

# **BYLAWS OF THE CITIZEN ADVISORY COMMITTEE**

**FOR THE  
OAHU METROPOLITAN PLANNING ORGANIZATION**

**Approved by the Policy Board on  
November 26, 2018**

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## **I. GENERAL PROVISIONS**

### **A. Definition**

The Citizen Advisory Committee, hereinafter referred to as the “CAC,” for the Oahu Metropolitan Planning Organization, hereinafter referred to as the “OahuMPO,” shall consist of non-governmental organizations and City and County of Honolulu neighborhood boards as approved for CAC membership by the Policy Board. The CAC shall be broadly based, include minorities and disadvantaged groups, reflected through the composition of its member organizations, and have an interest in and concern for the transportation planning process.

### **B. Purpose**

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, through its Chair or designated representative, shall provide input on important matters raised at CAC meetings to the Policy Board at regular scheduled meetings or by written report.

### **C. Non-Member Participation**

Non-Member organizations and individuals may participate in all CAC activities without the privileges as stated in item *III.C. Member Organizations’ Rights and Privileges*.

## **II. CAC MEMBERSHIP**

### **A. Eligibility Requirements**

1. To assure that organizations interested in applying for membership for the first time are committed to attending CAC meetings, such an organization shall earn at least four attendance credits within the twelve months prior to submitting a membership application.
2. Organizations applying for reinstatement following their removal from the CAC shall earn at least six attendance credits within the twelve months prior to submitting a membership reinstatement application.

### **B. Earning of Attendance Credits**

1. "Attendance Credit" shall be defined as credit earned by signing in for one organization at any regularly scheduled CAC meeting.
2. An organization may earn only one attendance credit at each meeting.
3. No individual may sign in as a representative for more than one organization.
4. Member organizations shall not receive attendance credits if the person signing in for his or her organization is not said organization's designated representative, alternate, or presiding officer as stated in *Section III.A.1. Member Organizations' Responsibilities*.
5. Only organizations may earn attendance credits.

### **C. Membership Requests**

1. Each organization seeking initial CAC membership shall submit to OahuMPO an official OahuMPO CAC Initial Membership Application form (provided by the OahuMPO staff). This form shall be accompanied by a cover letter printed on the

organization's official letterhead, signed and dated by its presiding officer or authorized representative.

2. The completed initial application and cover letter must be sent to the OahuMPO office no later than two months after earning four OahuMPO attendance credits within a twelve-month period. The organization's appointment to the CAC shall become effective immediately following the Policy Board's approval of said request.
3. Each organization seeking reinstatement as a CAC member shall submit to OahuMPO an official OahuMPO Membership Reinstatement Application form (provided by the OahuMPO staff). This form shall be accompanied by a cover letter printed on the organization's official letterhead, signed and dated by its presiding officer or authorized representative.

### **III. RULES AND PROCEDURES FOR MEMBER ORGANIZATIONS**

#### **A. Member Organizations' Responsibilities**

1. The presiding officer or authorized representative of each member organization shall designate, in writing, a representative to serve on the CAC. Such designation must be received by the OahuMPO no later than 24 hours prior to the first regularly scheduled CAC meeting of the calendar year. If no designation is made prior to that meeting, the presiding officer of the member organization shall serve as the designated representative for said organization until notification identifying a designated representative is received by the OahuMPO.
2. The member organization's representative serving on the CAC, hereinafter referred to as "designated representative," shall be entitled to the rights and

privileges of its member organization as stated in *Section III.C. Member Organizations' Rights and Privileges*.

3. Designation of an alternate(s) shall be subject to the same provisions as the designation of a member representative (See Section III.A.I).
4. In the absence of its designated representative, an alternate shall serve as the designated representative for his or her member organization and shall be entitled to the same rights and privileges as the designated representative.
5. In the absence of its designated representative and alternate(s), the presiding officer of the member organization shall serve as the designated representative for said organization.
6. Any changes in member organization information, including the designated representative and alternate(s), shall be made by the presiding officer or authorized representative of the member organization and shall be sent to the OahuMPO in writing. The notification shall reach the OahuMPO office at least 24 hours prior to any meeting(s) for which the organization wishes to earn attendance credit(s) or exercise the organization's voting rights.
7. Designated representatives are responsible for reporting to and from their organizations regarding transportation matters and issues.
8. The CAC shall request and receive the approval of the Policy Board or Executive Committee before testifying before a legislative body as representing the CAC. If said request is approved, the testimony shall be submitted to the Chair of the Policy Board, through the OahuMPO Executive Director, for approval prior to being publicly released. The approved testimony shall reflect a majority opinion

of the CAC membership. Nothing in these rules shall prevent a member organization from presenting independent testimony on behalf of its own organization without reference to its CAC affiliation.

9. The CAC shall not issue press releases.

## **B. Member Absences, Removal Process, and Resignation**

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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 board chair.

#### **C. Member Organizations' Rights and Privileges**

1. Only member representatives may move and second formal motions, cast votes, serve on subcommittees of the CAC, and serve as CAC officers.
2. Each member organization shall be entitled to one copy, free of charge, of the following OahuMPO documents: the Oahu Regional Transportation Plan, the Transportation Improvement Program, and the Overall Work Program. The designated representative shall be given said document for its member organization.

#### **D. Termination of an Organization's Membership**

1. Member organizations may be terminated due to deficient attendance, as stated in Section III.B.1-6, Member Absences, Removal Process, and Resignation.
2. A member organizations' representatives may be removed from the CAC at any time by the Policy Board or the CAC Chair for disruptive behavior. Member organizations may be removed by request of an authorized representative of the organization.

## **E. Officers and Their Duties**

1. The officers of the CAC shall be a Chair and Vice Chair elected annually by the designated representatives. Each officer's term shall be for one calendar year. No member shall serve more than two consecutive years as Chair or more than two consecutive years as Vice Chair.
2. The election of Chair and Vice Chair will be undertaken the first agenda item of the first meeting of each calendar year, and may be rescheduled in subsequent meeting(s) until a Chair and Vice Chair are elected. Designated representatives will have the opportunity to cast their votes for each officer utilizing a show of hands, unless a member requests a roll-call-vote. The candidate receiving at least 50 percent plus one of the votes cast will assume the position for which she or he was elected. In the event that no candidate receives the necessary number of votes to win the election, the two candidates receiving the highest number of votes will become the only candidates in the subsequent vote.
3. In the event that no Chair or Vice Chair has been elected at the adjournment of the first CAC meeting of the calendar year, the terms of the presiding officers shall be extended until such a time as new officers are elected.
4. The Vice Chair shall preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Chair, prior to the meeting, shall appoint a pro tempore officer from the CAC membership. If the Chair fails to designate a pro tempore officer, the members present may select a pro tempore officer either from the CAC membership or from the OahuMPO staff.
5. Should a vacancy occur in the office of the Chair, the Vice Chair shall complete

the unexpired term of the Chair. The CAC shall then elect a successor to fill the unexpired term of the Vice Chair.

6. Should a vacancy occur in the office of the Vice Chair, the CAC shall elect a successor to fill the unexpired term.
7. The Chair shall have general supervision over the affairs of the CAC. The Chair shall perform such other duties that include, but are not limited to:
  - a. Scheduling meetings as set forth in item *IV. Conduct of Business*.
  - b. Preparing the agenda and notifying all members and interested parties.
  - c. Opening all meetings at the appointed hour, calling all meetings to order, and adjourning all meetings.
  - d. Conducting the meeting in accordance with the current edition of *Robert's Rules of Order* where *Bylaws of the CAC for the OahuMPO* are silent.
  - e. Authenticating by his/her signature all acts of and doings by the CAC, when necessary.
  - f. Attending and representing the CAC at Policy Board meetings.
  - g. Transmitting CAC views to the Policy Board and the OahuMPO Executive Director.
  - h. Receiving all CAC communications and presenting them to the CAC.
  - i. Participating in Policy Board meeting discussions, if so approved by the Policy Board.
  - j. Reporting relevant Policy Board meeting discussions and actions to the CAC.
8. The Chair may designate members to represent the CAC in matters pertaining to the duties and functions of the CAC.

9. The Chair may appoint chairs to special, standing subcommittees, or permitted interaction groups, as needed.

10. Subcommittees and Permitted Interaction Groups of the CAC may be formed either by the Chair's designation or by a motion approved by the CAC.

Subcommittee and Permitted Interaction Group membership shall be less than a quorum of the total CAC membership. Voting privileges are extended only to designated representatives of member organizations, as stated in Section III.C.1 Member Organization's Rights and Privileges and Section IV.C Voting Procedures. Non-CAC members may participate in sub-committees in an ex-officio and non-voting capacity.

#### **IV. CONDUCT OF BUSINESS**

##### **A. Order of Business**

1. The business of the CAC shall be taken up for consideration and disposition in the following order:

- Call to order by Chair
- Roll call
- Approval of minutes of previous meeting
- Reports of Policy Board and Technical Advisory Committee meetings
- Unfinished business
- New business
- Invitation to interested members of the public to be heard on matters not included in the agenda
- Announcements

- Announcement of next scheduled meeting
  - Adjournment
2. The CAC Chair may alter the order of the agenda if there are no objections. If there are objections, a majority vote of the members present will be required to change the order.

## **B. Meetings**

1. The CAC shall hold regular meetings at a date, time, and area of the island chosen by the Chair with consideration of the known preferences of the CAC as determined by an annual written poll. The location for the meetings shall be arranged by the OahuMPO staff.
2. The presence of 30 percent of the total membership shall constitute a quorum and is required for any meeting of the CAC to be held.
3. The agenda shall be set, meeting notifications shall be posted, and meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order*, only in cases where *Bylaws of the CAC for the OahuMPO* or Chapter 92 of the *Hawaii Revised Statutes* and applicable laws are silent.
4. The agenda for each meeting shall be set by the Chair in consultation with the OahuMPO Executive Director.
5. The agenda may be modified by a vote of two-thirds of the entire membership, except for the election of the Chair and Vice Chair at the first meeting of the new calendar year.
6. Agenda items may be proposed by any member organization for consideration by the CAC Chair.

7. Special meetings of the CAC may be called at any time by the Chair or by a majority of the total membership. Notice of said meeting shall be made in accordance with the requirements of Chapter 92 of the *Hawaii Revised Statutes* and applicable laws.
8. The CAC shall promote full participation through discussion by members of the public, as well as by member organizations. In order to provide for the orderly conduct of a meeting, persons wishing to present lengthy statements of position on agenda items shall notify the CAC Chair of their intention in advance. Statements should be to the point and as brief and clear as possible. At the discretion of the CAC Chair, public statements on agenda or non-agenda items may be subject to time limits to allow for all speakers and subsequent agenda matters. Topics not fully covered may be placed on a subsequent meeting agenda to allow sufficient time for continued discussions.
9. Persons wishing to distribute relevant materials at a CAC meeting should indicate their intention to the CAC Chair within a reasonable amount of time prior to the start of the meeting. Materials having no immediate pertinence to the CAC activities shall not be distributed at a CAC meeting.
10. All CAC meetings shall be open to the public.

**C. Voting Procedures**

1. Only designated representatives may move and second formal motions, and cast votes.
2. Each member organization having a designated representative present at a meeting of the CAC shall be allowed one vote on each issue. A concurrence of the

majority of the votes cast shall be necessary to make any action of the CAC valid.

A quorum, as identified in *Section IV.B.2 Meetings*, must be present when a vote is taken. Abstentions shall not be counted as a vote.

**D. Minutes**

1. Minutes shall be kept for all meetings and distributed in accordance with Chapter 92 of the *Hawaii Revised Statutes*.
2. Copies of the approved minutes shall be made available to the public at the business office of the OahuMPO as stated in the *OahuMPO Office Policy Regarding Duplication and Distribution of Meeting Materials*.

**V. AMENDMENTS**

**A. Bylaws Amendments**

1. The CAC may recommend amendments to the *Bylaws of the CAC for the OahuMPO* to the OahuMPO Policy Board.
2. The *Bylaws of the CAC for the OahuMPO* may only be amended by the Policy Board.

**VI. RULES OF ORDER**

**A. Parliamentary Authority**

The current edition of *Robert's Rules of Order* shall govern only in cases where the *Bylaws of the CAC for the OahuMPO* or Chapter 92 of the *Hawaii Revised Statutes* are silent.