

# HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS CITIZENS ADVISORY COMMITTEE (CAC) BY-LAWS

## **Article 1.00 - Designation**

### **1.01 - Name**

The name of this organization shall be the Citizens Advisory Committee, hereinafter referred to in this document as the CAC or Committee, to function in an advisory capacity to the Humboldt County Association of Governments (HCAOG), in its role as the designated Regional Transportation Planning Agency, and hereinafter referred to in this document as the Association. Actions of the Association creating the CAC are directed in Section 2.3 of the Memorandum of Understanding between HCAOG and the California Department of Transportation.

### **1.02 - Jurisdiction**

The area of jurisdiction for the CAC shall be the entire geographic jurisdictional area of Humboldt County.

## **Article 2.00 - Purpose**

It shall be the purpose of the CAC to act in an advisory capacity only, on an as needed basis, to provide the Board with a citizen's perspective of transportation problems and issues.

## **Article 3.00 - Responsibility**

It is the responsibility of the CAC pursuant to the Memorandum of Understanding executed by the Association and Caltrans, as well as the Association's Cooperative Agreement to function at a staff level role to review, comment, and advise the Association on matters related to transportation and relevant regional issues, in carrying out their regional duties.

## **Article 4.00 - Membership**

### **4.01 - Committee Composition**

The membership of the CAC shall consist of eight (8) members of the public with consideration provided for geographic as well as multimodal representation of the region such as trucking, transit, public transit, pedestrians, bicyclists, aviation, coastal, as well as others. Staff shall solicit general public interest in regional media outlets, requesting a letter, resume, or statement of interest. Citizen candidates for the CAC shall be endorsed by the Association for appointment.

### **4.02 - Term of Appointment**

Of the initial appointments to the CAC, four shall be for a one-year term, and four shall be for a two-year term. Subsequent to the initial appointment, all terms shall be for two years.

Members may seek an automatic second term of appointment by issuance of their intention 60-days prior to the expiration of their term. Unrenewed appointments and appointments vacated after two terms shall be subject to the solicitation process defined in Section 4.01.

Terms of appointment shall begin and expire on April 30 of each year.

#### **4.03 - Voting Rights**

Each member of the CAC shall be entitled to one vote only and may cast that vote on any issue submitted to a vote for the action of the CAC. Proxy voting and absentee voting shall not be permitted for any item brought before the CAC.

#### **4.04 – Termination of Membership**

Membership will automatically terminate for any member who is absent from two consecutive meetings, except in extenuating circumstances to be determined by the Committee. Such termination shall be effective on the date that concurring action of the Association is made in response to written Notice of Termination from the Council Chair. The Association’s staff shall notify any terminated members of such action.

#### **4.05 - Conflict of Interest**

When any member of the CAC would obtain personal financial benefit on a matter before the CAC, or is a member of an agency, business, or organization that could so benefit, such member shall immediately disclose his/her interest and shall not vote on the issue. Conflicts do not exist in the actions of members which benefit parent entities and do not enrich or profit personal interests.

#### **4.06 – Compensation**

Appointed members to the Committee shall not receive any compensation for their services with regard to the conduct of the Committee business. However, appointed members may be reimbursed for mileage of their personal use of private automobiles required by their attendance at Committee meetings at the same rate provided to the Association’s staff.

### **Article 5.00 - Meetings**

#### **5.01 - Regular Meetings**

The Committee shall meet quarterly on the first Thursday during the months of January, April, July, and October, or on an as needed basis.

Meetings are open to the public. All convened meetings of the CAC are public meetings to be noticed as such by the Association's staff in the same manner as all other regular meetings of the Association's various bodies. All matters and materials related to items under consideration at meeting of the CAC shall be considered public information.

#### **5.02 - Place of Meetings**

The Committee shall conduct all of its meetings in a facility to be determined by staff to the Association.

#### **5.03 - Special Meetings**

Special meetings may be called whenever necessary for the purpose of the conduct of special business in any of the following ways:

- 1) By the request of the Chair;
- 2) By the request of the Vice-Chair, in the absence of, or inability to act by the Chair;
- 3) By the request of the Association.

#### **5.04 - Notice of Meetings**

All meetings of the CAC, being public meetings, shall be noticed in the same manner as all other meetings of the various bodies of the Association in conformance with the Brown Act, as amended. Required notices shall state date, hour, and location of the meeting and shall be posted to CAC members not less than 72 hours in advance of the date of such meetings.

#### **5.05 - Decisions of Committee**

All decisions of the CAC shall be made only after an affirmative vote of a majority of its members in attendance provided a quorum is present.

#### **5.06 - Quorum**

At any meeting properly called and noticed, a quorum shall consist of at least four appointed members.

#### **5.07 - Conduct of Meetings**

All points of order otherwise not covered in these by-laws shall be decided by Robert's Rules of Order, revised.

### **Article 6.00 - Officers**

#### **6.01 - Officers**

The Officers of the CAC shall be a Chair and Vice-Chair, and any other such officers as deemed desirable.

#### **6.02 - Election and Term of Office**

The Officers of the Advisory Committee shall be elected for a one-year term and may be re-elected for a second one-year term. Terms of office shall be coordinated to commence with appointment terms as defined in Section 4.02.

#### **6.03 - Chair**

The Chair shall preside at all meetings of the CAC and may sign all letters, reports, and other communications from the Committee. In addition, the Chair shall perform all duties incidental to the office and such other duties as may be prescribed by the CAC from time-to-time.

#### **6.04 - Vice-Chair**

It shall be the duty of the Vice-Chair to represent the Chair in assigned tasks and to substitute in the absence of the Chair. The Vice-Chair shall also perform such other duties as from time-to-time may be assigned by the Chair or the CAC.

**Article 7.00 - Amendments**

These By-laws may be amended by an affirmative vote of the HCAOG Board provided the amendment is to further carry out the objectives of the Committee as herein expressed.