

**BY-LAWS OF THE
SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE**

**ADOPTED: January 8, 2014
AMENDED: February 24, 2014, April 29, 2014 and November 10, 2014**

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

CITIZENS ADVISORY COMMITTEE

MISSION STATEMENT

The mission of the *SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION'S (SJTPO) CITIZENS ADVISORY COMMITTEE (CAC)* is to provide citizens access to, and participation in, the regional planning and decision-making process, and serve an advisory role to both the Policy Board and the Technical Advisory Committee. The SJTPO includes the Southern counties of Atlantic, Cape May, Cumberland and Salem, New Jersey.

Acting as a conduit, the CAC will provide local communities, with a voice in developing safe, effective and efficient movement of pedestrians, the disabled, bicyclists, motorist and commercial vehicles via traffic control, engineering design and highway construction that will maximize safety, quality and reliability by reflecting community values in the development of SJTPO's mission, programs and studies; project funding; and general citizens' transportation concerns during future regional transportation planning projects.

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. Help the SJTPO staff reach out to the general citizenry through public meetings and workshops to increase awareness and input related to SJTPO programs;
3. Monitor the on-going activities and planning programs of SJTPO's Policy Board and Technical Advisory Committee, including the development and implementation of long-range plans;
4. Keep the SJTPO staff, the Policy Board and Technical Advisory Committee apprised on current and emerging citizen concerns in areas related to the Organization's duties and responsibilities;
5. Make recommendations to the SJTPO staff, Policy Board and Technical Advisory Committee on how the planning process within the purview of the regional metropolitan planning organization (MPO) can better serve the public.

PURPOSE

The Citizens Advisory Committee (CAC) shall advise the South Jersey Transportation Planning Organization (SJTPO) Policy Board & the Technical Advisory Committee (TAC) on matters

related to the development and implementation of transportation plans and programs consistent with the SJTPO by-laws and mission statement.

MEMBERSHIP

CAC membership shall consist of 13 voting members appointed by the SJTPO that will reflect the citizenry of the Southern New Jersey counties of Atlantic, Cape May, Cumberland and Salem; with a Chairperson and Vice Chairperson; and additional non-voting representatives as needed. Members will consist of area citizens with an interest in *Transportation Issues and Future Planning*.

* 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
- media
- transportation
- private enterprise
- public enterprise
- public utilities safety
- special interests
- religious
- groups representing minority, low-income, 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 the CAC Secretary for consideration by the CAC and SJTPO Policy Board for approval. Members shall be appointed by the SJTPO Policy Board. Terms shall be for two years. Members may be re-appointed without limits. Attendance and participation shall be considered in the re-appointment process. Members shall be given the option to be re-appointed or decline to be re-appointed prior to any recommendations by the CAC to the SJTPO.

Members who miss more than ½ of the meetings in a given year, or 3 consecutive meetings, shall be deemed to have tendered their resignation. SJTPO Staff or the CAC Chair shall contact the member after the second missed meeting to discuss the situation and provide the committee with an update at the following meeting. If at any time the MPO feels that any CAC member is not performing his or her duties or as an adequate representative, the CAC may vote to remove that member.

Members leaving the SJTPO region must resign their position. Notice shall be made in writing to SJTPO Staff and the Chair prior to attending the final meeting. Members are encouraged to submit their notice of resignation as soon as possible.

Members officially representing an agency may, after management approval, designate an alternate from said agency to attend meetings and vote.

QUORUM

A quorum for the purposes of transacting business at any CAC meetings shall consist of seven voting members.

OFFICERS

The CAC voting membership shall appoint a Chairperson and a Vice-Chairperson as officers. The positions of Chair and Vice Chair shall rotate through the Counties. Officers shall serve without compensation.

The Chairperson and Vice-Chairperson shall be elected by the CAC at its bi-annual re-organizational meeting for a two-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.

OFFICER RESPONSIBILITIES

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

The Chairperson, Vice-Chairperson, or a designee, in that order of availability, shall attend TAC meetings and provide the committee with a report on the previous CAC meeting.

The Vice-Chairperson shall act in the absence of the Chairperson and shall perform such duties as 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 CAC officers shall serve no more than two (2) consecutive terms in the same office.

MEETINGS

The annual meeting for election of officers shall be held at the regularly scheduled January meeting.

A regular meeting schedule will be established annually to correspond with the SJTPO Policy Board & TAC meeting cycle. Adjustments to the regular meeting schedule shall be made on an as needed basis by the Chairperson. A minimum of four meetings per year should be conducted.

The CAC Chairperson shall coordinate with the SJTPO TAC on all matters to be included on the CAC agenda.

SJTPO staff shall make the CAC meeting agenda and meeting materials available to all CAC members no later than five (5) working days prior to the meeting.

Special meetings may be called by the Chair. The meeting announcement will be circulated to all CAC members no later than five (5) working days prior to the meeting. SJTPO staff will be responsible for sending meeting notices to members.

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. Whenever possible, information on this item shall be provided to all CAC members no later than five (5) working days prior to the meeting.

MINUTES

SJTPO staff shall provide secretarial functions including the recording and preparation of minutes. Meeting minutes should be submitted to chairperson who will review and be included in the following 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. The Subcommittees will report their findings to the full CAC for review and approval.

STAFF SUPPORT

The Chairperson can request SJTPO staff for technical support to assist the CAC in carrying out its responsibilities.

AMENDMENTS

The CAC By-Laws may be amended, repealed, or revised by an affirmative vote of two-thirds of the voting members [on or before next ensuing CAC meeting](#) provided that the meeting notice contains a copy of the proposed change and members were given adequate advance notice of the meeting. Copies of and any changes to said by-laws will be forwarded for the advice and consent of the Technical Advisory Committee and for submission to the Policy Board.

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 **November 10, 2014.**