



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## PLANNING DEPARTMENT

300 Sixth Street

Patsy Horton, Transportation Planning Coordinator  
Transportation Planning Division  
city web: [www.rcgov.org](http://www.rcgov.org)

Phone: 605-394-4120  
Fax: 605-394-6636  
e-mail: [patsy.horton@rcgov.org](mailto:patsy.horton@rcgov.org)

### MEMORANDUM

To: Rapid City Legal & Finance Committee Members

From: Patsy Horton,  Transportation Planning Coordinator

Date: October 9, 2002

Re: Metropolitan Planning Organization Citizens Advisory Committee Bylaws

Attached are the Citizens Advisory Committee Bylaws, a companion item to the Operations Plan for the Metropolitan Planning Organization, for your review and approval at the October 16, 2002, Legal and Finance Committee meeting. The Citizens Advisory Committee Bylaw changes include reflecting the ability to notify committee members by electronic mail and provide an opportunity for teleconferencing.

The Rapid City Area Metropolitan Planning Organization will consider the proposed changes at its November 14, 2002, when considering the Final Draft of the Operations Plan. Please feel free to contact me if you have any questions or would like additional information.

**STAFF RECOMMENDATION:** Staff recommends approval of the Metropolitan Planning Organization Citizens Advisory Committee Bylaw changes.

**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 April 17, 2002, November 14, 2002, 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 seven (7) 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 seven (7) 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 seven (7) 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. Four (4) 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 regular mail or electronic mail, at least ~~fourteen (14)~~ seven (7) days in advance of the time and place of regular meetings and five (5) days 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 November, 2002.

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

Adopted this \_\_\_\_\_ day of November, 2002.

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