

Section 4. Public Advisory Committee (PAC) Bylaws

The Council shall establish a Public Advisory Committee (PAC) to assist in public outreach and interaction. **PAC members must be residents of Kent County.** The PAC membership will be appointed from different geographic areas throughout the MPO region, **have varying social backgrounds, and** ~~that have~~ an interest in transportation policy and public involvement. PAC members should be recruited from the following groups: civic umbrella groups, business groups, public interest groups, environmental groups, transportation interest groups and agencies that represent diverse populations, such as minorities, the elderly, disabled citizens, and transit-dependent populations. One PAC member appointed by Kent County shall be a working farmer or active in agribusiness in some way.

Each permanent Council member, or their designated appointee, shall appoint the PAC members. ~~The Council municipal representative may also appoint a PAC member.~~

Council appointments are allocated in the following manner:

Governor's Office or the Governor's appointee – 2 members
State of Delaware / Department of Transportation – 1 member
State of Delaware / Delaware Transit Corporation – 1 member
City of Dover – 3 members
Kent County – 6 members
~~Municipal Representative – 1 member~~

MPO Executive Director shall recommend up to four additional members for the PAC.

~~Each Council member, or their appointee may also appoint alternate members to the PAC. A PAC member may recommend an alternate to attend in his/her absence, subject to confirmation by the appointing Council member. Alternate members may represent any PAC member of the same appointing agency. Five members will constitute a quorum.~~

The PAC will assist Council with public outreach with the following tasks:

- Recommend public outreach and involvement strategies. This includes MPO's public participation process.
- Review and critique MPO publications for clarity, effectiveness and user friendliness. These publications will include the **Metropolitan Regional Transportation Plan (MTP) (RTP)**, the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP), as well as website content.
- Serve as a liaison between Council and the public for the distribution of MPO publications and information. This includes relaying public comments to Council and identifying new areas and groups for public outreach.
- Advise Council on the needs for public education regarding MPO and regional

transportation policies.

- Advise Council on the effectiveness of public outreach for Action Items, utilizing an outreach checklist. The checklist includes the following tasks:
 - ◆ What public outreach strategies were utilized
 - ◆ Were these strategies effective
 - ◆ What additional strategies (if any) should have been performed
 - ◆ Was information taken back to organizations
 - ◆ Were any comments received
 - ◆ Was sufficient time allotted for review
 - ◆ Did PAC understand the agenda items and associated materials
 - ◆ Does PAC need more information

The PAC serves an advisory role to the Council and may execute the above tasks by means of a consensus vote. A quorum is necessary for administrative action, such as election of the officers or removal of a PAC member. A quorum is defined as a majority five (5) of the currently appointed members of the PAC ~~or their alternates~~. The meeting agenda will be created by staff, based on the review of action items from the Council agenda. PAC members may add items under Other Business, as time permits. A summary of the meeting will be kept by the MPO staff for public record. The PAC Chairperson will give a report of the PAC meeting to Council at their regular meetings. The PAC Chair may delegate this role to another PAC member or staff, if necessary.

The PAC and the MPO Council may choose to meet annually to discuss coordination and resolve any mutual concerns regarding the role of the PAC and its effectiveness. The PAC is authorized to create an Executive Committee consisting of the Chairperson, the Vice-chairperson, and the immediate past Chairperson to fill this role.

The MPO Council shall direct staff to investigate new groups for PAC membership. The Staff shall inform potential appointees to the PAC of the obligation to attend PAC meetings and support PAC activities. The Executive Director of MPO shall present the potential PAC membership list to the Council each year in September for their approval.

PAC appointees' terms shall be staggered so that approximately one third of the PAC membership terms are completed each fiscal year. A PAC member's term shall not exceed three (3) years, and the Council may reappoint PAC members for ~~one~~ an additional term.

PAC members are required to attend a minimum of 67% or four (4) of the regularly scheduled meetings within a calendar year. If a member does not meet this requirement, staff may ask the PAC Chairperson and/or the appointing Council member to contact that member. If the member cannot fulfill the meeting requirement, he or she may be asked to resign. ~~A PAC member may also be recommended for removal from membership on the PAC for reasons of conduct or performance, on the recommendation of the PAC Chairperson and with the affirmative vote of a quorum of the PAC, and subject to approval by the MPO Council. If a PAC member is removed from the PAC, their position will be filled through the regular process as identified above.~~

~~PAC members may recommend alternates to represent them by submitting a written statement to their appointing Council member. An alternate cannot represent the PAC member for more than four (4, or 67%) of the regularly scheduled PAC meetings within a calendar year. If this occurs, the PAC member will be recommended for removal for non-attendance.~~

The PAC shall elect its own Chairperson and Vice-chairperson annually from among its members. The term of the Chairperson and Vice-chairperson shall be one (1) year.

All meetings of the PAC shall be open to the public. Regular meetings of the PAC shall be held ~~in June of each year and~~ at least every other month thereafter. **Each year during the regularly scheduled June meeting, a PAC training workshop will be held.** Public involvement at PAC meetings shall be encouraged and facilitated by the PAC and staff. PAC meetings shall be set on a regularly scheduled day of the week at a time and location to permit convenient participation by the members and the public.