



**South Jersey  
Transportation  
Planning Organization**

*Serving Atlantic, Cape May, Cumberland, and Salem Counties since 1993.*

782 South Brewster Road, Unit B6,  
Vineland, New Jersey 08361

[www.sjtpo.org](http://www.sjtpo.org)  
(856) 794-1941  
(856) 794-2549 (fax)

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
Citizens Advisory Committee**

Monday, January 30, 2017 - 6:30 PM  
Vineland City Hall - Caucus Room  
640 East Wood Street, Vineland, NJ

**AGENDA**

1. Flag Salute
2. Roll Call
3. Approval of Minutes: November 3, 2016
4. Reorganization:
  - a. Election of Officers
  - b. Notice of Schedule of Regular Meetings
5. Chairman's Remarks (6:45 PM)
6. Presentation: "Understanding SJTPO": (6:50 PM)  
David Heller, Team Leader, SJTPO  
Alan Huff, Senior Transportation Planner, SJTPO  
Jennifer Marandino, Acting Executive Director, SJTPO
7. Possible Adoption of CAC By-Laws: Discussion (7:45 PM)
8. Discussion of topics for: Thursday, March 30, 2017 meeting and beyond (8:05 PM)
9. Upcoming SJTPO Meetings
  - **Technical Advisory Committee**, Monday, March 13, 2017, Vineland City Hall
  - **Policy Board**, Monday, March 27, 2017, 10:00 AM, Vineland City Hall
  - **FY 2018-2027 Transportation Improvement Program** Public Meeting, June 2017
10. Adjournment (8:15 PM)



**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION  
Citizens Advisory Committee (Meeting Summary)**

Thursday, November 3, 2016 - 6:30 PM  
Vineland City Hall - Caucus Room  
640 East Wood Street, Vineland, NJ

**Attendees**

**Members:**

Rodney Guishard, CAC Chairperson  
Bob Campbell  
Patrick Bomba  
John F. Hall  
Nancy Ridgway

Michael Hajek, Jr., CAC Vice-Chairperson  
Richard Morton  
Tom Garrett  
Harry Moore

**Also in attendance:**

David Heller, SJTPO

Jennifer Marandino, SJTPO

**Minutes Approval – May 31, 2016 CAC Meeting**

The minutes were approved.

**Report from Chair**

RG discussed very generally the redirection of CAC. Previously, CAC members would bring concerns from citizens from the public to the TAC and SJTPO. The issues weren't acted upon to the satisfaction of CAC members, as it was mostly out of the SJTPO's purview, being in the bailiwick of counties and municipalities. RG noted there was a lot to be gained from general areas of concern, as opposed to site specific problem locations, once they are identified. RG reiterated that the public can go to township meetings, etc. to bring up problems at specific locations. SJTPO's role is to pass along specific problems to the counties and municipalities.

**Proposed CAC Redirection**

In discussing the proposed redirection of the CAC, JM mentioned DVRPC's Public Participation Task Force was used as a good model for the SJTPO CAC. Future CAC meetings would be topic-oriented, per suggestions from CAC. The meeting format would be to bring in speakers on the selected topic with presentations, tying the topic into planning activities completed by SJTPO staff. JM noted she is currently working on the FY 2018 planning work program, (UPWP), which starts on July 1, 2017. She noted the document lays out how SJTPO will allocate our resources, both in terms of money and staff.

JM also mentioned that the “Issues of Concern” form was removed from the SJTPO website; primarily because it created a lot of confusion and false expectations as to what SJTPO could actually do. The form seemed to lead to a lot of frustration among the CAC members who indicated they weren’t happy with the resolution of those issues.

RG noted that he thought the CAC could have influence on policies which the SJTPO establishes and impacts the counties. JM noted that the CAC may be able to have an impact on the technical work program, dedication of staff resources, and possible projects but not necessarily policy. JM noted that the Policy Board doesn’t necessarily enact policies so much as provide guidance on programs and projects. JM explained that the Policy Board is comprised of elected officials, while the Technical Advisory Committee (TAC) consists of Planning Directors and engineering staff. NR added that the transportation funding goes through the planning organization and most of the counties and municipalities already have plans in place; the Policy Board channels the funding to the member jurisdictions.

Rather than “policies,” RG mentioned that it is “priorities” that we are talking about. MH mentioned that we need to know the constraints; what the SJTPO can and can’t do. JM suggested that an SJTPO primer would be a good topic for one of the first meetings from hereon in.

MH read the Mission Statement from the proposed changed by-laws and RG believes that what he is proposing is consistent with this revised Mission Statement.

RG recommended that each of the CAC members is attendance provide their input as to areas they would like to see the CAC concentrate on for future meetings. Going around the table each member provided input to give members an opportunity to give their input for possible topics for future meetings. The following list summarizes recommended topics for future meetings:

- *SJTPO primer, including apportionment of funding throughout State and project selection (TIP)*
- *Traffic signal synchronization, Smart Lights*
- *Application, use of “Complete Streets” policies*
- *Federal funding and getting buy-in from State and local officials with respect to “Complete Streets”, including accommodation for bicyclists; e.g. shoulders, paths, etc.*
- *Bicycle and pedestrian safety, roadway crossing*
- *Human Service Transportation (including transportation for veterans)*
- *Roadway vegetation management*
- *Delays in project construction; e.g. bridges, roads, traffic signals*
- *More regionalization in projects vs. area-specific*

JM recommended that a great topic for the first meeting for the CAC in 2017 would be an SJTPO primer, focusing on the major planning documents and how the SJTPO operates. BC reiterated that he would like additional training on the exact role of the SJTPO, TAC, Policy Board, etc., how the money is allocated, etc., and how the CAC can most effectively serve the people that appoint us. RM stated that there should be an orientation for all three of the SJTPO’s main organizations; Policy Board, TAC, and CAC.

RG reiterated that he would like the CAC to be effective in their role. He suggested establishing benchmarks as a means to determine this.

### **Meeting schedule for 2017**

Currently, the meetings are the 5<sup>th</sup> Monday of every month, when there is a 5<sup>th</sup> Monday. There are four such occurrences in calendar year 2017. For May, since the 5<sup>th</sup> Monday is a holiday, the meeting would be Tuesday, May 30, 2017. This would allow for four meetings in 2017. JM proposed two additional meetings on the non-Board/TAC meeting months to address RG concern about meeting more often than quarterly. The was discussion to have the additional meetings on a night other than a Monday. Thursday, March 30, 2017 was recommended.

The recommended schedule for the CAC meetings in 2017 stands as follows:

- *Monday, January 30, 2017*
- *Thursday, March 30, 2017*
- *Tuesday, May 30, 2017*
- *Monday, July 31, 2017*
- *Monday, October 30, 2017*

### **Introduction of proposed changes to By-Laws**

RG noted that an overview of the proposed changes to the CAC By-Laws was part of the CAC packet. JM noted the revised by-laws were not distributed to CAC members as it was her understanding that changes to the by-laws would be reserved for a future meeting. JM noted that in her discussions with the planning directors in the SJTPO region a concern was raised that the Policy Board did not approve the CAC By-Laws. As such, before the by-laws could be considered for approval by the Board, there were some issues that could be addressed with some revisions.

BC brought up all the considerable amount of time spent on the development of the CAC By-Laws, noting all the work and effort that went into creating the by-laws. JM indicated that she would not classify the proposed changes to the CAC By-Laws as being significant. Along with JM, RG affirmed that the existing by-laws are good and the proposed changes are not substantial.

JM spoke very broadly about the proposed changes; making note of some of the specific changes. One of the overall changes involved clarification that the CAC serves as an advisory role to the TAC, with the TAC advising the Policy Board. In reference to whether the Policy Board actually appoints the members, JM noted that while the Policy Board doesn't necessarily appoint the CAC members, they must approve the CAC members in the form of a formal resolution.

RG expressed concern that the CAC is under the TAC. He indicated that he was unsure about the justification for the CAC reporting to the TAC. He noted that he believes that the CAC should establish its own agenda (which it currently does). JM noted that she would investigate wording with the by-laws that might suggest otherwise.

MH wanted to know what voice the CAC had on the Policy Board. JM pointed out that neither the CAC nor the TAC has a direct voice through a vote on the Policy Board, which is made up of elected officials.

JM spoke about the proposal to add terms limits to CAC members. As currently rewritten only the Chairperson and Vice-Chairperson have any term limits noted within the by-laws. RG expressed his concern about term limits, but recognized the need to circulate new members and ideas into the CAC. PB suggested that a member leaving involuntarily (at the conclusion of his/her term), be contingent on the availability of finding a suitable replacement. Others found this to be a concern as well.

JM asked RG to consider taking a straw poll to learn how CAC members at the meeting felt about term limits. Most were in favor of two, three-year terms, but no maximum number of terms. BC was concerned about who appoints the CAC members to which JM referred to the by-laws which indicates that the Policy Board makes the final approval of all members, but membership is open to any resident and/or worker in the SJTPO region. NR noted that she believes that the Policy Board should have no role in appointing CAC members, believing that the CAC should be a committee of the public. She expressed disappointment in the lack of recent participation by the Cumberland County freeholders in the SJTPO Policy Board meetings.

MH asked why the CAC members don't have contact information on the website. JM deferred any response on this until a later time.

RG suggested having a by-laws subcommittee. Pat Bomba, Richard Morton, and Mike Hajek agreed to be members of the CAC By-Laws subcommittee. JM indicated that she would take the lead on incorporating comments from CAC members at the meeting and distribute the revised version to the subcommittee along with the CAC Chairperson and Vice-Chairperson. JM also indicated that she would share the CAC comments with the TAC and subregional planning directors.

#### **Upcoming SJTPO Meetings**

- Technical Advisory Committee, Monday, November 14, 2016, 10:00 AM, Vineland City Hall
- Policy Board, Monday, November 28, 2016, 10:00 AM, Vineland City Hall

#### **Adjournment**

The meeting was adjourned at 8:15 PM.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**NOTICE OF REGULAR  
CITIZEN ADVISORY COMMITTEE MEETINGS**

**FOR 2017**

*All meetings unless otherwise noted are scheduled to begin at 6:30 p.m.*

Monday, January 30, 2017

Thursday, March 30, 2017

Tuesday, May 30, 2017

Monday, July 31, 2017

Monday, October 30, 2017

Monday, January 29, 2018 **Reorganization Meeting**

January 23, 2017

Fellow CAC Members,

Let me start the new year with the wish that all of you had and will continue to have a happy and productive new year. I look toward to beginning a productive year with our first meeting which I believe has three main objectives:

1. To follow up last meeting's decision to have a presentation and discussion that leads to an understanding of the SJTPO mission, its structure and processes and the interrelationships of the various organizations with whom it interfaces.
2. To review and hopefully approve the draft CAC By-Laws document so that it can be submitted to the TAC and to the SJTPO Policy Board for final approval and,

Assuming the above first objective is satisfactorily completed:

3. To review/modify/add to the areas of concentration that we identified at our last meeting and reach agreement on our next area of concentration and the objectives for the next meeting.

Since the last meeting our volunteer By-Laws Subcommittee, Richard Morton, Mike Hajek and Pat Bomba have reviewed and discussed the by-laws amongst themselves and with Mrs. Marandino and Mr. Heller. I too have discussed the by-laws with both parties and in a meeting with Jennifer, David and the SJTPO Planning Directors. We have agreed on the relatively minor modifications that are reflected in the draft that is part of this package. While no document is perfect or expresses every notion in the exact preferred wording of each contributor, I believe the attached document, does an excellent job of conveying its intended message and is one for which we can be proud.

In preparation for our next meeting, please give some consideration to item 3 above. Keep in mind that the SJTPO is primarily a *planning* organization that receives direction and advice from its constituents i.e., the counties and the Policy Board and the invaluable advice of the CAC. Plans are not necessarily as exciting as actions but they do become the actions of the future.

I look forward to seeing you at the next meeting. If you have any questions or suggestions, please feel free to contact me at (609) 625-3605.

Rodney Guishard

Chair

SJTPO Citizens Advisory Committee



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**Date:** January 19, 2017 (Updated from 11/12/16 Memorandum)  
**To:** SJTPO Citizen Advisory Committee (CAC) Members  
**From:** David Heller  
**Re:** Proposed Revisions  
SJTPO Citizen Advisory Committee By-Laws

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As a follow-up to the November 3, 2016 SJTPO Citizen Advisory Committee (CAC) meeting, additional revisions to the CAC By-Laws were recommended, based upon comments raised by its members. Revisions to the CAC adopted and amended By-Laws were proposed to address issues raised by the SJTPO Planning Directors.

The proposed changes are not substantial and primarily made to clearly represent the stated hierarchy of the CAC with respect to TAC and Policy Board. The by-laws were originally written to suggest that the CAC advises both the Policy Board and Technical Advisory Committee (TAC). Changes to the by-laws are recommended to indicate the role of the CAC is to advise TAC and the role of the TAC is to advise the Policy Board. The text below summarizes the primary changes that are proposed as a result of a review by myself and the Planning Directors, incorporating comments made by CAC members at their most recent November 2016 meeting. Subsequent to this meeting, some additional revisions were made to reflect comments from the By-Laws subcommittee as well as internal staff discussions.

Wording as part of an *Introductory Paragraph* was added with some general information about SJTPO before moving into the Mission Statement. Wording to specify that the CAC serves in an advisory role to both the Policy Board and TAC was changed to indicate that the committee advises the TAC.

The *Mission Statement* itself was revised to remove wording that suggested the CAC provided local communities with a voice and instead noted the CAC serves the public, while also helping to formulate and evaluate public outreach strategies. The CAC should not serve as a buffer between the public and the SJTPO; public comments should be made directly to SJTPO staff and not be filtered through CAC members.

Within *Achieving the CAC Mission* changes were made to reference the core planning documents of SJTPO and the CAC's role in those documents. Other activities were reordered. References to the Policy Board were removed.

The *Purpose* section of the by-laws was removed as it was duplicative of other wording the document.

Under *Membership* wording was added to indicate that CAC members could live, work, or conduct business in the SJTPO region, thus eliminating the need for a member to resign if they move outside of the region but still work in the region. A sentence stating that members shall serve without compensation was added. The listing of interest groups was put in paragraph format rather than the extended list, with media removed from the list and transit-dependent added.

As currently written prospective members are to submit a letter of interest and "background qualifications". An application as opposed to a free-form letter should be considered by the CAC. DVRPC has an online application





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**Date:** January 23, 2017

**Re:** Proposed Revisions SJTPO Citizen Advisory Committee By-Laws

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to be filled out on their website, which is a very effective method in gathering the same information from all perspective members.

Continuing under *Membership*, wording to indicate CAC members serve at the pleasure of the Policy Board was added, as well as wording to note membership must be approved by the Board upon recommendation by the TAC. Removal of any member is also subject to recommendation by the TAC. Wording which stated members may be re-appointed without limits was removed. The original recommendation was to have members serve a two-year term and a maximum of two terms; however, based upon recommendations from the CAC, membership terms now indicate CAC members shall serve a three-year term with no maximum number of terms. Members shall be given the option to be re-appointed or decline to be re-appointed. Those members who have served their three-year term and wish to be re-appointed shall be considered along with other interested prospective members. Appointed terms shall be staggered such that no more than one third of the CAC membership terms are completed each year.

Under *Officers*, “the CAC shall elect its own Chairperson and a Vice-Chairperson as officers, who shall serve without compensation” was removed, as it was repetitive from the paragraph which followed it. In addition, the ordering of the two paragraphs was reversed.

The *Quorum* section was relocated after the Meetings, just before a new section for Voting. Under Quorum, clarification was made to indicate the purpose of a quorum being necessary for administrative action and explicitly stated to be 7 out of a total of 13 members.

Within the *Officers* section, the terms for the Chairperson and Vice-Chairperson were changed from two-years to one-year, to be congruent with the new three-year terms for CAC members.

Under *Meetings*, wording was added to indicate that the TAC and CAC may choose to meet annually to discuss coordination and resolve mutual concerns regarding the role of the CAC and its effectiveness, which may prove to be helpful. Wording to indicate that CAC meetings should be held to correspond with the SJTPO Policy Board and TAC meeting schedule was removed, in addition to removing wording to indicate a minimum number of meetings shall be held in a given year.

A new section for *Voting* is now included, with language stating the purpose of voting to be to gain consensus, noting that formalities such as resolutions are not required. Wording to indicate that only the 13 voting members shall be counted in the official vote, despite the CAC meeting being open to the public was included.

The *Staff Support* section of the by-laws was removed as it was duplicative of other wording the document.

Under *Amendments*, wording to make clear that the CAC By-Laws are approved by a positive vote of the SJTPO Policy Board was added.

And lastly the *Effective Date* of November 10, 2014, was removed as the Planning Directors felt strongly that the CAC By-Laws should be formally approved by the SJTPO Policy Board as the board is the entity which oversees other relevant CAC action. At this time, consideration of the CAC By-Laws by TAC is anticipated on March 13, 2017 with final approval from the Policy Board on March 27, 2017.

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**CITIZENS ADVISORY COMMITTEE**

**BY-LAWS**

**ADOPTED by CAC: AA BB, 2017**  
**ENDORSED by TAC: CC DD, 2017**  
**ADOPTED by Policy Board: CC EE, 2017**

# **SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

## **CITIZENS ADVISORY COMMITTEE**

The South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) for the southern New Jersey region covering Atlantic, Cape May, Cumberland, and Salem Counties. SJTPO serves as a technical resource, provides access to funding, and works to provide a regional approach to address transportation planning and engineering issues.

The SJTPO shall establish a Citizen's Advisory Committee (CAC) to assist in public outreach and interaction.

### **MISSION STATEMENT**

The SJTPO CAC shall serve as an open forum for discussion, providing the public ongoing access and the ability to provide input to the regional planning and decision-making process. The CAC shall also assist SJTPO in formulating and evaluating public outreach strategies. The CAC members serve in an advisory role to SJTPO staff and the Technical Advisory Committee (TAC), at the pleasure of the Policy Board who shall have final approval of its members.

The CAC shall provide public and special interest groups the ability to provide input in the development of a safe, effective and efficient multi-modal transportation system in the SJTPO four-county region.

### **ACHIEVING THE CAC MISSION**

#### **The CAC shall:**

1. Promote two-way communication in order to enhance public awareness and citizen involvement in SJTPO's regional planning activities;
2. Assist SJTPO staff to reach out to the general citizenry through public meetings and workshops organized by SJTPO staff and other related organizations to increase awareness and public input related to SJTPO projects, programs, studies, or other general information related to transportation;
3. Make recommendations to the SJTPO staff and Technical Advisory Committee on how the regional metropolitan planning organization (MPO) planning process can continue to serve the public;
4. Keep abreast of and contribute to the on-going activities and planning programs of SJTPO's staff and TAC, including the development and implementation of SJTPO's core documents; the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and the Regional Transportation Plan (RTP) as well as the SJTPO website, reviewing and providing comments related to clarity and effectiveness;

5. Help raise awareness of current and emerging concerns of citizen or special interest groups in areas related to the duties and responsibilities;

## **MEMBERSHIP**

CAC membership shall consist of 13 voting members approved by the Policy Board that will reflect the citizenry of the SJTPO four-county region. Members will consist of citizens who live, work, or conduct business in the SJTPO region with an interest in transportation issues, future planning, and public involvement.

CAC membership may consist of representatives from a number of sectors, interests, and organizations in the southern New Jersey area; including, but not limited to:

*agricultural, education, housing, environmental, government, professional groups, health & human services, transportation (i.e. trucking, rail), private and/or public enterprise, public utilities, safety, special interests, religious, groups representing minority, low-income, transit-dependent, elderly, and disabled persons*

Proper outreach should result in an opportunity for members of all these groups to participate. Prospective members shall submit a letter of interest and background qualifications to SJTPO staff for CAC consideration, TAC recommendation, and final Policy Board consideration and approval. Members shall serve at the pleasure of the Policy Board and must be approved by the Policy Board.

CAC members shall serve a three-year term with no maximum number of terms. Members shall be given the option to be re-appointed or decline to be re-appointed. Those members who have served their three-year term and wish to be re-appointed shall be considered along with other interested prospective members. Appointed terms shall be staggered such that no more than one third of the CAC membership terms are completed each year. In addition to geographic diversity, the CAC strives to represent the racial, ethnic, cultural, gender, age, and economic diversity of the region, with members from the southern New Jersey region bringing their own individual experiences to the planning table.

Attendance and participation shall be considered in the re-appointment process. Members, who miss more than ½ of the meetings in a given year, or three (3) consecutive meetings, shall be deemed to have tendered their resignation. A CAC member may be recommended for removal from membership for reasons related to conduct or performance. Removal shall be on the recommendation of the CAC Chairperson with a positive vote by the CAC membership, and subject to recommendation by the TAC and approval by the Policy Board. The Policy Board also has the ability to remove members should they feel they are not appropriately carrying out their responsibilities. If a CAC member is removed, their position will be filled through the regular process as identified above.

The Executive Director shall present the potential CAC membership list to the TAC for recommendation and to the Policy Board each year for their consideration and final approval.

## **OFFICERS**

The Chairperson and Vice-Chairperson shall be elected by the CAC at its annual re-organizational meeting for a one-year term commencing on that date and ending when their successors are elected. Any vacancy in these positions shall be filled by the CAC through a special election.

The CAC officers shall serve no more than two (2) consecutive terms in the same office.

## **OFFICER RESPONSIBILITIES**

The Chairperson shall preside at all CAC meetings and has the ability to call meetings, to appoint subcommittees, and to perform other such action as is normally performed by a committee chairperson.

The Vice-Chairperson shall act in the absence of the Chairperson and shall perform such duties as are assigned to him or her by the Chairperson.

In the event both the CAC Chairperson and the Vice-Chairperson are absent from a meeting, a temporary Chairperson will be selected by the CAC members to preside over that meeting.

The Chairperson, Vice-Chairperson, or a designee, in that order of availability, shall attend TAC meetings and provide the TAC with a report on the previous CAC meeting. The CAC is a voting member of TAC, representing one vote amongst the fourteen members of TAC.

## **MEETINGS**

A regular meeting schedule for the CAC will be established annually at a time and location to permit convenient participation by the members and the public. Adjustments to the regular meeting schedule shall be made on an as needed basis by the Chairperson. All meetings shall be open to the public.

The CAC Chairperson shall coordinate with the SJTPO staff on all matters to be included on the CAC agenda. Working with the Chairperson, SJTPO staff shall create the meeting agenda, meeting materials, and other appropriate meeting coordination. The agenda for each meeting will be made available to all CAC members, via email or US mail upon request, and posted to SJTPO's website no later than five (5) working days prior to the meeting. SJTPO staff will be responsible for sending meeting notices to CAC members and other members of SJTPO's public outreach list.

Any CAC member may bring an item up for discussion and possible action that is not on the meeting agenda. Such items should follow the completion of the scheduled meeting agenda items, as time permits. Whenever possible, information on this item shall be provided to all CAC members no later than five (5) working days prior to the meeting.

Special meetings may be called by the Chairperson. The meeting announcement will be circulated to all CAC members via email and posted to the SJTPO website, no later than five (5) working days prior to the meeting.

The TAC and CAC may choose to meet annually to discuss coordination and resolve mutual concerns regarding the role of the CAC and its effectiveness.

### **VOTING**

Voting at CAC meetings shall be used to gain consensus on relevant issues so as to bring the opinions of the majority of the CAC to the TAC for discussion. Formalities, such as resolutions are not necessary. While CAC meetings are open to the general citizenry only the votes of the 13 voting members, as appointed by the Policy Board, shall be counted in the official vote.

### **QUORUM**

A quorum is necessary for administrative action, such as election of the officers or removal of a CAC member. A quorum is defined as a majority of the currently appointed members of the CAC.

### **MINUTES**

SJTPO staff shall perform secretarial functions including the recording of meetings and preparation of meeting highlights for purposes of the public record. Meeting minutes will be included in the following meeting's month's agenda package at least five (5) working days prior to the meeting. The minutes shall become official upon a positive voice vote at the next meeting.

### **SUBCOMMITTEES**

The CAC may establish Subcommittees to handle specific issues as needed. The members shall be appointed by the Chairperson. A subcommittee Chairperson shall be selected by members of the subcommittee. The Subcommittees will report their findings to the full CAC for review and approval.

### **AMENDMENTS**

The CAC may recommend that the by-laws be amended, repealed, or revised by an affirmative vote of two-thirds of the members. Any proposed changes to said by-laws will be forwarded for the advice and consent of the TAC and shall be submitted to the Policy Board for support and approval. A positive vote by the Policy Board shall thereby approve and make effective the SJTPO CAC By-Laws.

### **RELEVANT LAW**

All Members and Officers shall comply with all relevant Federal and State laws, regulations and directives governing the Metropolitan Planning Organization (MPO) member agencies under U.S.

Title 23, USC 134, and Section 8 of the Federal Transit Act, as amended and Section 174 of the Clean Air Act of 1990, as amended.

**MEETING PROCEDURES**

The latest annotated version of Roberts' Rules of Order will govern the procedural conduct for all CAC meetings.

**EFFECTIVE DATE:** These by-laws shall go into effect on CC DD, 2017, as approved by Resolution 17XX-XX.



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**Date: January 23, 2017**

**To: CAC Members**

**From: David Heller**

**Re: Possible CAC Meeting Topic Areas**

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At the November 3, 2016 CAC meeting, the suggestion was raised to have future meetings focus on specific topics, with the main intent being the education of members of each of these topic areas. The following represents a list of recommended topics for future meetings:

- SJTPO primer, including apportionment of funding throughout State and project selection (TIP)
- Traffic signal synchronization, “Smart Lights”
- Application, use of “Complete Streets” policies
- Federal funding
- Getting buy-in from State and local officials with respect to “Complete Streets”, including accommodation for bicyclists; e.g. shoulders, paths, etc.
- Bicycle and pedestrian safety, roadway crossing
- Human Service Transportation; including transportation for veterans and lack of transportation to jobs
- Roadway vegetation management
- Delays in project construction and length of time; e.g. bridges, roads, traffic signals, etc.
- More regionalization in projects as opposed to area-specific

Other topics previously discussed, include:

- Traffic simulation model; demonstration, use and application
- The Project Development Process; from inception to design to construction
- Complete Streets and Barriers to Implementation; including installation and implementation of bike lanes, widening to accommodate bikes and pedestrians, etc.
- How is Federal money appropriated throughout the State?
- Lack of Funding and Possible Remedies
- Project Selection, Transportation Improvement Program (TIP)
- A Review of Safety Countermeasures from SJTPO’s Local Safety Program