

**GAINESVILLE HALL METROPOLITAN PLANNING ORGANIZATION  
CITIZENS ADVISORY COMMITTEE  
BYLAWS**

**Article I**

Section I

Name

The name of this organization shall be the Citizens Advisory Committee of the Gainesville Hall Metropolitan Planning Organization.

Section II

Origin

This Committee is created by the Policy Committee of the Gainesville Hall Metropolitan Planning Organization.

**Article II**

Purpose

The Citizens Advisory Committee (CAC) of the Gainesville Hall Metropolitan Planning Organization (GHMPO) shall advise the GHMPO Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to the Gainesville Area Transportation Plan, and study findings and recommendations.

**Article III**

Composition

The CAC shall be composed of not more than seventeen interested citizens representing a broad section of the population within the study area.

The at-large citizens shall be appointed as follows: the Hall County Board of Commissioners shall appoint 8 members, the Gainesville City Council shall appoint 5 members, the Oakwood City Council shall appoint 2 members and the Flowery Branch City Council shall appoint 2 members.

The term of citizen members shall be staggered on initial appointment with half at two years and half at three years so that citizen appointees rotate on separate cycles. The subsequent appointments shall have no term limits. The terms of members shall begin on the first meeting of the fiscal year.

Any citizen or organizational vacancy on CAC membership shall be filled by the selection of a new member appointed by the Gainesville Hall Metropolitan Planning Organization Policy Committee upon recommendation of the local jurisdiction to fill a new or unexpired term.

## **Article IV**

### Duties

1. Provide general advice to the Policy Committee concerning the citizens' viewpoint on matters related to transportation.
2. Review recommendations of the Technical Coordinating Committee concerning the various work elements, annual documents, and long range plans and systems, prior to submission to the Policy Committee.
3. Serve as a liaison to the general citizenry for the exchange of information relating to the transportation needs in the Gainesville Hall Metropolitan Planning Organization area.

## **Article V**

### Organization

1. The officers shall consist of Chairperson, Vice Chairperson, and Secretary.
2. The Chairperson and Vice Chairperson shall be elected annually by the membership of the Citizens Advisory Committee at the first meeting of the fiscal year. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Citizen Advisory Committee. Vacancies in offices shall be filled by appointment by the Chairperson, at the next regular meeting after the vacancy occurs for the unexpired term. The Chairperson and Vice Chairperson may be removed from office by a vote of the majority of the Citizen Advisory Committee members.
3. The Secretary shall be the Director of the Metropolitan Planning Organization (MPO) or other appropriate MPO official.

## **Article VI**

### Duties of Officers

1. Chairperson - To preside at all meetings of the Citizens Advisory Committee and to call special meetings as needed. The Chairperson shall also serve as a non-voting member of the Policy Committee.
2. Vice Chairperson - To perform the duties of the Chairperson in their absence and serve as a non-voting member of the Technical Coordinating Committee.
3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.

4. Secretary - To record the meeting summaries and attendance, prepare required reports; notify members of meetings, and such other duties as required or directed by the Chairperson. Notice of meetings shall be mailed at least one week in advance of meeting date whenever practical. Should there be no business to come before the committee, the meeting shall be canceled by written notice one week prior to the planned meeting date.

## **Article VII**

### Meetings

1. The regular meeting date of the Citizens Advisory Committee shall be on the last Thursday of February, April, July and October at 4:00 p.m. or at an hour set by the committee, at the Development Services office in Gainesville. The Chairperson shall call special meetings as may be required and as herein provided.

2. Sub-Committees shall meet as determined by the Chairperson of said Committee.

3. Unless excused by the Chairperson prior to the meeting, any CAC member having two (2) unexplained absences from regular meetings during a calendar year shall be automatically removed and notified of such action.

## **Article VIII**

### Amendments to Bylaws

These bylaws are intended to serve as a guide for minimum participation by the Citizens Advisory Committee. The Committee may recommend amendment of the bylaws in order to improve the Committee's overall performance. Notice of the intent to revise the bylaws must be given in the agenda that is mailed out one week prior to the meeting at which the amendment(s) shall be discussed.

A vote of two-thirds of those members present shall be required, in order for the recommended change to the bylaws to be forwarded to the GHMPO Policy committee for their review. The Policy Committee must approve the amendments prior to them becoming effective.

Adopted by the GHTS Policy Committee this \_\_\_\_day of\_\_\_\_\_,  
2009.

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Sam Chapman, Chairman  
Gainesville-Hall MPO Policy  
Committee

Attest

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Randy Knighton, Director  
Gainesville-Hall MPO