

# Bylaws

## Public Advisory Committee

Dover/Kent County Metropolitan Planning Organization

*Adopted: September 29, 1993*

*Amended: February 12, 1997*

**ARTICLE I Name**

The name of this unincorporated, not-for-profit organization is the Public Advisory Committee of the Dover/Kent County Metropolitan Planning Organization, hereafter referred to as the PAC.

**ARTICLE II Purpose**

In accordance with the Intermodal Surface Transportation Efficiency Act of 1991, the Dover Area Metropolitan Planning Organization, hereafter referred to as the MPO, was created by a document dated November 2, 1992. The MPO serves a population in excess of 50,000 persons in the Dover Area.

The MPO's Council, hereafter referred to as the Council, serves as the coordinating body for regional comprehensive, cooperative and continuing transportation planning in Dover and Kent County. It is responsible for short- and long-range planning, as specified in federal legislation and regulations, which must be in conformity with clean air legislation.

The PAC shall serve as an advisory body to the MPO on issues such as the Capital Improvement Program, Unified Planning Work Program, Transportation Improvement Program, and other issues of interest to the Dover/Kent County MPO Council and the PAC through public participation.

Members of the PAC also may serve on sub-committees, task forces and other sub-units of both the MPO Council and the Technical Advisory Committee, in addition to its own.

The chairman of the PAC shall report to the Council on recommendations and other matters adopted by the PAC.

**ARTICLE III Membership**

There shall be eleven (11) members of the PAC. Each member of the Council shall appoint a PAC member; one additional member shall be appointed by the state and city and four by the county. All must reside in the area governed by the MPO.

Representation should be from business and civic organizations, users of transportation, public interest groups and other interested individuals and one county appointee shall be a working farmer.

PAC members shall serve a two-year term; a member may be reappointed

If a member fails to attend three (3) meetings during the fiscal year, he/she shall be referred to the appointing

agency to determine if he/she will become an active member or will resign. With the approval of the appointing Council member, a PAC member may designate one alternate to attend meetings and vote in his/her place should he/she not be able to attend a meeting.

#### **ARTICLE IV Officers**

The PAC shall elect a chairman to preside at meetings and to represent the PAC at Council meetings. Selection of a vice chairman is optional.

#### **ARTICLE V Quorum**

Five (5) members of the PAC shall constitute a quorum at regular and special meetings. No official action shall be taken in the absence of a quorum.

#### **ARTICLE VI Meetings**

Regular meetings of the PAC, open to the public, must be held at least quarterly. The annual meeting, to elect officers, review accomplishments of the year and plans for the coming year, shall be held in September.

The public shall be given notice of all regular meetings at least seven (7) days in advance, and at least 24 hours in advance for special meetings.

Special meetings, also open to the public, may be called by the chairman, or a petition of five (5) members submitted to the chairman. Reasons for such meetings must be contained in the public notice, along with date, time and place. Only business listed for the meeting may be conducted, unless members vote unanimously to consider other topics.

Executive sessions must conform to Delaware Code 29, Section 1004.

A simple majority of members present and voting is required for a motion or resolution to be adopted.

#### **ARTICLE VII Public Involvement**

PAC members should be activists in involving the public so it is better informed about plans and projects being considered by the MPO and the Delaware Department of Transportation. The PAC shall maintain an active out-reach program to bring information to the public, and seek information from it.

The PAC will encourage the MPO Council to adopt and maintain procedures that will guarantee maximum public involvement and participation in its deliberations and actions.

**ARTICLE VIII Amendments**

Amendments to repeal or alter, in part or in whole, these bylaws shall be presented in writing to the chairman signed by at least five (5) PAC members. Notice of the proposed changes shall be provided to all members at least ten (10) days prior to a regular or special meeting. A two-thirds majority vote of members present shall be required to adopt amendment.

**ARTICLE IX Conduct of Meetings**

Robert's Rules of Order shall be the parliamentary guide for the conduct of meetings.

Adopted \_\_\_\_\_  
(date)

Chairman of Record \_\_\_\_\_