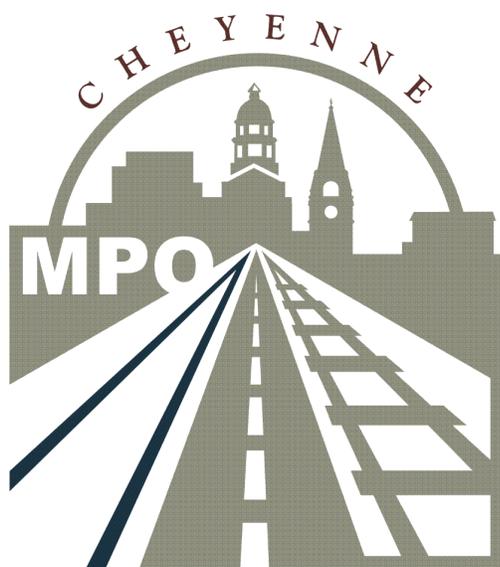


**Cheyenne Metropolitan Planning Organization (MPO)  
Citizen's Advisory Committee (CAC)  
Policies and Procedures**



**November 25, 2008**

## Article I - Purpose

a. The Citizens' Advisory Committee (CAC) will serve as a primary public participation forum for transportation products and plans for the Cheyenne Metropolitan Planning Organization (MPO). It will serve as liaison between the Cheyenne MPO and the residents of the urbanized area and its members will be vigilant to represent the citizens of their area, both geographically and ideologically. The CAC will convey to the MPO the goals and wishes of the citizens in the Cheyenne Metropolitan area (Figures 1 & 2) regarding transportation issues. It will bring varied input to the CAC's planning functions by calling on a wide range of citizens' talents, civic interests and disciplines (both professional and lay). The committee will serve to make recommendations regarding MPO plans or products to the MPO Policy Committee.

b. The Citizens' Advisory Committee will, as an auxiliary function, communicate the goals and proposals of the Cheyenne MPO to the general public. Any official position of the committee will be arrived at by consensus before presented to the public.

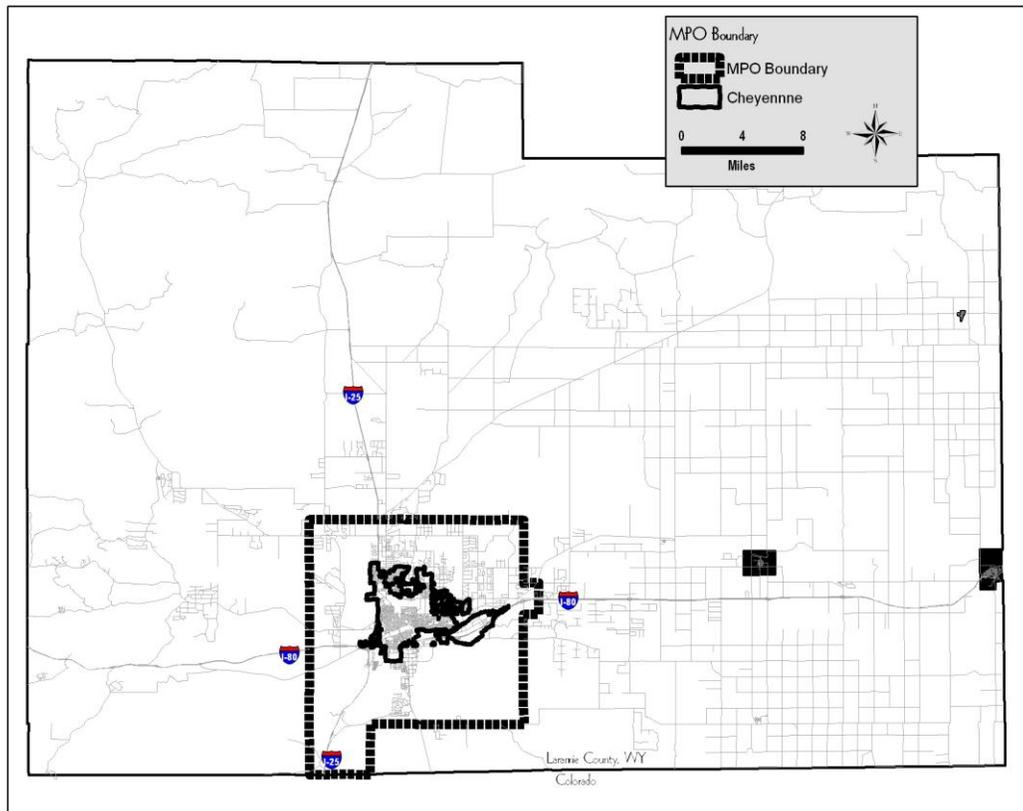
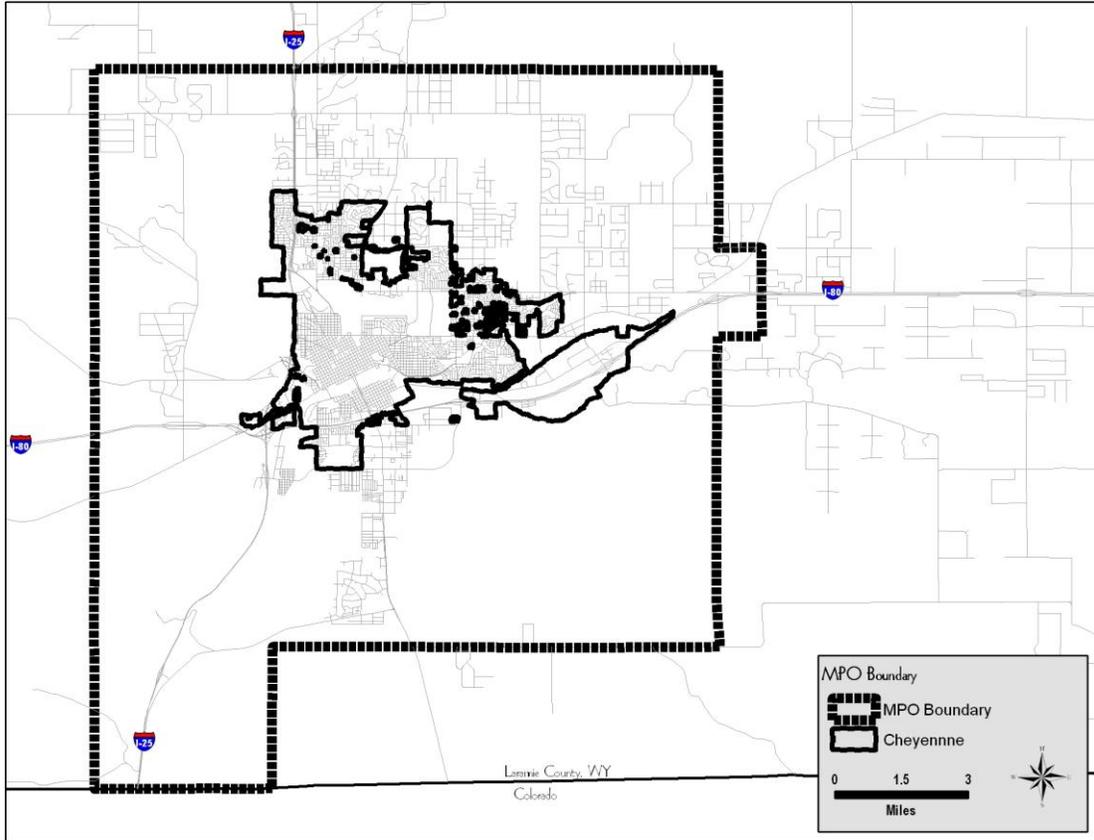


Figure 1  
Laramie County, Wyoming and Cheyenne Metropolitan Planning Organization Boundary



**Figure 2**  
The MPO boundary with surrounding low-density residential areas

**Article II – Membership**

- a. Membership of the Citizens’ Advisory Committee may consist of representatives from organizations with transportation related concerns or citizens with a particular interest in transportation. Citizen members can be drawn from such groups as: pedestrian and bicycle advocates, businesses, community service organizations, educators, environmentalists, persons with disabilities, public or private transportation providers, senior organizations, and safety professionals. MPO staff will be ex-officio members of the CAC.
  
- b. The committee will consist of a minimum of five (5), maximum of nine (9), voting members with the basic requirement that they live within the Metropolitan Planning Organization Boundary. If possible, the CAC membership should represent all areas within the MPO geographic boundary.

c. Term of appointment will be two (2) years. At the onset of committee selection, seven members will be selected and three (3) will be appointed for two (2) years and four (4) appointed for three (3) years. At the end of their term, a member may be asked to serve another term.

d. Selection of committee members will be made by MPO staff and approved by the MPO Policy committee. The prospective members will submit a short [no more than one (1) page] statement as to why they would be a good fit for the committee, including qualifications and interest in transportation matters.

e. Officers of the Citizen's Advisory Committee will consist of a Chair, Vice-Chair and a Secretary. (Any other officers or subcommittees can be established at the will of the committee.)

(1) The Chair will provide communication between the CAC and the MPO, call and preside at all meetings of the CAC, and prepare the agenda. They will represent the MPO CAC at other public meetings when required. The Chair, or an appointed alternate approved by the committee, will meet with MPO staff regularly to keep abreast of all MPO current and future plans and activities, as well as, attend all MPO Technical Committee meetings as a non-voting member.

(2) In the absence of the Chair, the Vice-Chair will perform the duties of the Chair and other duties as the Chair may assign.

(3) The Secretary will be responsible for taking meeting notes and distributing them to the committee after typing them up. An MPO staff member may serve as Secretary.

f. Elections of Officers will be held at the last meeting of the calendar year for a term of two years. Nominations will come from the floor and a candidate must receive a simple majority of votes to be elected.

g. If a committee member is unable to attend a meeting, the member will inform the MPO staff. Non-participation may be construed as an inability to serve and may result in removal from the CAC by the MPO Policy Committee.

h. Any member may withdraw from the CAC by giving written notice to the Chair. The vacancy will be filled as soon as possible by receiving recommendations from the Committee and reviews by the MPO staff and Policy Committee.

i. The Cheyenne MPO staff will maintain a mailing list of organizations and individuals interested in our projects. Individuals on the list may be contacted to fill future openings of the CAC.

### **Article III – Meetings**

- a. The CAC will meet quarterly (4 times a year) at a minimum; however it may be necessary to convene more frequently if priority projects require the Committee's attention. Meeting dates for the following year will be set on the last meeting date of each calendar year. Regularly scheduled meetings may be rescheduled by the Chair.
- b. Special meetings of the Citizens' Advisory Committee can be called by the Chair or by two (2) or more voting members.
- c. Robert's Rules of Order will govern the conduct of all meetings.
- d. The members of the CAC will be notified by mail or electronic mail at least seven (7) days in advance of the time and place of regular meetings and twenty four (24) hours in advance of special meetings.
- e. Notice of meetings will be posted on the MPO website [www.plancheyenne.org](http://www.plancheyenne.org)
- f. All regular and special meetings of the CAC will be open to the public and the media. With exception of the appointed voting members, all other interested persons attending will be considered welcomed guests and may address the committee upon being recognized by the chair.

### **Article IV – Amendments**

- a. These Bylaws may be amended or new Bylaws adopted at any regular meeting of the Citizens' Advisory Committee provided notice is given seven days in advance that such business is included on the Committee's agenda. It will take a majority vote of the Committee membership to amend or adopt these Bylaws. Amendment or adoption of these Bylaws is subject to the approval of the MPO staff and formal adoption by the MPO Policy Committee.
- b. These Bylaws will be reviewed every three (3) years at a minimum to ensure that they are both current and applicable to the MPO.

Recommended for approval this 25th day of November, 2008

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Citizen's Advisory Committee  
Chairperson

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MPO Policy Committee  
Chairperson