



Oahu Metropolitan Planning Organization Citizen Advisory Committee Proposed Bylaws Amendments

July 28, 2017



CAC Bylaws

- **OahuMPO's Comprehensive Agreement (Section B.6)**
 - Requires the OahuMPO to have a Citizen Advisory Committee (“CAC”)
 - Solicit public input to advise the Policy Board and the Executive Director
- **Governed by adopted bylaws;**
 - Members of the CAC are appointed and removed by the Policy Board based upon adopted bylaws;
 - Bylaws identify the CAC's purpose, membership, officers and elections, meetings, and other operating rules as needed



CAC Bylaws Subcommittee

- **Technical Non-Substantive**
 - “Policy Committee” to “Policy Board”
 - “its” to “his or her”
 - Order of business to match TAC Bylaws
 - Time limits for public statements
 - Prioritizing the election of the Chair and Vice Chair
 - Delete cumbersome membership reinstatement application process and timeline
 - Power for the CAC Chair to appoint a chair to a special, standing subcommittee, or permitted interaction group
 - Other clarifying language for existing requirements



Policy Change - Input to Policy Board

- I.B
 - The CAC shall be a vehicle whereby public input can be solicited to advise the Policy Board and the OahuMPO Executive Director on transportation planning issues in accordance with the OahuMPO Participation Plan; and a means of keeping citizens' groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing transportation planning process. The CAC Chair shall provide input on important matters raised at CAC meetings to the Policy Board at regular scheduled meetings or by written report.



Policy Change- Member Absences, Removal Process and Resignation

- **III.A.7-10 (Current Terms)**
 - In order to retain CAC membership, each member organization shall earn attendance credits for participation in at least 50 percent or six, whichever is less, of the regularly scheduled CAC meetings during each calendar year.
 - If a member organization misses three consecutive regularly scheduled CAC meetings, they may be subject to being placed on probation by the Chair of the CAC at the next regularly scheduled meeting.



Policy Change- Member Absences, Removal Process and Resignation

- III.A.7-10 (Current Terms)
 - Member organizations that do not meet the attendance requirement as stated in Section III.A.7 during each calendar year will be placed on probation. The OahuMPO staff will notify organizations with deficient attendance of their probationary status at the conclusion of each calendar year once six total meetings have been missed.



Policy Change- Member Absences, Removal Process and Resignation

- III.A.7-10 (Current Terms)
 - Member organizations on probation must attend at least four regularly scheduled CAC meetings within the six months following probation notification to retain membership.
 - Member organizations on probation that fail to attend at least four regularly scheduled CAC meetings within six months of probation notification will be automatically removed from the CAC.



Policy Change- Member Absences, Removal Process and Resignation

- **Proposed Terms**

- Move into separate section (III.B.1-6)
- If a CAC member is absent for three regular CAC meetings during the calendar year, the OahuMPO Executive Director shall notify the member of the absences in writing sent by both email and mail at the member's last known email address and mailing address, not less than seven calendar days prior to the regular board meeting that is held immediately after the CAC member's third absence unless the third absence occurs at the last regularly scheduled meeting for the applicable term.



Policy Change- Member Absences, Removal Process and Resignation

- **Proposed Terms**

- The notice shall inform the member of the accumulated three absences, and that the CAC will consider whether to remove the member based on their absences and declare the seat vacant, at the next scheduled meeting. If the Chair asks for a motion to declare the seat vacant, and none is made, the provisions of this section have been fulfilled. A motion to retain the member is never in order.



Policy Change- Member Absences, Removal Process and Resignation

- **Proposed Terms**

- A CAC member who has accumulated three absences and received written notice from the OahuMPO Executive Director shall have the opportunity to appear before the CAC to explain the circumstances of their absences and request to be retained on the CAC. After hearing the matter, the CAC may act to remove the member from the CAC.
- The CAC shall not adopt any policy providing for the automatic removal of a member based on absences; it must take a specific action to declare a member's removal from the CAC.



Policy Change- Member Absences, Removal Process and Resignation

- **Proposed Terms**

- So long as a member remains on the CAC, the CAC shall continue to formally consider removal of the member pursuant to subsections III.B.1-5, whenever the member accumulates an additional two absences during the calendar year.
- A CAC member may resign from the CAC at any time and for any reason in writing to the OahuMPO Executive Director. The Executive Director shall provide a copy to the CAC Chair.



Oahu MPO

Policy Change - Removal for Disruptive Behavior

III.C.2

A member organizations' representatives may also be removed from the CAC at any time by the ~~Policy Committee~~ Policy Board or the CAC Chair for disruptive behavior or by ~~written request from the presiding officer or authorized representative of the member organization itself.~~ Member organizations may be removed by request of an authorized representative of the organization.



Recommendations

- On May 18th, 2016 the CAC considered and recommended Policy Board approval of the Bylaws Subcommittee's proposed changes.
- On July 19th, 2017 the CAC considered and recommended the approval of the Bylaws Permitted Interaction Group's proposed changes.



Recommendations

- **Possible Action:**
 1. Adopt as presented,
 2. Adopt with amendments, or
 3. Defer action and refer to a Policy Board Permitted Interaction Group for a recommendation.