

Public Involvement Process for the Stark County Area Transportation Study



October, 2018

STARK COUNTY AREA TRANSPORTATION STUDY

201 Third Street NE, Suite 201, Canton, Ohio 44702

Public Involvement Process for the Stark County Area Transportation Study

October 2018

Prepared By:

STARK COUNTY AREA TRANSPORTATION STUDY

201 Third Street NE, Suite 201, Canton, Ohio 44702

This report is the product of a study financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration and the Ohio Department of Transportation.

The contents of this report reflect the views of the Stark County Area Transportation Study, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policy of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.

Introduction and History	2
Goal	3
Objectives and Strategies	3
Public-Planner Partnership for Transportation Planning.....	5
Roles in the Planning Process	6
Federal/State Government-	6
Regional Planning Commission-	6
SCATS Policy Committee-	6
Planning Staff-	6
Citizens' Advisory Council and the General Public–	6
Access to the Planning Process through Representative Means	7
Access to the Planning Process through Direct Means	7
Public Meetings/Hearings-	7
SCRPC/SCATS Website-	8
Newsletters/Brochures-	9
Presentations/Visualization Aids and Techniques-	9
Outreach-	9
Non-Discrimination and ADA Aspects-	9
Accountability and Response to Citizens-	10
Adoption/Amendment-	10
Access and Planning Procedures for Specific Plans.....	10
Transportation Plan-	10
The Transportation Improvement Program-	12
TIP Amendment Procedure-	12
Other Plans and Documents-	12
Appendices.....	1

PUBLIC INVOLVEMENT PROCESS FOR STARK COUNTY AREA TRANSPORTATION STUDY

Introduction and History

Participation of the governed in their government is the cornerstone of democracy--a revered idea that we continually seek to expand and improve. A citizen participation/public involvement process seeks to put this ideal into practice.

The Stark County Regional Planning Commission (SCRPC) and Stark County Area Transportation Study (SCATS) initiated a formal citizen involvement mechanism in 1976 by establishing a Citizens' Advisory Council (CAC). Council participation and membership is open to any person living or working in Stark County.

A more specific Citizen Participation Plan was developed for the Stark County Community Development Block Grant program in 1979. This plan was revised in 1980 and again in 1988, to reflect changing regulations in this program funded by the U.S. Department of Housing and Urban Development.

SCATS is the Metropolitan Planning Organization (MPO) designated by the governor to be responsible for transportation planning in Stark County. It was formed in November 1962 in order to comply with the requirements of the Federal-Aid Highway Act of 1962. This act stated that all urban areas of more than 50,000 population must have a transportation plan that is concerned with "the development of long-range highway plans and programs which are properly coordinated with plans for improvements in other forms of transportation and which are formulated with due consideration to the probable effect on future development."

This document describes the Public Involvement Process (PIP) for SCATS, updating previous plans adopted by the SCATS Policy Committee on November 27, 2006, May 16, 1994, and in 2001. Periodic review of this PIP is planned to ensure compliance with all current local, state, and federal planning regulations governing Metropolitan Planning Organizations (MPO's) and to provide an on-going workable mechanism for early public involvement in the planning process. This update is intended to incorporate additional participation requirements and other planning provisions adopted as part of the MAP-21 Act, Public Law 112-141 adopted in July of 2012 as well the FAST Act, Public Law 111-94, signed into law in 2015.

Goal

The goal of this Public Involvement Process is to continue the existing open dialogue between public officials, citizens, businesses, organizations, and planners that fosters informed decision-making and leads to the implementation of plans that consider multiple viewpoints. Informing citizens of their rights, responsibilities, and options is an important step towards legitimate public involvement.

Additional requirements incorporated into MAP-21 and the FAST Act include the targeting of specific groups for input such as non-profit and for-profit public and private transportation providers, seniors, veterans, shipping and logistics companies, as well as public ports and other entities involved in economic development, tourism and tourism development and natural disaster risk reduction.

This process aims at the inclusion of all county residents, specified groups identified for comment, as well as others determined to be concerned with transportation planning. This Public Involvement Process is also designed to provide coordination with other local, regional, state, and federal public involvement processes to enhance public consideration of issues, plans, and programs, and to reduce duplication of efforts and costs.

Objectives and Strategies

The objectives of the SCATS Public Involvement Process and the strategies to fulfill them are as follow:

- Maintain the SCATS Citizens' Advisory Council as a public forum for issue and program discussion and review.

This is accomplished by presenting draft plans and documents at regularly scheduled meetings, as well as making presentations and providing information concerning regulatory changes and other pertinent subjects that affect transportation planning.

- Ensure public accessibility to decision/policy makers, especially where matters related to the Federal-aid highway and transit programs are being considered.

This is accomplished by maintaining: accessibility to SCATS staff and also to the appointed representatives that compose the SCATS Policy Committee.

SCATS staff is available to the public at the RPC offices and through various communication means including telephone and voicemail communications, email and regular mail; staff also attends public meetings and hearings where they are available to answer questions and to make and take comments.

Meetings of the SCATS Policy Committee, which formally approves required plans for submission to the Federal Highway Administration and ODOT, are open to the public. The Policy Committee members (and alternates) are listed on the SCRPC website and contact information is available at the SCRPC office.

- Provide timely information via newsletters and the website about planning issues and processes to citizens, elected officials, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects.
- Provide the public with reasonable access to technical and policy information used in the development of the Transportation Plan and Transportation Improvement Program.

SCATS maintains a library of transportation related planning documents, including Federal regulations, instructional publications, and fact sheets. Documents and planning data are also available on-line at the SCRPC website and include: the SCRPC Comprehensive/Transportation Plan, the SCATS Transportation Plan, the Transportation Improvement Program, the Annual Listing of Project Obligations showing federally funded transportation projects, on-line traffic count data and road functional classification data, among other items.

- Encourage maximum public involvement by making SCATS Policy Committee and CAC meetings and hearings as accessible and understandable as practicable.

This is done by reviewing meeting locations for ADA accessibility; reviewing meeting locations and times for proximity to SARTA routes and operating times; publicizing meeting notices by various methods, including, but not limited to: posting informational flyers, mailing and emailing meeting notices, agendas, and press releases (including newspaper FYI columns), and placing paid advertisements in local newspapers when appropriate.

SCATS also employs a number of media visualization techniques in presenting information to those participating in planning efforts. These include utilizing PowerPoint presentations that include text and digital media (photographs, aerial mapping data and geographic information system (GIS) data) and large format printed maps created using GIS system data. Copies of related regulations, guidance documents, informational brochures, and other data are also made available, where appropriate.

- Develop outreach programs to seek out and consider the needs of those traditionally underserved by existing transportation systems, including, but not limited to low-income, minority households, veterans, and seniors.

SCATS seeks to utilize existing organizations that work with target groups such as the Stark County Homeless Services Collaborative, the Stark County Housing Task Force, and Compass (Community Objectives Met through a Partnership of All Segments of Society, a United Way community information pilot project). Meeting locations are also selected for proximity to specific target groups by utilizing Census data, GIS data and locations of community centers and other appropriate meeting venues.

- Give adequate public notice of public involvement activities and times for public review and comment at key decision points, including, but not limited to, approval of Transportation Plans and TIPs.

SCATS maintains an updated mail contact list for distributing regular meeting agendas; special meeting notices; notices for public hearings; media announcements, whether paid legal ads or “for-your-information” announcements; and also utilizes creative means to publicize meetings, etc. such as: distributing meeting notice/flyers to SARTA for placement on buses, other public agencies, and utilizing email to minimize expense/maximize notifications.

- Provide for periodic review of the Public Involvement Process to determine effectiveness and explore methods of improving the process.
- Consult as appropriate with federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation and others as required under federal highway funding act provisions.

This is accomplished through the updating of mailing lists to ensure proper notification to the appropriate agencies and others who express interest in participating in the SCATS planning process.

Public-Planner Partnership for Transportation Planning

Involvement of the public in planning can occur on many levels, both directly and indirectly. Direct interaction can occur through attendance at meetings; comments to planning staff through vocal, mail and electronic communications; and/or interactions with federal and state planning agencies. Indirect involvement can include interactions of the various representative committees active in the planning process.

However, before we can explain the interactions that occur in the planning process, we need to recognize the “roles” that those involved in planning fulfill. After this are sections describing the interactions of committees with the planning process, the general public’s interactions, and finally the documents, plans, meetings and specific interactions available for each of them.

Roles in the Planning Process

A number of groups are involved in the planning process, including regulatory and representative:

Federal/State Government- Establishes programs, develops regulations, reviews local and regional planning activities, and provides funding for implementation for a wide range of projects designed to improve and provide for the safe and efficient movement of goods and people.

Regional Planning Commission- The mission of the SCRPC is to provide a flexible framework for representatives of local governments to work cooperatively in areas which have a positive effect on Stark County; to plan for and guide growth and development; and to participate in programs which provide for the physical, social, and economic needs of the county's present and future residents. The Planning Commission directs and approves the work of the professional planning staff and coordinates planning activities within the county and region, including transportation planning.

SCATS Policy Committee- The Policy Committee adopts a transportation improvement program (updated biennially) and a long range transportation plan (with a minimum 20 year horizon) that is updated at least every five years. Both plans are prerequisites for receiving state and federal funding assistance for transportation projects. In the process of adopting the plans, the committee recommends and prioritizes transportation improvements and makes final decisions on how Stark County's allocation of federal funds for transportation improvements is spent. Policy Committee membership include an appointed representative and alternate of member cities, villages, townships, and the county; a representative of the Ohio Department of Transportation (ODOT); SARTA; and a representative of the CAC. A subgroup of the Policy Committee, the Technical Advisory Committee (TAC), meets to evaluate specific needs and projects as determined by the Policy Committee and is composed primarily of staff of the represented communities and groups. The TAC will then make recommendations to the Policy Committee.

Planning Staff- Compiles necessary data, prepares studies, helps formulate and administer planning programs, and provides services as directed by the Planning Commission and Policy Committee. The staff role is to: develop technical procedures, recommend system alternatives to test and evaluate, suggest evaluation approaches, provide necessary information for decision making, communicate with private citizens, and to make recommendations.

Citizens' Advisory Council and the General Public- These groups' comments are sought to assist in formulating regional goals, objectives, and evaluation criteria; they participate in the development of alternative plans; they communicate with Planning Commission members, Policy Committee members, and planning staff; they have input

in the evaluation and plan selection process and make both negative and positive opinions known to decision-makers. Public officials, normally involved at all key decision points, represent the public interest and their respective communities. The Citizens' Advisory Council is part of the formal mechanism for public involvement of individuals and/or citizen groups. The council is presented with information and materials by planning staff, fosters a planner-public dialogue, coordinates public involvement with other groups and provides an opportunity for public participation in the regional planning process. CAC membership is open to anyone, allowing for the widest diversity of representation. The CAC operates with adopted bylaws, and is headed by officers elected by the CAC membership on a biennial basis (CAC Bylaws can be found in the appendix). The CAC vice-chairperson is also a member of the Policy Committee.

Access to the Planning Process through Representative Means

Three committees comprise the organization of SCATS. They are the SCATS Policy Committee, the Technical Advisory Committee, and the Citizens' Advisory Council. As with our form of government, these committees can be seen as representatives who are charged with seeing that the needs and desires of their respective governments and/or constituents are considered.

The Policy Committee, composed of an appointed membership, as listed previously, determines and coordinates the basic non-technical policies, approves the final long range transportation plan and TIP, and approves the work program and budget.

The Technical Advisory Committee reviews technical decisions and is composed primarily of professionals in the fields of traffic engineering, transportation planning, and mass transit.

The Citizens Advisory Council (CAC) is the committee and primary forum for formal public involvement in the transportation planning process. The CAC is presented with draft plans by staff for review and comment, maintains communication with the general public, and coordinates citizen involvement in planning.

Access to the Planning Process through Direct Means

SCATS has a proactive approach for a public involvement process for individual citizens as well as elected and appointed officials. Various opportunities for public participation are offered, including but not limited to the following:

Public Meetings/Hearings- All meetings of the SCRPC, SCATS Policy Committee and the Citizens' Advisory Council are open to the public and are publicized in advance through press releases, website postings, and other means. SCATS provides timely information to affected transportation agencies and citizens through offering presentations and attending public meetings, placing newspaper advertisements, and producing brochures and newsletters where appropriate. Public meetings and hearings are held according to the needs of the program and in accordance with state and/or federal

regulations. Timely notifications of meetings/hearings are given through advertisement and/or FYI notices in newspapers of general circulation within Stark County (The Canton Repository, Massillon Independent, and Alliance Review), as well as on the SCRPC website. Meetings are held at times and places accessible to the general public, including those with special needs. Proceedings of all meetings are recorded and minutes or summaries are available upon request. Meetings are conducted according to Robert's Rules of Order. Some of the regularly scheduled meetings of the SCRPC and SCATS are:

- SCRPC meetings
- SCATS Policy Committee meetings
- SCATS CAC Committee meetings
- Subdivision Review meetings

Staff also interacts with citizens and local government officials through a number of meetings conducted by other agencies and committees.

SCRPC/SCATS Website- An online presence has become an invaluable means of involving the public and assisting in the dissemination of information. The ability to review draft, current, and past documents, observe the status of projects, and review other data, has literally opened the world almost instantaneously.

The SCRPC/SCATS website seeks to involve the public in all levels of interaction including the dissemination of data and the ability to review plans. It assists in researching related materials and facilitates interaction with staff and various committee members. SCATS is also in the process of developing a project management system for projects listed in the TIP. This will enable the public to easily review project details by selecting projects identified on an interface with a zoom-able map as well as by community, project type, project year, etc.

The following information is intended to provide basic data on the website and is current as of the writing of this document. Websites, including the SCRPC/SCATS website, frequently change over time, therefore the website itself should be reviewed for current information: <http://www.starkcountyohio.gov/regional-planning>.

The following documents are available and are updated as revised versions are adopted: SCATS Transportation Plan, Transportation Improvement Plan (TIP), the Annual Listings of Projects for which Federal Funds have been Obligated, TIP amendments, and meeting agendas and minutes.

Other information available on the website includes: the Long Range Land Use/Transportation Plan; details about FHWA highway system funds; descriptions of special programs such as the FTA Specialized Transportation Program; descriptions of the State Capital Improvement Program (SCIP) and the Local Transportation Improvements program (LTIP) and instructions for submitting applications; descriptions of road functional classifications (with maps); an online connection for reviewing the traffic count database of current and historical data (with maps); listings of traffic

interruptions and detours (with links to web cams and additional traffic construction/detour websites); descriptions of available aerial photos and links for downloading countywide GIS data; as well as applications to apply for various programs, including submission of projects for inclusion in the TIP.

The website also includes links to other agencies (federal, state, and local governments), as well as information on other departments that work with SCATS and the SCRPC.

Newsletters/Brochures- Printed materials are designed to share information, as well as to solicit reactions from the public and others, and are also made available electronically. Planning activities are reported in the Planning Progress which is published four times a year. The SCRPC also produces an Annual Report that reviews planning activities for the previous year that is also available electronically on the SCRPC website. Informational brochures on general or specific issues are produced and distributed as needed.

Presentations/Visualization Aids and Techniques- Reports are made by the staff or others at SCRPC, SCATS, and Citizens' Advisory Council meetings. Presentations on the planning and/or the citizen involvement process are available upon request. Visual aids, such as digital programs are employed, when practicable, to enhance the educational elements of presentations. Maps, photographs, aerials photos, charts, and other visual aids are provided to expedite the project review and program development processes. GIS capabilities have greatly enhanced the ability to present information to the public, not only at meetings, but through online access, as well as projecting live maps, etc. during meetings.

Outreach- The Public Involvement Process involves, but is not limited to, the following populations: transportation safety and enforcement agencies; airport/port authorities; private and public transportation providers; government officials; environmental groups; planning organizations; shipping and other logistic companies, and transportation consumers. Outreach programs seek specific ways to discover and consider the needs of all segments of the population, especially those traditionally underserved by existing programs, processes, and transportation systems, such as low-income and minority households. Recently approved highway funding legislation also emphasizes involve seniors, ADA qualified persons, veterans, as well as freight and freight handling companies and those dependent upon them. The SCATS uses best efforts to maintain contact lists of these and other populations in order to fully involve the citizenry in SCATS planning and to meet requirements as set forth in 23 CFR Part 450/49 CFR Part 613 Section 450.316 (b) (1) (4) and (5).

Non-Discrimination and ADA Aspects- The SCATS Public Involvement Process is consistent with Title VI of the Civil Rights Act 1964 and the Title VI assurance under 23 U.S.C. 324 and 29 U.S.C. 794, which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination under any program receiving Federal assistance.

The process also complies with the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended), and such other federal rules and regulations that may apply. Meetings and materials are accessible to persons with special needs and will be amended as needed once if a specific need is identified.

Limited English Proficiency-Under Executive Order 13166 of August 11, 2000, as well as in guidance provided by the Department of Transportation as published in the Federal Register on December 14, 2005 (as well as HUD and the Department of Justice), SCATS has participated in jointly conducting a four-factor analysis and plan with the SCRPC. In the event that SCATS and/or the SCRPC encounter persons with no comprehension of English, the plan identifies resources needed to assist providing needed translation services.

Accountability and Response to Citizens- Written and/or verbal citizen comments, proposals, and/or complaints, where appropriate, will be provided a written and/or verbal response within fifteen (15) working days, and, where pertinent, will be analyzed, summarized, and reported to appropriate authorities and/or person(s).

Planning reports, documents, correspondence, and other relevant written materials maintained in the Stark County Area Transportation Study (SCATS) files at the Stark County Regional Planning Commission (SCRPC) offices are available to the general public during posted regular working hours. A calendar of meeting dates and times is posted for public inspection at the SCRPC office as well as online.

Adoption/Amendment- The SCATS Policy Committee and the CAC are committed to an open-ended and evolving public involvement process that is refined and revised based on comments received from the public and others. The SCATS Public Involvement Process became effective upon adoption by the SCATS Policy Committee in 1994 after its publication and the 45-day formal comment period as required by the U.S. Department of Transportation. Revisions and/or amendments to the SCATS Public Involvement Process procedures require the same 45-day comment period and approval of proposed changes by the SCATS Policy Committee. Written comments on the draft SCATS Public Involvement Process should be directed to: SCATS, 201 Third Street N.E., Suite 201, Canton, Ohio, 44702.

Access and Planning Procedures for Specific Plans

The two principal tasks of SCATS are to produce a Transportation Plan with a minimum 20 year planning horizon and a Transportation Improvement Program (TIP) showing the highway and transit improvements scheduled for implementation within the next four to five years. This section documents some of the means used to involve the public in the development of these plans.

Transportation Plan-The Transportation Plan is the document recommending projects to meet the transportation needs of Stark County for a minimum of 20 years into the future. It includes improvements to highways, local, township and county roads, public

transit projects, bicycle and pedestrian projects, and transportation enhancement projects designed to improve the transportation system. Transportation plans are required to be updated a minimum of every five years and are developed by SCATS staff. After the public comment period, the plan is finalized and approved by the SCATS Policy Committee.

Procedures used to involve the public in the plan include: interagency consultations; public comment meetings; dissemination of drafts plans for public review and to other MPO's, on the SCRPC website; and presentations of the plan to various agencies and groups, including regularly scheduled meetings of the CAC, the SCATS Policy Committee and the SCRPC. The following specific procedures are used, some to meet federal regulations and others to assist in increasing public participation:

- SCATS advertises in local newspapers (The Canton Repository, Massillon Independent, and Alliance Review) the dates, locations, and times of public comment meetings and the availability of the draft Transportation Plan for public review at the SCATS office and website, the ODOT central and district offices, and other MPOs throughout the state and provides for a 30-day comment period coordinated with ODOT and other MPOs so that all the transportation plans throughout the state are reviewed within the same time period. Public meetings are held throughout the county in order to reach the broadest population and to minimize the travel needs. Staff attending the meetings include SCATS, SARTA, and ODOT representatives who review the draft Transportation Plan and are available to answer questions. Press releases are also sent to locally available news outlets (radio, television, and newspapers).
- The public is asked to send written comments on the draft Transportation Plan to SCATS at 201 Third Street N.E., Suite 201, Canton, Ohio 44702 or to email comments to SCATS staff. SCATS staff provides written responses to comments as needed and provides reasonable access for public review of the technical and policy information used in developing the Transportation Plan when requested.
- Significant written or oral comments received on the draft Transportation Plan as a result of the Public Involvement Process, or the interagency consultation process, are made part of the final Plan.
- In the event that the final Transportation Plan differs significantly from the one made available for public comment and raises material issues which interested parties could not reasonably foresee from the public involvement efforts, SCATS will provide an additional opportunity for public comment on the revised Transportation Plan (including new public comment meetings as necessary).
- Once adopted by the SCATS Policy Committee, the Transportation Plan is

published in a variety of media (print, online at the SCRPC/SCATS website, etc.) and made available to other agencies and the public.

The Transportation Improvement Program- (TIP) is the schedule of highway, transit, and other projects related to the Transportation Plan that will be implemented within the next four to five years and is finalized and approved biennially by the SCATS Policy Committee.

Public involvement efforts for the TIP follow those implemented for the Transportation Plan. The public comment period of the TIP is coordinated with the State Transportation Improvement Program (STIP) and SCATS utilizes the STIP public involvement procedures.

TIP Amendment Procedure- As amendments to the TIP are not uncommon, SCATS has adopted a policy to provide for public review and comment of amendments to the TIP.

Proposed amendments to the TIP should be submitted to the SCATS office in sufficient time to allow posting on the SCRPC/SCATS website at least 20 days prior to the Policy Committee meeting where it will be considered. Requests not meeting this time frame will be considered but the deficient public notice will be noted to the Policy Committee before action is taken on the amendment. Information regarding TIP Amendments will also be presented at the CAC meetings where appropriate. Pertinent comments received regarding proposed amendments will be entered into the record of the Policy Committee and/or included in documents where appropriate.

Other Plans and Documents- SCATS produces a number of additional reports and documents which have varying amounts of public involvement but are useful for the public to review. These include the Congestion Management Report, PM 2.5 Conformity Determination Report, the Public Involvement Process, the Stark County Crash Report, the Transit Development Plan, the Unified Planning Work Program, the Unified Planning Work Program Progress Report and the Unified Work Program Prospectus, among others. These reports are updated periodically or as needed.

Appendices

Citizen's Advisory Council Bylaws

Approved by SCATS Policy Committee, March 26, 2018

**BYLAWS
THE CITIZENS' ADVISORY COUNCIL
OF
STARK COUNTY REGIONAL PLANNING COMMISSION
STARK COUNTY AREA TRANSPORTATION STUDY**

**Article I
Authorization**

Section 1 - Name

The name of this organization shall be the Citizens' Advisory Council (CAC) of the Stark County Regional Planning Commission (SCRPC) and Stark County Area Transportation Study (SCATS).

Section 2 - Origin

This Council was originally created as a result of recommendations in the "Citizen Participation" report prepared by the Stark County Regional Planning Commission in 1974, to form an ADVISORY committee to review and report on activities of interest to the SCRPC/SCATS and to provide citizen input into the planning process.

Section 3 - Purposes/Functions

The purpose of the Citizens' Advisory Council is to foster and maintain communications between SCRPC/SCATS and various representation from the community and to obtain community thinking about, as well as interest in, plans and goals of SCRPC/SCATS. To achieve these purposes, the CAC and/or its Committees shall perform the following functions:

1. Plan programs and serve as a forum for community involvement in the activities of SCRPC/SCATS.
2. Study and recommend policies to SCRPC/SCATS.
3. Evaluate and comment on SCRPC/SCATS studies, reports, and plans.
4. Generally disseminate official information about plans and/or decisions.
5. Develop and promote cooperation with other citizen action groups.
6. Advise the Regional Planning Commission.

**Article II
Membership**

Member Defined: A citizen of Stark County or any citizen so situated that the citizen is or could be affected directly or indirectly by any decision or policy of the Stark County Regional Planning Commission.

Article III **Officers**

Section 1 - Officers

The officers shall consist of a Chairperson and a Vice-Chairperson elected from the membership.

- A. *Chairperson* - Presides at all CAC meetings, makes progress reports to SCRPC/SCATS and is a voting member of the Regional Planning Commission. In consultation with the CAC accepts volunteers and/or appoints committees and related chairpersons, as needed, and represents the CAC before all other bodies and committees as directed.
- B. *Vice-Chairperson* - Performs duties of Chairperson when Chairperson is absent and is the voting member representing the council on the SCATS Policy Committee.

Section 2 - Election

Officers shall be elected for a two-year term. The term of office shall begin on the first day of the month following the election. Elections shall be held in December. A report of the Nominating Committee shall be made at the meeting prior to the election of officers.

Section 3 - Vacancies

Should the office of Chairperson become vacant, the Vice-Chairperson shall become Chairperson. Should the office of Vice-Chairperson become vacant, the CAC shall, at its next meeting, elect a successor.

Article IV **Committees**

Section 1 - Special Interest Task Forces

Special interest task forces may be formed, on an ad hoc basis, by the CAC, as necessary, to carry out the various CAC work assignments. All meetings of the Special Interest Task Forces shall be considered an opportunity for citizens to participate in the planning process.

Section 2 - Nominating Committee

The CAC Chairman shall appoint a Nominating Committee composed of at least three (3) CAC members at the second meeting of the term of office. The Immediate Past CAC Chairperson shall serve as chairperson of this committee. In the event the past CAC Chairperson is unable or ineligible to serve, the CAC shall select a chairperson from among anyone who has attended at least one meeting in the prior 12 months.

A slate of officers shall be presented at the regularly scheduled bi-monthly meeting held prior to the meeting at which the election will be held. Additional nominations may be made from the floor at this meeting and/or at the meeting when the election is held.

Article V **Meetings**

Section 1 - Scheduling

A meeting schedule shall be set by the CAC membership. Notice and agenda of all meetings shall be mailed to the current mailing list(s) and members of the news media one week prior to meetings. The CAC intends to hold six (6) meetings per year. Special meetings shall be held at the call of the Chairperson, or five (5) CAC members. All meetings shall be OPEN to the public. Minutes shall be taken of all meetings and will be available to the public upon request.

Section 2 - Action

1. Meetings shall be conducted according to Robert's Rules of Order as revised. Action at any CAC meeting may be taken by resolution or motion and may be adopted by a majority of those present.
2. A report of all relevant actions taken by this committee will be made at the RPC meeting and/or the SCATS Policy Committee meeting.

Section 3 - Resolutions

Each resolution shall be introduced by a member of the CAC in written or published form. Each resolution shall not contain more than one subject. Resolutions included in the mailed agenda require a majority approval for passage. Resolutions introduced at the meeting require a two-thirds (2/3) majority approval of members present for passage.

Article VI **Bylaws**

Section 1 - Amendments

All proposed amendments to these Bylaws shall be reviewed and presented to the CAC. The text of the proposed amendment(s) to said Bylaws must be available to all members with their meeting notice. Amendments to these Bylaws, to go into effect, require a two-thirds (2/3) majority approval of the members present.

As amended, April 2006

***Approved by motion and unanimous vote by
SCATS Policy Committee, March 26, 2018***