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

ARTICLE I ORGANIZATION/MEMBERSHIP

Sec. 1. Purpose: The purpose of the Citizens Advisory Committee, herein referenced as the CAC, is to serve as the primary public participation forum for the transportation products and plans of the Rapid City Area Metropolitan Planning Organization (MPO). It shall serve as the liaison between the Rapid City Area MPO and the residents of the urbanized area and its members will be vigilant to represent the citizens of their area, both geographically and ideologically.

The CAC shall convey to the MPO the goals and wishes of the citizens in the Rapid City Area MPO area regarding transportation issues. It shall bring varied input to the MPO's planning functions by calling on a wide range of citizens' talents, civic interests and disciplines (both professional and lay) . The committee will serve to make recommendations regarding MPO plans and products to the MPO Executive Policy Committee.

Sec. 2. Provisions for establishment of the Citizens Advisory Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process originally adopted in 1981 and amended on December 15, 2016 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 such groups as: Pedestrian and Bicycle Advocates, Community Service Organizations, Safety Professionals, Concerned Citizens, Business, City Advisory Boards, Persons with Disabilities, Safety, Elderly, Education, Neighborhoods, Public or Private Transportation, Civic Development, and Environmental. Meade County appoints two members to a 2-year term. Other voting members shall be selected by MPO Staff and approved by the MPO Executive Policy Committee. The prospective members shall submit a short one (1) page statement describing why they feel they would be a good fit for the committee, including qualifications and interest in transportation matters.

Sec. 3. The Committee shall consist of a minimum of nine (9) voting members, with the basic requirement that they live or work within the MPO boundary. If possible, the CAC membership shall represent all areas within the MPO geographic boundary.

- Sec. 4. 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. 5. Term of appointment shall be for three (3) calendar years from date of appointment. At the end of their term, a member may serve another term as approved by the MPO Executive Policy Committee.
- Sec. 6. Attendance and participation in the MPO CAC is important. Non-participation may be construed as an inability to serve and may result in removal from the CAC by the MPO Executive Policy Committee. A member should attend at least 75% of all meetings in a calendar year. In the event that a member shall be absent from two (2) consecutive meetings without giving notice to the MPO Staff, such action will be considered as a resignation.
- Sec. 7. 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. 8. 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 the exception of the appointed voting members, all other interested persons in attendance 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 at 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 Metropolitan Planning 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. Election of Officers shall be held at the last meeting of the calendar year for a two (2) year term. The officers will assume their duties on the first meeting of the new calendar year following the election.
- Sec. 2. Nominations 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 seven (7) days 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. A member of the CAC , with support of one (1) MPO Staff member , may propose an amendment to the Bylaws of the CAC. Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Sec 2. These bylaws will be reviewed every three (3) years to ensure that they are both current and applicable to the MPO.

Recommended for approval this _____ day of December, 2016.

Chair, Citizens Advisory Committee

Adopted this _____ day of December, 2016.

Chair, Executive Policy Committee

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

ARTICLE I MEMBERSHIP

Sec 1. Purpose: The Technical Coordinating Committee (TCC) provides technical review and analysis of transportation products and plans for the Executive Policy Committee

Sec. 2. 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 by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Rapid City Community Planning Dept, Long Range Planning Division;
(division manager);
Rapid City Community Planning Dept, Long Range Planning Division;
Rapid City Community Planning Department, Current Planning Division;
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, Rapid Transit Manager;
Rapid City Regional Airport Administration;
Rapid City Police Department, Traffic Division;
Rapid City Area School District 54-1;
Pennington County Planning Department;
Pennington County Drainage Coordinator;
Pennington County Highway Department;
Pennington County Sheriff's Office;
Meade County Director of Equalization;
Meade County Sheriff's Department;
Meade County Highway Department;
Meade County Transportation Committee;
Meade School District 46-1;
City of Box Elder Planning Department;
City of Box Elder Public Works Department;
City of Box Elder Police Department;
City of Summerset Mayor;
City of Piedmont Mayor;
Douglas School District 51-1;
Ellsworth Air Force Base;
SDDOT, Division of Planning and Engineering;

SDDOT, Office of Air, Rail and Transit;
SDDOT, Division of Operations, Regional Engineer;
Air transportation representative;
Trucking industry representative;
Rail industry representative; and
FHWA (non-voting)

- Sec. 3. The Federal Highway Administration (FHWA) shall be a member of the Technical Coordinating Committee, but shall be a non-voting member.
- Sec. 4. 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 member agency shall appoint a staff member to fill any vacancy created by their agency representative.

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 December, 2016.

Chair, Technical Coordinating Committee

Adopted this _____ day of December, 2016.

Chair, Executive Policy Committee