

**DEMOGRAPHIC ADVISORY COMMITTEE  
BYLAWS**

*(Approved as Amended January 23, 2006)*

**Article I  
NAME**

The name of this committee shall be the Demographic Advisory Committee, hereinafter referred to as COMMITTEE of the Community Planning Association of Southwest Idaho (COMPASS)

**Article II  
COMPOSITION**

**Voting Representatives**

1. The COMMITTEE shall be composed of voting representatives as indicated in Table 1. Representatives should have demographic, economic, land use planning, land use development or other relevant technical experience. A quorum shall consist of one-third + 1 of the voting representatives listed in Table 1. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies. All meetings must occur in a physical place to allow public attendance.
2. Voting privileges shall be accorded to those current representatives from COMPASS member governments. Each COMMITTEE member representing a COMPASS member government shall have the same weight of votes as enjoyed by that member on the COMPASS Board under the Joint Powers Agreement. Voting members authorized under these bylaws and not representing a COMPASS member shall be entitled to one (1) vote. When entitled to more than one vote, the member's votes may be exercised by separate persons or by one or more persons representing the member government.
3. Non-member voting representatives authorized under these bylaws are:
  - a. Chamber of Commerce Representative – Ada County
  - b. Chamber of Commerce Representative – Canyon County
  - c. Major Utilities Representative
  - d. Development Community – Ada County
  - e. Development Community – Canyon County
4. The COMPASS Public Participation Committee (PPC) shall be entitled to appoint one of its members to sit on DAC. The PPC representative shall have one vote.
5. Nominations of the COMPASS member agencies' representatives shall be made by the member agency and annually approved by the COMPASS Board. Nominations of the non-member representatives shall be made by the COMPASS Executive Director and approved by the COMPASS Board.

**Non-Voting Representatives**

1. Non-voting representatives may be appointed to the COMMITTEE at the discretion of the voting representatives. Their attendance does not count toward establishing a quorum. Non-voting representatives receive full packets and notice of meetings and are recognized as full participants in discussions. A COMPASS staff person shall be a permanent non-voting representative.
2. Agencies or individuals interested in participating as non-voting representatives may request consideration by the COMMITTEE via written application. The COMMITTEE shall have the authority to grant or deny such membership, providing that at no time shall the number of non-voting representatives exceed the number of voting representatives authorized under these BYLAWS.

**Article III**  
**DUTIES**

1. The COMMITTEE shall be responsible for demographic and development monitoring activities conducted at COMPASS. Specific responsibilities include recommending projects and/or research to be performed, and evaluating research proposals requested by COMPASS or other agencies.
2. The COMMITTEE shall develop and maintain the demographic projection data for Ada and Canyon counties as used by COMPASS for transportation modeling activities. Duties include analyzing local development data, monitoring such data in reference to the currently adopted data sets, and collecting and evaluating similar nationwide research.
3. The COMMITTEE shall review demographic assumptions, other pertinent development data and comprehensive plan updates on an annual basis to recommend improvements to the demographic process. The basis of evaluation will be the adequacy of the demographic projections with regard to countywide planning activities.
4. The COMMITTEE shall provide technical assistance when requested for purpose of assisting COMPASS or member agencies in demographic monitoring or Census projects.
5. The COMPASS Board may use the COMMITTEE for purposes of special projects and/or analyses. These can include, but are not limited to, review and/or comment on demographic assumptions for major development proposals, demographic assumption questions, and other special studies as needed.
6. The COMMITTEE shall be responsible for assisting COMPASS staff in the education of neighborhood groups, policy boards, and other public citizens groups about demographic projections and monitoring.

**Article IV**  
**ORGANIZATION**

1. Voting representatives of the COMMITTEE shall elect a chair and a vice-chair from the voting membership at their first scheduled meeting of each calendar year.
2. The COMPASS shall provide administrative support staff for the COMMITTEE.
3. Subcommittees may be established by action of the COMMITTEE.

**Article V**  
**MEETINGS AND ATTENDANCE**

1. The COMMITTEE shall meet on an as-needed basis, with the provision that at least two meetings are held during each fiscal year.
2. Reasonable advance notice of all meetings shall be given by the Chairman to all representatives. All meetings shall be open to the public.
3. If a member has three successive unexcused absences a "notice of termination" will be sent to the member and, where appropriate, to the director of the represented agency. For members not representing a COMPASS member agency, a new voting member will be appointed by the COMPASS Executive Director after consultation with the COMMITTEE, contingent upon confirmation by the COMPASS Board. When the termination involves a COMPASS member agency representative, the member agency will be requested to appoint a new representative. Until such time as an appointment has been made in writing, the vote of the terminated member shall not be considered in determining a quorum.

*Article VI*  
**AMENDMENTS TO BYLAWS**

1. These BYLAWS may be amended by an affirmative vote of a simple majority of the voting representatives present at a meeting subject to approval by the COMPASS Board. A BYLAWS change shall be presented for consideration at a regularly scheduled meeting of the COMMITTEE, however, voting shall be deferred until the next regularly scheduled meeting at which the BYLAWS change was proposed.

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