

**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 transportation within the GHMPO's planning area.

Article III

Members

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

The at-large citizens shall be appointed as follows:

1. The Hall County Board of Commissioners shall appoint 8 members,
2. The Gainesville City Council shall appoint 5 members,
3. The Oakwood City Council shall appoint 2 members,
4. The Flowery Branch City Council shall appoint 2 members,
5. The Braselton Town Council shall appoint 1 member, and
6. The Jackson County Board of Commissioners shall appoint 1 member.

The term of citizen members of the committee shall be three years with no limit on the number of terms a member may serve. Citizen appointees shall rotate on separate cycles of three-year

terms. 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 appointment of a new member by the local jurisdiction from which the vacancy occurs. Appointments to fill vacancies shall be for the 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.
3. 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 Citizens Advisory Committee.
4. Officer vacancies shall be filled by election by the committee members, at the next regular meeting after the vacancy occurs, for the unexpired term.
5. The Chairperson and Vice Chairperson may be removed from office by a majority vote of all the voting members of the Citizens Advisory Committee.
6. The Committee may establish sub-committees as needed from within the membership of the Citizens Advisory Committee. Each

sub-committee shall select its Chairperson. Sub-Committees shall meet as determined by the Chairperson of said sub-committee.

7. The Director of the Gainesville-Hall County Metropolitan Planning Organization (GHMPO), or another member of the GHMPO staff designated by the Director, shall be the Secretary.

Article VI **Duties of Officers**

1. Chairperson shall:
 - a. Preside at all meetings of the Citizens Advisory Committee.
 - b. Authenticate, by his/her signature, all minutes and resolutions recommended by the Citizens Advisory Committee.
 - c. Serve as a non-voting member of the Policy Committee.
2. Vice Chairperson shall perform the duties of the Chairperson in his/her 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 shall notify members of meetings; prepare the meeting minutes and attendance; prepare required reports; distribute and maintain approved minutes of meetings; and such other duties as required or directed by the Chairperson.

Article VII **Meetings**

1. The regular meetings of the Citizens Advisory Committee shall be on the last Thursday of January, April, July, and October at 4:00 p.m. or at an hour set by the committee, at the Hall County Government Center in Gainesville, unless otherwise specified.
2. Notices, with proposed agendas and other relevant materials, of regular meetings shall be distributed at least one week in advance of the meeting date. 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.

3. For business to be transacted, there must be a quorum of voting members, and such a quorum consists of eight (8) of the currently appointed voting members. Voting is permitted via teleconference or phone.
4. Approval of any action shall require a majority vote of the members present and voting, unless prescribed otherwise in these bylaws. All references in these bylaws to a "majority vote" shall mean the majority of the members present and voting.
5. All voting committee members, except for the Chairperson, shall have full voting privileges. The Chairperson shall vote only when necessary to break voting ties.
6. Unless excused by the Chairperson prior to the meeting, any CAC member having two (2) unexplained absences from regular meetings during a fiscal year shall be notified by the Chairperson of the Policy Committee that their attendance is required and request the member confirm their commitment to attend future meetings and to report to the nominating jurisdiction.
7. In the event an important issue arises that must be decided before the next scheduled committee meeting, a special (emergency) telephone solicitation may be made to act on such unanticipated matters. This method shall be used only in extreme cases. (See Article VIII.)

Article VIII **Emergency Committee Meeting Procedure**

An emergency is defined as a sudden and unexpected turn of events requiring immediate action. In case of emergency, notice of such meeting shall be given to each committee member as far in advance of the meeting as possible and by the most direct means of communications. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Georgia law and the GHMPO Public Participation Plan. An emergency vote would still require the regular public comment periods for adoption of the Long-Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and Public Participation Plan and for amendments to them.

Telephonic or electronic voting and participation shall be permitted. The meeting will be held in a designated public place. Notice of the meeting will meet MPO public participation process noticing requirements. All materials made available to the MPO will be made available to persons attending the meeting. Individuals who are not on the MPO committees and who plan to speak at a meeting, including invited guests, are to submit copies of testimony and handouts 24 hours before the meeting to enable MPO members to review the materials in advance. When telephonic meetings are held, a roll call vote will be conducted, so the vote of each official voting member can be acknowledged and recorded.

Emergency sessions should be afforded the most appropriate and effective notice under the circumstances. Special meetings should have at least 24-hour notice to the public, with the meeting agenda posted on the GHMPO website, www.ghmpo.org, and use press releases and/or phone calls to The Gainesville Times and other local media.


Article IX **Rules of Order**

The Committee shall conduct business in an orderly way. Robert's Rules of Order Newly Revised (11th Edition), or subsequent edition, may be used as guidelines but are not binding on the Committee.

Article X **Amendment of Bylaws**

The Committee may recommend amendments of the bylaws to improve the Committee's overall performance. Notice of the intent to revise the bylaws must be given in the agenda prior to the meeting at which the amendment will be discussed. A majority vote of the entire voting membership shall be required for the amendment of the bylaws to be forwarded to the GHMPO Policy Committee for its review and approval. The Policy Committee must approve the amendment prior to it becoming effective. In any event the bylaws and organizational framework are bound to the parameters established in the Designation Resolutions from Hall County and the Cities of Flowery Branch, Gainesville, and Oakwood (October - December 2002) that endorsed the Hall County Planning Department to serve as the GHMPO.

Adopted by the GHMPO Policy Committee this 13th day of August 2024.



Commissioner Jim Hix, Chairman
Gainesville-Hall MPO Policy Committee

Attest



Joseph Boyd, Transportation Planning Director
Gainesville-Hall MPO