

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

CITIZENS ADVISORY COMMITTEE

BY-LAWS

ADOPTED by CAC: January 30, 2017
ENDORSED by TAC: March 13, 2017
ADOPTED by Policy Board: March 27, 2017

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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 March 27, 2017, as approved by Resolution 1703-11 (herein).