



Adopted on May 24, 2018

Amended on XXXX

BYLAWS

of the PIMA ASSOCIATION OF GOVERNMENTS/REGIONAL TRANSPORTATION AUTHORITY

CITIZENS ADVISORY COMMITTEE of PIMA COUNTY

Article I

Name, Address and Establishment of the Citizens Advisory Committee

The name of this Committee shall be the Pima Association of Governments/Regional Transportation Authority (PAG/RTA) Citizens Advisory Committee of Pima County, hereinafter referred to as the CAC. Its principal place of business shall be 1 E. Broadway Blvd., Suite 401, Tucson, Pima County, State of Arizona, and will be assembled through an open application process. The purpose of the CAC is primarily to provide citizen input on both the proposed changes to PAG's 2045 Regional Mobility and Accessibility Plan (RMAP) as well as the development of an RTA continuation plan. The CAC will represent a cross-section of the regional population, with membership reflecting a diversity of perspectives, backgrounds and geographies within Pima County. The CAC will be a formally structured committee with bylaws, post legal action reports of its meetings and have a committee Chair, Vice Chair and Second Vice Chair.

Membership of the Committee shall be appointed to ensure geographical balance and knowledge in transportation mobility and accessibility needs.

Article II

Nature and Scope of the Committee

The functions of the CAC shall be to:

1. Work in collaboration with the PAG Management Committee to review the proposed changes to the 2045 RMAP.
2. Work with the RTA's Technical Management Committee (TMC) to develop an RTA continuation plan that will involve an extensive public involvement process.

3. Recommend jointly, with the RTA's TMC, a draft RTA continuation plan to the RTA Board for approval and eventual voter consideration.
4. Advise PAG/RTA on other regionally significant transportation studies and/or efforts as deemed appropriate by the PAG Executive Director.

Article III

General Membership

Section 1. Sources of Members

The membership of the CAC shall include:

- a. Up to thirty-five (35) members that will represent the diverse interests of the broader region.

Section 2. Appointment/Term of Office

- a. CAC members will be selected/appointed through the following process:
 - a) Anyone interested in applying for the CAC shall indicate said interest by submitting an application, which will be made available on the PAG and RTA websites.
 - b) PAG Regional Council/RTA Board chairs will review and recommend CAC members to the full PAG Regional Council/RTA Board for their review. The RTA Board will approve CAC appointments.
- b. Selected applicants will serve up to a three-year term, starting in the summer of 2018 and must be available to serve at the scheduled meetings. The CAC will sunset after three years, unless extended by a vote from the PAG Regional Council/RTA Board.
- c. Concurrent service not permitted. Members of the CAC may not serve concurrently on other RTA committees or commissions.

Section 3. Replacement of Members

Members of the CAC can be removed from the Committee by the RTA Board for cause, such as violation of law or public trust. However, a member who misses three (3) consecutive meetings for any reason or who fails to attend for any reason at least seventy (70) percent of the meetings called in a calendar year is automatically and immediately removed as a member of the body. A CAC member may voluntarily resign, though, if unwilling to continue to serve with the CAC.

Pursuant to the Robert's Rules of Order, the CAC has the inherent right to enforce these bylaws and punish an offender including expulsion from the CAC membership with a simple majority vote of its members.

When such vacancies occur, the CAC member shall notify the CAC Chair, and the CAC Chair shall declare the seat vacant.

PAG/RTA will periodically announce CAC vacancies on its website and the desire to appoint members to the CAC and seek applications. The RTA Board will appoint a replacement upon recommendation from the PAG/RTA chairs.

Section 4. Role of Membership

As the federally designated Metropolitan Planning Organization for Pima County, PAG is required to develop a long-range transportation plan every four years. Any changes to the 2045 RMAP will be presented to the CAC and existing PAG committees for their review and input, in addition to the review and input from the public at open house or other public events.

When the CAC's role transitions to the RTA continuation plan development process, the CAC will work closely with the TMC to review a subset of 2045 RMAP projects and funding priorities to be considered by the region's voters through an RTA election.

Section 5. Conflict of Interest

CAC members may not participate in any matter in which they, or their relatives, have a financial interest. Should an issue arise in which a CAC member, or his/her relative, has a financial interest that member is obligated to recuse himself/herself from participating, in any manner, in any discussion or action.

In discussions by the CAC, members shall state, at the outset of their remarks, any formal association with consultants or contractors performing work funded by PAG, the RTA or any of the member jurisdictions. Violation of this section will be cause for removal from the Committee.

Article IV

Meetings of the Committee

Section 1. Regular Meetings

The CAC shall meet at least biannually. Robert's Rules of Order will be used for conducting all CAC meetings.

The CAC meetings are open to the public. However, if a certain person(s) are out of order, the CAC Chair or Vice Chair(s) have the right to decide, either by a rule or by a vote, that a certain person(s) shall not remain in the meeting room and call to eject the party.

Section 2. Special Meetings

Special meetings shall be called, as needed, by the PAG Regional Council/RTA Board, PAG Executive Director, and/or the CAC Chair, to address additional work brought to the Committee.

Section 3. Notice of Meetings

All meetings of the CAC shall be open to the public and shall conform to the Arizona Open Meeting Law. Notice of all meetings of the CAC shall be given by email or mail to each member at least seven (7) calendar days prior to the meeting. An agenda will be sent with each meeting notice. The agenda shall include reports and/or notice of issues to discuss.

Meeting notices must be posted online and in a public location a minimum of 24 hours in advance of the meeting.

Section 4. Quorum

A simple majority of full committee membership shall constitute a quorum at all meetings.

Section 5. Voting

Each CAC member shall be entitled to one vote. Votes will be counted from members present. Voting shall be by voice or any other method allowed by the open meeting law.

For any vote that is not unanimous, a CAC member may request a Roll Call Vote. During a Roll Call Vote, PAG staff will read aloud the names of each CAC member, the member will voice his or her vote, and PAG staff will record the vote (Yea, Nay, Abstain, or not present).

Section 6. Alternates

CAC members may not designate an alternate to attend CAC meetings in their absence.

Article V

Officers

Section 1. Number and Appointment

Officers of the CAC shall consist of a Chair, Vice Chair and Second Vice Chair. The officers shall be appointed by the PAG Regional Council/RTA Board. The appointment of the Chair, Vice Chair and Second Vice Chair will be made prior to the first CAC meeting. The term of office shall begin immediately upon appointment.

Section 2. Term of Office

Each term of office shall be for up to three years.

Section 3. Officers

The Chair shall preside at all meetings of the CAC. The Chair shall be responsible for presenting any reports to PAG/RTA committees and/or boards. The Chair shall perform all other duties as may be assigned by the PAG Regional Council, RTA Board or the Executive Director.

Section 4. Vice Chair(s)

The Vice Chair or Second Vice Chair shall perform the duties as may be assigned by the Chair and shall assume the duties of the Chair in the event the Chair is unable to complete them.

Article VI

Subcommittees and Working Groups

Section 1. Subcommittees

Subcommittees and other working groups may be appointed as needed by the Chair with the advice and consent of the PAG Executive Director.

Article VII

Amendment of Bylaws

These bylaws may be amended at any time by the PAG Regional Council or RTA Board.