

BY-LAWS OF THE CITIZEN'S ADVISORY COMMITTEE FOR SKAGIT TRANSIT

August 21, 2013

I. INTRODUCTION

The Citizens' Advisory Committee (CAC), a visible organization composed of Skagit County citizens, performs a major role in the formulation and implementation of the goals and objectives of the Comprehensive Plan for Skagit County. It serves as a link between the residents of the PTBA serving area and the Skagit Transit Board of Directors in the execution of the Comprehensive plan.

II. OBJECTIVES

The objectives of the CAC shall be as follows:

1. Develop within the community a sense of ownership and a feeling of responsibility for the success of the transit system.
2. Develop a working relationship with the Skagit Transit Board of Directors by having representative of the CAC regularly attend Board meetings.
3. Actively solicit public comment on transit operations. Make recommendations to the Skagit Transit Board of Directors.
4. Review all major proposed services prior to implementation. Make recommendations to the Skagit Transit Board of Directors.
5. Receive briefings on all operations of Skagit Transit.
6. Become active participants in specific projects, as needed.
7. Actively promote the CAC as the key contact within the community for transit related issues.
8. As a committee, actively communicate to the public how current and planned Skagit Transit activities are making progress toward the goals and objectives of the Comprehensive Plan.

III. MEMBERSHIP

Membership of the CAC shall be open to any interested citizen in Skagit County. Vacancies shall be widely publicized so that any interested citizen may apply.

1. The CAC will be composed of at least eight (8) members but not more than sixteen (16) members, with every effort made to reflect diversity of the community. In the event there are 16 members on the committee, a list will be kept of other interested citizens. This list will be reviewed as vacancies on the committee occur.
2. Recommendations for membership and re-appointment may be made by any member of the Skagit Transit Board of Directors as well as by any citizen or citizen group, including the CAC. All applications for membership shall be subject to approval by the Skagit Transit Board of Directors after recommendation by the CAC.

A) As applications for membership are received they will be reviewed by a membership application review team existing of the Chair and/or vice chair of the committee and 3 additional committee members as available. Applications will be reviewed to include those willing to meet outside of regular scheduled meetings for assigned activities; those that represent diversity of the community; and what the individual brings to the committee in areas of knowledge and expertise that may not already be available on the committee.

1. When the application is approved by the application review team, it will be presented to the rest of the committee for a vote for membership.

B) Members may serve a 3-year term—with one successive 3 year. The CAC must vote on reappointments before the start of each new term.

C) No member who has served consecutively for two terms shall be eligible for nomination or election of the same office until at least one year has elapsed since the end of his/her last term. In the event there are no names on a wait list to join the committee membership, this rule may be waived by a 2/3 majority of the members present at a regularly scheduled meeting.

D) All extensions and/or appointments begin January 1 and have expiration dates of December 31. Any appointment made after January 1 would be for the current year and two more years.

3. CAC members shall be selected to achieve a balanced representation, demographically and geographically, or as many segments of the community as possible. The CAC shall maintain a list of interested candidates who would be available should a vacancy occur.
4. CAC shall periodically review the attendance of members. Any member who fails to attend three (3) consecutive regular meetings (exclusive of the joint Board/CAC meetings) without leave of absence approved by the CAC shall be dropped from membership.

IV. OFFICERS

1. The officers of the CAC shall consist of a chair and a vice-chair. Terms of the office for a chair and a vice chair shall be two years. Officers may serve one successive 2 year term.
2. No officers who have served continuously for two terms shall be eligible for nomination or election to the same office until at least one year has elapsed since the end of his/her last term; however, this provision shall not apply to the portion of a term served as an office elected to fill a vacancy. In addition, this rule may be waived by vote of a 2/3 majority of the members present at a regularly scheduled meeting in advance.
3. One of the two elected officers shall preside at all CAC meetings.

V. ELECTIONS AND VOTING

1. The chair and the vice-chair of the CAC will be elected at the November CAC meeting in the year the chair or the vice-chair term expires for the term beginning January 1. All voting will be conducted by voice ballot, unless a written ballot is requested.
2. A quorum will be needed to validate any election.

VI. COMMITTEE OPERATIONS

1. The CAC will generally meet monthly, but at least six times annually at a regular scheduled time. Notices of the meetings will be publicized in advance of the meetings.
2. The CAC will meet with the Skagit Transit Board of Directors, at their invitation, at least once a year.
3. Meeting agendas will be established based upon suggestions and ideas of CAC members, the public, interested organizations, Skagit Transit Administration, and members of the Skagit Transit Board of Directors.
4. The CAC may consider, investigate, and utilize alternate methods of involving the public effectively and obtaining the public's view and opinions about transit planning and developments.
5. Skagit Transit Administration and the Skagit Transit Board of Directors will provide liaison administrative support for mailings, agendas, minutes and any other authorized CAC activities.
6. Recommendations from the CAC shall be forwarded to the Skagit Transit Administration and the Skagit Transit Board of Directors.
7. Proposed amendments to these by-laws must be included in a meeting agenda prior to being voted upon. Amendments shall require a majority vote of the CAC members in attendance, provided that it constitutes a quorum and the Skagit Transit Board of Director's concurrence.
8. These by-laws, when approved by the Skagit Transit Board of Directors, supersede and repeal any and all other by-laws, including any by-laws that have been included or made part of the Skagit Transit Board of Directors by-laws.

VII. QUORUM

- a. One half plus one percent members present shall constitute a quorum.

Approved in open public hearing this ____ day of
_____, 20_____.

Commissioner Kenneth Dahlstedt, Chair, Skagit Transit
Board of Directors

Susan Pole, Chair, Skagit Transit Citizens' Advisory
Committee