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**BYLAWS OF THE  
CITIZENS ADVISORY COMMITTEE  
FOR THE  
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

***ARTICLE I MEMBERSHIP***

Sec. 1. Provisions for establishment of the Citizens Advisory Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted on March 29, 2007 by the Executive Policy Committee.

Membership shall consist of individuals or organizations representing any sections of the Rapid City Metropolitan Area Transportation System. Membership may be drawn from but not limited to the following: Concerned Citizens, Business, City Advisory Boards, Persons with Disabilities, Safety, Elderly, Education, Neighborhoods, Private Transportation, Civic Development, and Environmental. Voting members shall be appointed by the Chairman of the Executive Policy Committee and subject to the approval of the Executive Policy Committee after a recommendation by the Citizens Advisory Committee to the Executive Policy Committee.

Sec. 2. The Committee shall consist of a minimum of nine (9) voting members.

Sec. 3. Any member group may withdraw from the Citizens Advisory Committee by giving notice to the Chair. The Citizens Advisory Committee may then either choose another organization to fill the vacancy or reduce the number of members by one if the nine (9) member minimum is still met. The action shall be decided by a vote of the majority of remaining members and concurrence by the Executive Policy Committee.

Sec. 4. Term of appointment shall be for two (2) calendar years from date of appointment.

Sec. 5. In the event that a member shall be absent from two (2) consecutive meetings without giving notice to the Chair, such action will be considered as a resignation.

Sec. 6. Each voting member of the Citizens Advisory Committee may provide for an alternate on the Committee. In the event of the absence of a voting member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent voting member.

- Sec. 7. The Rapid City Area Metropolitan Planning Organization staff shall maintain a mailing list of interested organizations and individuals. Those persons on this list shall be notified as required by Article II, Section 4 of the Citizens Advisory Committee Bylaws. With exception of the nine (9) appointed voting members, all other interested persons shall be considered as non-voting members of the Committee.

## **ARTICLE II MEETINGS**

- Sec. 1. The Citizens Advisory Committee shall meet at least six (6) times a year, on a bi-monthly basis beginning the new calendar year. Meeting dates for the following year shall be set on the last meeting date of each calendar year. Regularly scheduled bi-monthly meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Five (5) members shall constitute a quorum for transacting the official business of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 3. Special meetings of the Citizens Advisory Committee can be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Citizens Advisory Committee shall be notified, by mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 5. All regular and special meetings of the Citizens Advisory Committee shall be open to the public and the media.
- Sec. 6. The Metropolitan Planning Organization staff shall provide the Citizens Advisory Committee with all necessary information to carry on in their role as an active citizens group to conduct business, to make recommendations, or to address issues relevant to transportation in the Rapid City Urbanized Area.
- Sec. 7. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Citizens Advisory Committee.

**ARTICLE III OFFICERS**

- Sec. 1. The officers of the Citizens Advisory Committee shall consist of a Chair and Vice-Chair. In the absence of the Chair, the Vice-Chair has full powers.
- Sec. 3. The duties of the officers of the Citizens Advisory Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.

**ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS**

- Sec. 1. The Chair and Vice-Chair of the Citizens Advisory Committee shall be elected annually by the Citizens Advisory Committee members at their last meeting of the calendar year. These officers will assume their duties on the first meeting of the new calendar year.
- Sec. 2. Nominations for Chairperson and Vice Chairperson shall originate from the floor and a candidate must receive a simple majority of votes to be elected.
- Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

**ARTICLE V AMENDMENTS**

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Citizens Advisory Committee provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these Bylaws. Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this \_\_\_\_\_ day of September, 2007.

\_\_\_\_\_  
Chair, Citizens Advisory Committee

Adopted this \_\_\_\_\_ day of September, 2007.

\_\_\_\_\_  
Chair, Executive Policy Committee

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Assistant City Attorney

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**BYLAWS OF THE  
TECHNICAL COORDINATING COMMITTEE  
OF THE  
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

**ARTICLE I MEMBERSHIP**

Sec. 1. The membership and provisions for the establishment of the Technical Coordinating Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted on March 29, 2007 by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Transportation Planning Process Administration  
Rapid City Public Works Department, Engineering Division  
Rapid City Public Works Department, Traffic Engineer  
Rapid City Public Works Department, Street Division  
Rapid City Public Works Department, Urban Systems Engineer  
Rapid City Public Works Department, Rapid Transit Manager  
Rapid City Regional Airport Administration  
Rapid City Police Department, Traffic Division  
Rapid City Growth Management Department  
Rapid City School District  
Pennington County Planning Department  
Pennington County Drainage Coordinator  
Pennington County Highway Department  
Pennington County Sheriff's Office  
Meade County Director of Equalization  
Meade County Highway Department  
Meade County Sheriff's Department  
Meade County School District 46-1  
City of Box Elder  
Douglas School District  
Ellsworth Air Force Base  
SDDOT - Division of Operations: Region Engineer  
SDDOT - Division of Planning and Engineering  
SDDOT - Office of Air, Rail and Transit  
Federal Highway Administration (non-voting)

Sec. 2. The Federal Highway Administration (FHWA) shall be a member of the Technical Coordinating Committee, but shall be a non-voting member.

- Sec. 3. Each department or agency having a member on the Committee may also provide for an alternate on the Committee; and in the event of the absence of a member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent member.

## **ARTICLE II MEETINGS**

- Sec. 1. The Technical Coordinating Committee shall meet at least six (6) times a year, on a bi-monthly basis, beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Ten (10) members shall constitute a quorum for transacting the official business of the Committee. The quorum shall constitute voting members of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 3. Special meetings of the Technical Coordinating Committee may be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Technical Coordinating Committee shall be notified by regular mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 5. All regular and special meetings of the Technical Coordinating Committee shall be open to the public and the media.
- Sec. 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Technical Coordinating Committee.

## **ARTICLE III OFFICERS**

- Sec. 1. The officers of the Technical Coordinating Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.

## **ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS**

- Sec. 1. The Chair and Vice-Chair of the Technical Coordinating Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Technical Coordinating Committee.

Sec. 2. The Chair of the Executive Policy Committee shall appoint a member to fill any vacancy which may occur until the next Executive Policy Committee meeting at which time the vacancy will be filled permanently.

**ARTICLE V AMENDMENTS**

Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Technical Coordinating Committee provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these Bylaws

Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this \_\_\_\_\_ day of September, 2007.

\_\_\_\_\_  
Chair, Technical Coordinating Committee

Adopted this \_\_\_\_\_ day of September, 2007.

\_\_\_\_\_  
Chair, Executive Policy Committee

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Assistant City Attorney

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**BYLAWS OF THE  
EXECUTIVE POLICY COMMITTEE  
OF THE  
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

**ARTICLE I MEMBERSHIP**

Sec. 1 Voting members of the Executive Policy Committee are provided in the Joint Cooperative Agreement establishing the Metropolitan Planning Organization. The Executive Policy Committee shall consist of ten (10) voting members:

Mayor, City of Rapid City  
Mayor, City of Box Elder  
Chairman, Pennington County Commission  
Representative, Pennington County Commission  
Chairman, Meade County Commission  
Representative, Meade County Commission  
Representative, Rapid City City Council  
Representative, Rapid City Regional Airport  
Representative, South Dakota Transportation Commission  
Representative, Box Elder City Council

Sec. 2. The voting representatives of the City and the County set forth above may jointly agree to appoint additional voting members to the Executive Policy Committee from representatives of the following:

Local elected officials, officials of agencies that administer or operate major modes or systems of transportation, e.g., transit operators, sponsors of major local airports, maritime ports, rail operators within the Metropolitan Planning Organization area of jurisdiction and appropriate State officials.

Sec. 3. Non-voting members of the Executive Policy Committee for the purpose of transportation planning in the Rapid City Area Metropolitan Planning Organization shall consist of:

SDDOT - Division of Planning and Engineering  
Federal Highway Administration  
Representative, Ellsworth Air Force Base



- Sec. 4. Voting members of the Executive Policy Committee may also invite non-voting members to serve on the Committee. These non-voting members would serve as resource persons in various planning areas of interest in the Executive Policy Committee.
- Sec. 5. Each department or agency having a member on the Committee may also provide for an alternate on the Committee; and, in the event of the absence of a member at any meeting of the Committee, their alternate shall, by representation, have all the rights of the absent member.

## **ARTICLE II MEETINGS**

- Sec. 1. The Committee shall meet at least six (6) times a year, on a bi-monthly basis, beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Special meetings may be called by the Chair, or in their absence the Vice-Chair, or by two (2) or more voting members of the Committee.
- Sec. 3. Each voting member and all nonvoting members of the Committee shall be notified by regular mail or electronic mail at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 4. A majority of the voting members of the Committee shall constitute a quorum for transacting the official business of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 5. All regular and special Committee meetings shall be open to the public and the media
- Sec. 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Executive Policy Committee.

## **ARTICLE III OFFICERS**

- Sec. 1. The officers of the Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.
- Sec. 2. The Chair position shall count towards fulfilling a quorum, but will be a non-voting member, unless his/her vote is needed to break a tie vote. The Chairman shall serve for a period of one year and may be reappointed by

a majority vote of the voting members set forth above for an unlimited number of one year terms.

- Sec. 3. The duties of the officers of the Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.
- Sec. 4. The Chair, subject to approval of the voting members, may appoint special committees as may be deemed necessary for the conduct of the Committee's business.

#### **ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS**

- Sec. 1. The Chair and Vice-Chair of the Executive Policy Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Executive Policy Committee.
- Sec. 2. Nominations for Chair and Vice-Chair shall originate from the floor and a candidate must receive a majority vote of the Committee to be elected.
- Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

#### **ARTICLE V MINORITY REPORT**

- Sec. 1. Any voting member of the Committee or political subdivision within the Committee's area-wide planning jurisdiction may attach a Minority Report to any recommendation or action taken by the Committee. It shall be the responsibility of the Committee's Director to see that such Minority Report(s) are attached and that assistance is provided in preparing such a Minority Report(s).

#### **ARTICLE VI AMENDMENTS**

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these bylaws.

#### **ARTICLE VII SUBCOMMITTEES**

- Sec. 1. The Executive Policy Committee may create subcommittees to advise them in the various planning areas the Committee is involved in. The membership of the subcommittees shall be established by and serve at the discretion of the Executive Policy Committee.

Revised this \_\_\_\_\_ day of September, 2007.

RAPID CITY AREA METROPOLITAN  
PLANNING ORGANIZATION

ATTEST:

\_\_\_\_\_  
Chairman, Executive Policy Committee

\_\_\_\_\_  
Notary Public SEAL  
Commission Expires:

CITY OF RAPID CITY

ATTEST:

\_\_\_\_\_  
Mayor, Rapid City

\_\_\_\_\_  
City Finance Officer, Rapid City  
SEAL

CITY OF BOX ELDER

ATTEST:

\_\_\_\_\_  
Mayor, Box Elder

\_\_\_\_\_  
City Finance Officer, Box Elder  
SEAL

PENNINGTON COUNTY BOARD OF  
COMMISSIONERS

ATTEST:

\_\_\_\_\_  
Chairman, Pennington County

\_\_\_\_\_  
County Auditor, Pennington  
SEAL

MEADE COUNTY BOARD OF  
COMMISSIONERS

ATTEST:

\_\_\_\_\_  
Chairman, Meade County

\_\_\_\_\_  
County Auditor, Meade  
SEAL

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Assistant City Attorney