

**BYLAWS OF THE CITIZENS ADVISORY COMMITTEE FOR THE
METRO TRANSPORTATION PLANNING PROCESS**

ARTICLE I ORGANIZATION

Sec. 1. Purpose. The purpose of this Citizens Advisory Committee, herein referred to as the CAC, shall be to serve as a citizens' advisory committee to the Urbanized Development Commission (herein referred to as the UDC) of the Sioux Falls Metropolitan Transportation Planning Process. The CAC shall be responsible for liaison between the Sioux Falls Metropolitan Transportation Planning Process; in particular, the UDC and the residents of the urbanized area. The CAC shall convey to the UDC the goals and wishes of citizens in the areas of transportation and land use, and shall provide a means for bringing the point of view of a wide range of civic interests and citizens' talents and disciplines (both professional and lay).

Sec. 2. Membership, Number of Committee Members, and Affiliations. Provisions for establishment of the CAC are provided in the Operations Plan for the Metro Transportation Planning Process as adopted and amended from time to time by the UDC.

The number of CAC Members shall be not less than thirteen (13); however, the number of voting CAC Members may be increased or decreased to any odd number, by amending the Bylaws. All CAC Members, after such increase or decrease, shall be appointed by a majority of those remaining duly qualified CAC Members in accordance with Article I, Section 3.

Each CAC Member shall hold office for a period of three (3) years. CAC Members shall serve until the month of December of the calendar year three (3) years following his or her appointment or until his or her successor shall have been appointed, or until his or her death, or until he or she shall resign, or until he or she shall have been removed in the manner hereinafter provided. No CAC Member may serve more than two consecutive terms.

Membership for the CAC is drawn from diverse citizen groups or organizations within the current Sioux Falls Metropolitan Planning Organization boundaries. For the purposes of these bylaws, the following is a list of various organizations and citizen groups the CAC utilizes when looking to fill vacancies to represent diverse populations on the committee: Business, Community Service Boards, Concerned Citizens, Construction & Development, Education, Environment, Persons with Disabilities, Private Transportation, Retirement Community, and Safety.

In the interest of maintaining an equitable balance among diverse participating entities, each group or organization shall be allowed no more than two (2) representatives. These Bylaws may be amended from time to time to include other organizations or groups not listed within these Bylaws.

Sec. 3. Appointment of Committee Members. A Membership Subcommittee comprised of no more than three (3) members of the CAC, is hereby established. Members shall be appointed to serve on the Membership Subcommittee by the Chairperson. Individuals seeking to serve on the CAC shall submit a "CAC Request to Serve" application to the CAC Membership Subcommittee. As vacancies occur, the Subcommittee shall recommend the addition of new members to the full Membership of the CAC.

New members selected to serve on the CAC shall be approved by a simple majority of those CAC voting members present with final approval by the UDC.

A membership list of all CAC members shall be reviewed by the UDC at its first meeting each year for its concurrence.

Sec. 4. Withdrawal of Membership. Any CAC Member may withdraw from the CAC by giving notice to the Chair. Replacements shall be appointed in accordance with Article 1, Section 3 of these Bylaws.

ARTICLE II MEETINGS

Sec. 1. Time of Meetings. The CAC shall meet at least six (6) times a year, generally on a bi-monthly basis beginning the new calendar year. Meeting dates for the following year shall be set on the last meeting date of each calendar year. Regularly scheduled bi-monthly meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.

Sec. 2. Quorum and Voting. Except as otherwise provided by statute or by these Bylaws, a minimum of fifty-one percent (51%) of the CAC Member positions occupied at that time shall be required to constitute a quorum for the transaction of business at any meeting, and the act shall be the act of the Citizens Advisory Committee. CAC Members participating by teleconference or remote electronic transmission may participate in meetings and may be counted as attending the meeting. In the absence of a quorum, the CAC Members present may proceed with the meeting until a quorum be had so long as no official action is taken.

Sec. 3. Special Meetings. Special meetings of the CAC may be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the CAC.

- Sec. 4. Notice of Meetings. The members of the CAC shall be notified at least seven (7) calendar days in advance of the time and place of regular meetings and twenty four (24) hours in advance of special meetings. A copy of such notice shall be served, either personally or by telephone, facsimile, e-mail or mail, upon each member of record.
- Sec. 5. Attendance. A CAC Member shall be deemed to have removed him or herself from office if he or she is absent from four (4) regularly scheduled meetings in any calendar year of the Sioux Falls Metropolitan Planning Organization. If a CAC Member so removes him or herself, the CAC shall fill the unexpired term of such person in accordance with Article I, Section 3 of these Bylaws at the next regularly scheduled meeting.
- Sec. 6. Open Meeting Format. All regular and special meetings of the CAC shall be open to the public and the media, except matters exempted by South Dakota open meeting laws.
- Sec. 7. Parliamentary Procedure. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at all meetings of the CAC.

ARTICLE III ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. Establishment of Officers. The officers of the CAC shall consist of a Chair and a Vice-Chair. In the absence of the Chair, the Vice-Chair has full powers.
- Sec. 2. Election and Terms of Office. The Chair and Vice-Chair of the CAC shall be elected annually at the last regularly scheduled meeting of the calendar year, from the existing CAC membership as identified in Article I, Section 2 of these Bylaws. Nominations shall originate from the floor, with both the Chair and Vice-Chair being elected by a simple majority ballot vote of the voting members of the CAC present at the meeting in which the election is held. The Chair and Vice-Chair of the CAC shall assume their duties on the first meeting of the new calendar year. The term of office for both the Chair and Vice-Chair shall be one year, with no limitation of re-election.

ARTICLE IV DUTIES OF OFFICERS

- Sec.1. Duties of the Chair. The Chair shall call and preside at all meetings of the CAC. He or she shall represent the CAC in the other usual duties of this office.
- Sec.2. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair in his or her absence and shall perform other duties as the Chair may assign.

Sec.3. Temporary Chair. In the absence of the Chair and Vice-Chair, a temporary Chair shall be selected by the other members present.

ARTICLE V AMENDMENTS

Sec. 1. Protocol for Amendments and Revisions. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the CAC provided notice is given in advance that such business is included on the CAC's agenda. No amendment shall be acted upon unless the full text of such proposed amendment has been included in the CAC's agenda. It shall take a two thirds (2/3) vote of the CAC membership to amend or adopt these Bylaws. Amendment or adoption of these Bylaws is conditioned on approval by the UDC.

These Bylaws shall be reviewed as necessary to ensure that they are both current and germane to the Metro Transportation Planning Process.

Recommended for approval this 18th day of November, 2015.


Catherine Dekkenga, Chair
Citizens Advisory Committee

Adopted this 19th day of November, 2015.


Steve Metli, Chair
Urbanized Development Commission

ATTEST:


Dale Long, Vice-Chair
Urbanized Development Commission