and by the most direct means of communications. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Georgia law and the GHMPO Public Participation Plan. An emergency vote would still require the regular public comment periods for adoption of the Long-Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and Public Participation Plan and for amendments to them.

Telephonic voting and participation shall be permitted. The meeting will be held in a designated public place. Notice of the meeting will meet MPO public participation process noticing requirements. All materials made available to the MPO will be made available to persons attending the meeting. Individuals who are not on the MPO committees and who plan to speak at a meeting, including invited guests, are to submit copies of testimony and handouts 24 hours before the meeting to enable MPO members to review the materials in advance. When telephonic meetings are held, a roll call vote will be conducted, so the vote of each official voting member can be acknowledged and recorded.


Emergency sessions should be afforded the most appropriate and effective notice under the circumstances and special meetings should have at least 24 hour reasonable notice to the public with the meeting agenda posted on the GHMPO website, www.ghmpo.org and use press releases and/or phone calls to The Gainesville Times and other local media.

Article IX

Amendments to Bylaws


These bylaws are intended to serve as a guide for minimum participation by the Citizens Advisory Committee. The Committee may recommend amendment of the bylaws in order to improve the Committee's overall performance. Notice of the intent to revise the bylaws must be given in the agenda that is mailed out one week prior to the meeting at which the amendment(s) shall be discussed. A vote of two-thirds of those members present shall be required, in order for the recommended change to the bylaws to be forwarded to the GHMPO Policy Committee for its review. The Policy Committee must approve the amendments prior to them becoming effective.

Adopted by the GHMPO Policy Committee this 12 day of AUGUST, 2014.



Lamar Scroggs, Chairman
Gainesville-Hall MPO Policy
Committee

Attest



Srikanth Yamala, Director
Gainesville-Hall MPO