

Public Participation Committee Bylaws

Approved as Amended June 20, 2011

MISSION

The Public Participation Committee (PPC) will encourage community involvement in transportation planning issues in the Community Planning Association of Southwest Idaho (COMPASS) planning area.

ARTICLE I NAME

The name of this committee shall be the Public Participation Committee (PPC) of the Community Planning Association of Southwest Idaho (COMPASS).

ARTICLE II OBJECTIVES

Public input into COMPASS planning efforts is core to the mission of a metropolitan planning organization (MPO). The PPC will advise and assist COMPASS staff on the approach and delivery for public involvement activities. PPC members may also attend as voting members to standing agency committees to convey information to the PPC. In this role, members will keep the PPC informed and educated about transportation planning issues so they can better convey information to the public, and thus help ensure an open public process.

The PPC will consider the needs of residents regarding all modes of transportation to ensure a community-supported transportation planning process. The PPC will:

- Solicit and consider input from groups concerned with, interested in, or affected by transportation plans or programs, including the traditionally underserved;
- Disseminate information about plans or decisions to the community;
- Attend and/or assist with public meetings and outreach opportunities (active participant);
- Act as an ambassador to the community for COMPASS;
- Ensure that the public is involved in planning process;
- Provide recommendations to COMPASS for updates to the “Public Involvement Policy” and working public involvement plans;
- Develop associations with other organizations interested in transportation issues, serve as a liaison between the PPC and other organizations to which the member belongs, and will keep the PPC informed about concerns from other organizations.

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ARTICLE III MEMBERSHIP

SECTION I COMPOSITION

The PPC shall be composed of 8 to 25 members who reside in Ada and Canyon Counties. Members will represent themselves, areas of interest and/or groups, and should represent a range of interests outlined below. COMPASS will appoint PPC members upon receipt and review of applications. Members will be selected based on their area of interest, area of representation, education, commitment, and level of general community involvement. The targeted areas of interest include (but are not limited to):

- Bicycling
- Business/Chamber
- Cultural/arts/history
- Downtown associations
- Freight/rail/trucking
- Land use
- Resident at-large
- Natural environment
- Neighborhoods
- Parks/trails
- Pedestrian
- Persons with disabilities
- Rural
- Low income
- Minority
- School District
- Senior citizen
- Student
- Transit

Each representative will serve a three (3) year term and may be reappointed, at the discretion of COMPASS and the PPC Chair.

SECTION II ATTENDANCE

Since participation is the essence of the PPC, members are encouraged to attend PPC meetings. Each member is responsible for informing the COMPASS staff coordinator or PPC Chair when meetings will be missed.

The PPC Chairman and/or the COMPASS staff coordinator shall contact PPC members who miss more than three meetings in a calendar year to encourage renewed participation or resignation.

ARTICLE IV MEETINGS

The PPC will meet four to six (4-6) times per calendar year on a day and time designated and agreed to by the PPC during the first meeting in each calendar year. COMPASS staff will notify PPC members of the proposed meeting location(s) at the first meeting of the year with the understanding that those locations are subject to change if necessary. The meeting schedule may be changed or revised later by the Chair or a call of four (4) members of the

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PPC. Special meetings may be called by the Chair or by a call of four (4) members of the PPC when needed.

Members will be provided with written notice and agenda of all meetings at least three (3) business days in advance of the meeting. All meetings of the PPC will be open to the public.

ARTICLE V VOTING

Each member will be entitled to cast one (1) vote on each issue before the PPC.

ARTICLE VI OFFICERS AND ORGANIZATION

A Chair and a Vice-Chair will be elected by a majority of the members of the PPC present and voting at the first scheduled meeting of each calendar year. The individuals so elected will serve in those capacities for one year until the first scheduled meeting of the following year. Once elected, the person will be eligible for re-election in subsequent years. The Vice-Chair will preside and/or perform the duties of the Chair in his or her absence. The Chair will appoint other officers of the PPC as deemed necessary.

Any vacancy in the office of Chair or Vice-Chair will be filled at the next scheduled meeting by a majority vote.

COMPASS will designate staff support for the PPC. The COMPASS Executive Director will administer these Bylaws and will seek appointees to the PPC whenever vacancies occur.

ARTICLE VII COMMITTEE STRUCTURE

SECTION I REPRESENTATION

The PPC will provide one (1) representative who will serve as voting members on the following COMPASS Standing Committees:

- Transportation Modeling Advisory Committee (TMAC)
- Regional Technical Advisory Committee (RTAC)
- Demographic Modeling Advisory Committee (DAC)
- Regional Geographic Information System Advisory Committee (RGAC)

The PPC will provide one (1) representative to attend the monthly Board of Directors meetings.

These representatives will be required to report to the PPC on the work of the above-mentioned Committees and Board, in order to understand and communicate technical information to the general public.

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SECTION II TASK GROUPS

The PPC will convene task groups of non-members for public input, i.e., the PPC will create small working groups for each public involvement effort/project, such as the Transportation Improvement Program (TIP) and long-range transportation plans (LRTP). This will be done at the request of and under the direction of COMPASS.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The business of the PPC shall be based upon "Robert's Rules of Order," subject to the terms of these Bylaws and such exceptions as may be agreed to by consensus of the members. Under these Bylaws, a quorum is not required for a vote to take place; decisions may be made upon vote of a simple majority of members present.

ARTICLE IX AMENDMENTS TO BYLAWS

These Bylaws may be amended by an affirmative vote of a simple majority of the membership at a regularly scheduled meeting subject to approval by the COMPASS Board of Directors. A Bylaws change shall be presented for consideration at a regularly scheduled meeting of the PPC; however, voting shall be deferred until the regularly scheduled meeting following the meeting at which the Bylaws change was proposed.

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