

**Metropolitan Planning Organization
for the Valdosta-Lowndes
Urbanized Area**

Citizens' Advisory Committee Bylaws

**Article I
Name**

The name of this organization shall be the Citizens' Advisory Committee of the Metropolitan Planning Organization (MPO) for the Valdosta-Lowndes Urbanized Area

**Article II
Responsibilities**

1. The Citizens' Advisory Committee (CAC) shall advise the MPO Policy (PC) & Technical Coordinating (TCC) Committees on matters of public opinion from individual citizens and citizen groups regarding the Long Range Transportation Plan(s) (or other plans) relative to the study findings, and recommendations or other planning endeavors as outlined in the Unified Planning Work Program.
2. The Citizens' Advisory Committee has the following responsibilities:
 - a. Assist in the development and maintenance of a Public Involvement Program.
 - b. Ensure that citizen participation in the transportation planning process is in accordance with the Participation Plan.
 - c. Review the products of the MPO transportation planning process and be engaged in the development of the overall planning process.
 - d. Assess public opinion relative to the effectiveness of the transportation planning activities of the MPO.
 - e. Make recommendations as appropriate to the PC and TCC regarding transportation needs, concerns, and issues of citizens within the Valdosta-Lowndes Transportation Study area.

**Article III
Organization**

1. The Citizens' Advisory Committee (CAC) shall be composed of members who reflect community interests within the study area. Membership to the CAC will work cooperatively with a diverse cross section of the community to effectively plan for transportation needs.
2. The Policy Committee shall appoint members to the CAC and periodically review the membership to ensure the ex-officio and appointed member representation is appropriate.
3. The Citizens' Advisory Committee shall have a Chairperson, a Vice Chairperson, and a Secretary. After the initial organizational meeting, elections shall take place at the annual meeting of the Citizens' Advisory Committee. The Secretary shall be appointed by the Chairperson; and, the Secretary may designate an assistant who may not be a member of the

Citizens' Advisory Committee to assist him/her in carrying out his/her duties. The term of office for all officers shall be for one year or until such time as new officers are elected.

4. Should the Chairperson or Vice Chairperson position become vacant in mid-term, a special election shall be conducted to fill the position(s) for the unexpired term.
5. An officer may succeed himself/herself with no limitations to the number of terms.

Article IV Duties of Officers

1. The Chairperson shall have the following duties:
 - a. Preside at all meetings of the Citizens' Advisory Committee.
 - b. Authenticate, by his/her signature, the resolutions and other official instruments adopted by the Citizens' Advisory Committee.
 - c. Serve on the Policy Committee as a non-voting member.
 - d. Represent the Citizens' Advisory Committee at hearings, conferences, and other events as necessary.
2. The Vice Chairperson shall have the following duties:
 - a. Perform the duties of the Chairperson in the absence of the Chairperson.
 - b. Perform other functions delegated by the Chairperson.
3. The Secretary shall have the following duties:
 - a. Assist MPO staff with scheduling required meeting announcement and agenda activities.
 - b. Recording the proceedings of each Citizen's Advisory Committee meeting.
 - c. Preparing with the assistance of the MPO staff the minutes, resolutions, and other official instruments for committee action.

Article V Meetings

1. Meetings of the Citizens' Advisory Committee shall be at least quarterly as called by the MPO Coordinator at the direction of the Chairperson when work program items or other provisions of these Bylaws require their actions. There shall be a minimum of four meetings a year. Other meetings may be necessary to carry out responsibilities of the transportation planning process and to maintain compliance with Federal transportation planning regulations. Such other meetings shall be called by the Chairperson and held in accordance with work program schedules.
2. Any member of the Citizens' Advisory Committee having two consecutive absences from regular meetings during a fiscal year (July 1- June 30) shall be deemed to have vacated the appointment (unless warranted due to special circumstances) to the

committee and the Policy Committee may appoint a new member to replace the vacated appointment.

3. The annual business meeting shall be the last quarterly meeting of the fiscal year. The first quarterly meeting of the fiscal year shall be held after July 1.
4. A quorum shall be required for business transactions and shall consist of majority members.
5. Official action on agenda items will require a simple majority of the voting members present and the Chairperson is entitled to vote on all matters.

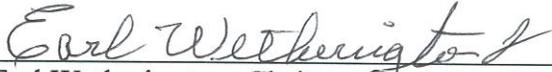
**Article VII
Rules of Order**

1. The Citizens' Advisory Committee shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these Bylaws.
2. The Secretary of the Citizens' Advisory Committee shall be the Committee's Parliamentarian and to assist the Chairperson with respect to these procedures.

**Article VIII
Amendment to Bylaws**

1. These bylaws may be amended by an affirmative vote of a simple majority of the voting membership of the Citizens' Advisory Committee. The proposed bylaw amendment, after review and approval by the Policy Committee, shall be presented for consideration at a regular Citizens' Advisory Committee meeting providing there is at least a two weeks prior notice of the proposed amendment to the membership of the Citizens' Advisory Committee.

Date of Amended By-law adoption: May 17, 2007

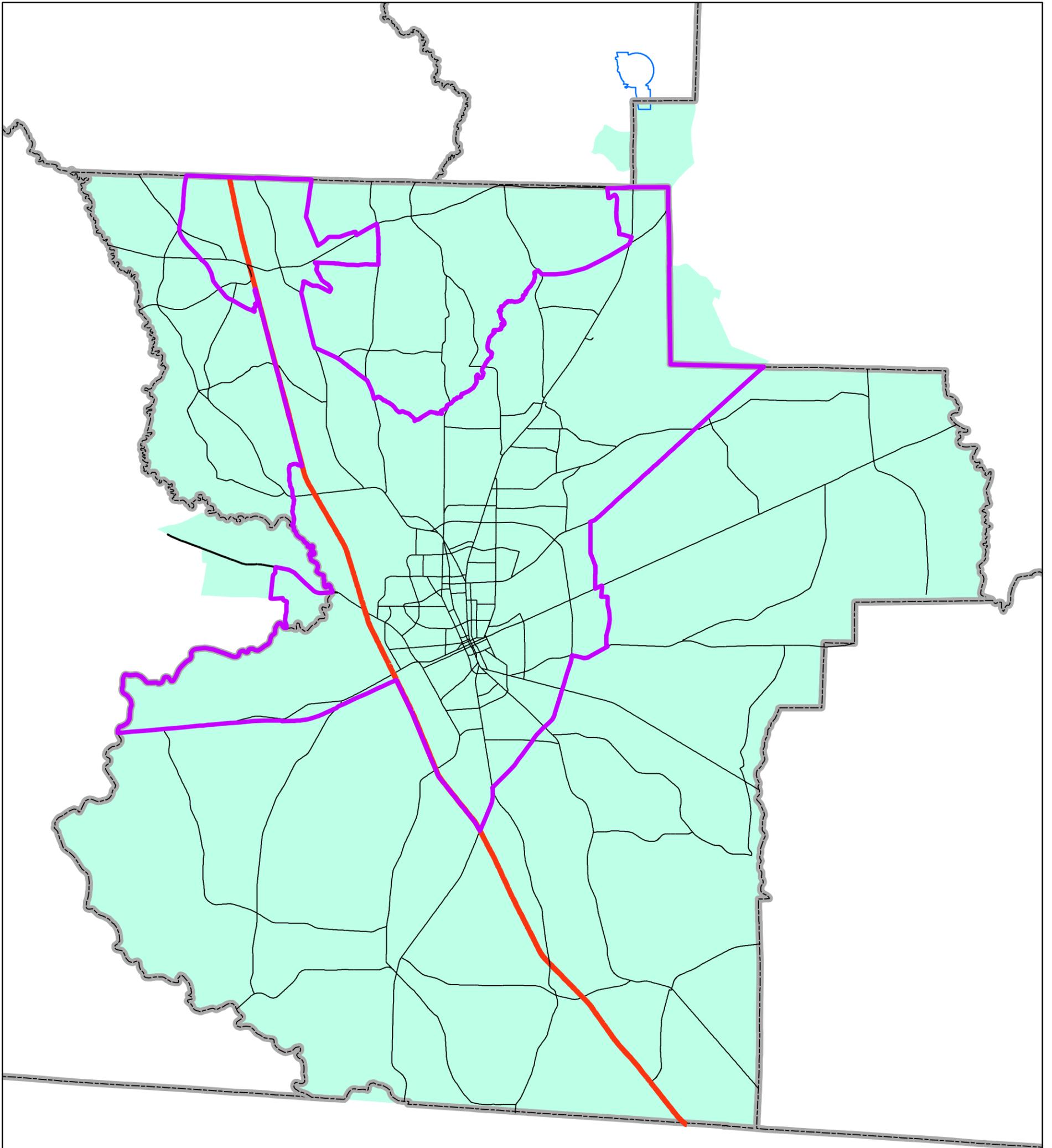


Earl Wetherington- Chairperson
Citizens' Advisory Committee of the Valdosta-Lowndes
MPO.

ATTEST:


Leggett Lovan- Secretary
Citizens' Advisory Committee of the Valdosta-Lowndes
MPO.

Metropolitan Planning Area Boundary



Legend

-  Valdosta Urbanized Area 2010
-  Counties
-  Metropolitan Planning Area Boundary

