

1 CMMPO ADVISORY COMMITTEE BYLAWS

2
3 Adopted January 14, 2015

4
5 Article I - NAME

6
7 The organization will be known as the Central Mass Metropolitan Planning Advisory
8 Committee to the Central Mass Metropolitan Planning Organization (CMMPO),
9 referred to as the Advisory Committee.

10 Article II - PURPOSE

11
12 The overall purpose of the Advisory Committee is to involve the public in
13 transportation planning that supports the MPO process. At the direction of the
14 Central Mass Metropolitan Planning Organization (CMMPO), the Advisory
15 Committee advises it on transportation policy and planning. The Advisory
16 Committee provides a forum for broad public participation, technical and citizen
17 input in the transportation planning process. It brings together public agencies,
18 elected and appointed officials, transportation providers, environmental interests,
19 technical experts, specialists, business persons and citizens concerned with
20 transportation plans and programs. This effort should encompass all modes of
21 transportation and the needs of all citizens, including:

- 22
23 A. The solicitation and consideration of input from all groups and citizens
24 concerned with, interested in, and/or affected by MPO transportation plans or
25 programs. The Committee shall make an effort to seek out and consider the
26 needs of those traditionally underserved by existing transportation systems.
27
28 B. The dissemination of information about CMMPO plans or decisions to its
29 representative constituencies.
30
31 C. By its activities, ensure involvement of the public throughout the CMMPO
32 transportation planning process.
33
34 D. At the Direction of the CMMPO, provide recommendations based on
35 public input and specialized knowledge to the CMMPO in preparation of the
36 following specific transportation plans and programs:
37
38 1. Amendments and updates to the CMMPO Regional Transportation Plan;
39 2. Amendments and updates to the CMMPO Transportation Improvement
40 Program;
41 3. Projects within the CMMPO Transportation Improvement Program for
42 state or federal funding;
43 4. The CMMPO Public Outreach Plan;
44 5. The Unified Planning Work program (UPWP); and
45 6. Other tasks as requested by the CMMPO.

46 E. Develop associations with other organizations interested in transportation
47 issues, including serving as a liaison between the CMMPO and organizations to
48 which the Advisory Committee member may belong. Advisory Committee
49 members will each keep their respective organizations and interests informed
50 about the work of the CMMPO and will bring their concerns to the CMMPO.

51

52 The CMMPO must approve any activities of the Advisory Committee beyond the
53 charges listed in these bylaws. Any written and verbal communication from the
54 Advisory Committee to the public, including media, shall be done in consultation
55 with the CMMPO.

56

57 In support of these objectives, Central Massachusetts Regional Planning
58 Commission staff, under direction of its Executive Director, shall be assigned to
59 the Advisory Committee within the scope of work reflected in the Unified Planning
60 Work Program and subject to its budgetary limitations.

61

62

Article III - MEMBERSHIP

63 Membership shall consist of a broad and balanced spectrum of providers and
64 users of any form of transportation. Any individual is welcome to participate in
65 any open meetings of the Advisory Committee as a non-voting participant and
66 after being recognized to speak by the chair.

67

68 A. The Committee shall consist of at least 12 and not more than 21
69 interested citizens who reside or work within the MPO area.

70

71 B. Members shall represent areas of interest, and/or groups in the CMMPO
72 area, and recruitment efforts should be made to represent the diverse range of
73 interests delineated in the recruitment and tenure section.

74

75 C. The CMMPO shall appoint the members of the Advisory Committee,
76 making an effort to seek out and include those traditionally underserved by
77 existing transportation systems. Continuing membership shall depend on active
78 participation.

79

Article IV - RECRUITMENT AND TENURE

80

81 A. Vacancies on the Committee shall be publicly advertised. Applicants
82 shall submit an application form provided by the CMMPO. Selection shall be
83 based on creating representations with a broad cross section of interests that
84 include, but are not limited to, the following:

85

86 Bicycle / Trail Advocate	Neighborhoods
87 Business/Chamber	Citizen at Large
88 Pedestrian Advocate	Urban Representative
89 Public Transit Provider	Municipal Public Works
90 Paratransit Transportation Advocate	Private Transit Provider

91 Freight/Rail/Trucking Rural / Urban Representative
92 Land Use Specialist Town / Regional Planners
93 Low Income Advocate Minority Advocate
94 Natural Environment Advocate Transportation Engineer
95 Economic Specialist Technical Specialist
96 Department of Public Health

97
98 B. Selection of Advisory Committee members shall meet the requirements
99 of Title VI of the Civil Rights Act of 1964, MAP-21, and other applicable federal
100 requirements concerning public outreach for MPO's.

101
102 C. The term of office of Advisory Committee members shall begin on
103 January 1st of the year following appointment and expire in three years on
104 December 31st, except under conditions of termination and for appointment of
105 the initial Advisory Committee members. Members shall serve no more than two
106 consecutive terms, unless they represent specific organizations or areas of
107 interest that have limited number of volunteers.

108 D. If a member does not attend for 12 consecutive meetings they will no
109 longer be a member of the committee. They will have to express their interest in
110 writing to rejoin the committee in the future.

111 Article V - OFFICERS

112
113 The Officers shall be a Chairperson and a Vice Chairperson or Co-Chairpersons.

114
115 The Chairperson shall be the primary contact for the Advisory Committee, shall
116 set agendas and call and preside at the meetings.

117
118 As provided in the CMMPO's Memorandum of Understanding of April, 2007 the
119 Advisory Committee Chairperson, representing the Advisory Committee shall be
120 considered an ex-officio, non-voting member of the CMMPO and shall actively
121 participate in its meetings. The Chairperson or his designee(s) shall have the
122 opportunity to participate on all sub-committees appointed by the CMMPO as an
123 ex-officio, non-voting member(s).

124
125 The Vice Chairperson shall serve in the absence of the Chairperson and shall
126 replace the Chairperson in case of a vacancy in that office. The Vice Chairperson
127 will actively participate in meetings of the CMMPO in the absence of the
128 Chairperson of the Advisory Committee.

129 If there is no Vice Chairperson, the Chairperson can request a member of the
130 committee to participate in meeting of the CMMPO in his/her absence.

131

132

133 Article VI - MEETINGS

134
135 The Advisory Committee will schedule meetings with at least seven days notice
136 of the time and agenda provided to the representatives. Special meetings may be
137 called by the Chairperson with seven days notice. All meetings are open to the
138 public.

139
140 The conduct of the meetings shall be governed by Roberts Rules of Order;
141 however, parliamentary discretion shall be vested in the Chairperson. The
142 Chairperson shall recognize all attendees wishing to be heard, and shall grant
143 the floor, except in the discussion of a motion on the floor, where the Chairperson
144 shall have discretion.

145
146 Article VII - QUORUM

147
148 One third of the voting members shall constitute a quorum. A simple majority of
149 members present and voting is necessary for passage of all motions.

150
151 Article VIII - MOTIONS

152
153 Motions will be accepted only if moved and seconded by voting members'
154 designated representatives or alternates participating in a representative's
155 absence.

156
157 Article IX - VOTING

158
159 Each voting member shall have one vote, to be cast by its designated
160 representative, or in case of absence, by an alternate.

161
162 Article X – SUB-COMMITTEES

163
164 The Chairperson may appoint sub-committees to assist in carrying out the
165 business of the Advisory Committee. Reports by sub-committees shall be
166 submitted to the Chairperson for report to the Advisory Committee. The
167 Chairperson shall prepare a list of existing sub-committees and their membership
168 in November. Sub-committees will be established as deemed appropriate by the
169 Chairperson of the Advisory Committee, with members appointed by the
170 Chairperson unless otherwise provided by these bylaws.

171
172 Chairperson Article XI - ELECTIONS

173
174 Interested Members will nominate themselves or be nominated by other
175 members for Chairperson and Vice Chairperson in September. Nominations from
176 the floor, when duly seconded, will be accepted. Elections shall be held in
177 October, and the Officers terms shall begin in January.

179 A special election will be held if the Chairperson cannot continue his/her term
180 and there is no Vice-Chairperson.
181

182 **Article XII - AMENDMENTS**

183 These bylaws may be amended by a simple majority vote of the full Advisory
184 Committee at a duly posted meeting. Specific notice of the proposed amendment
185 shall be provided to members at least seven days in advance of the meeting, in
186 order to have representation available to vote.