

**Bylaws of the Pikes Peak Rural Transportation Authority
Citizen Advisory Committee**

February 14, 2005

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Mission for Pikes Peak RTA Citizen Advisory Committee (PPRTA-CAC)

The primary objective for the Pikes Peak Rural Transportation Authority's Citizen Advisory Committee (PPRTA-CAC) is to ensure that the capital, maintenance and public transportation projects and programs approved by voters during the November 2, 2004 election are accomplished with PPRTA funds. This committee reports directly to the PPRTA Board of Directors.

Additionally, the intent of the PPRTA Board in forming the CAC is to ensure that citizens are included as partners with the PPRTA Board to monitor the expenditure of the funds for capital, maintenance and public transportation projects and programs within the four local government areas that comprise the PPRTA.

The PPRTA-CAC will review the preliminary budgets prepared by PPRTA and local government staff to provide recommendations to the PPRTA Board. Further, the PPRTA-CAC will review local government budgets as submitted to the specific PPRTA member governments to ensure that the funding from the PPRTA will not be used to substitute for or reduce the City of Colorado Springs' funding to the existing transit system, or to substitute for or reduce any member government's funding for maintenance activities.

Public Meeting

All meetings of the Committee are open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chair.

Quorum

A quorum shall be nine (9) members.

Robert's Rules

The committee shall use Robert's Rules of Order as its basis for governing the conduct of its meetings.

Regular and Special Meetings

- A. Regular meetings of the Committee shall be held monthly or as needed. Notice of said meetings and all available meeting materials shall be posted at least seven (7) business days prior to the meeting and mailed to each committee member at least four (4) calendar days prior to the meeting.

- B. Special meetings of the Committee may be called at the discretion of the Chair in consultation with the PPRTA staff or by written petition by any three (3) Committee members mailed or delivered personally to the Chair with a copy to the PPRTA staff. Committee members shall be notified by mail, e-mail, in person or by telephone of such special meetings, and said notice shall specify the nature of any and all business to be conducted at such meetings, at least 72 hours prior to the time fixed for the meeting. Posting of such special meeting shall also be at least 72 hours prior to the meeting.

Committee Membership

The PPRTA Board agreed that the following members would comprise the Citizen Advisory Committee:

- Three (3) members from the City of Colorado Springs' Citizen Transportation Advisory Board (CTAB) appointed to three-year staggered terms;

- Three (3) members from the El Paso County Highway Advisory Commission (HAC) appointed to three-year staggered terms;

- Two (2) members appointed by the City of Manitou Springs to three-year staggered terms;

- Two (2) members appointed by the Town of Green Mountain Falls to three-year staggered terms;

- Two (2) members appointed by the Town of Ramah to three-year staggered terms;

- Five (5) members appointed "at-large" by the PPRTA Board to three-year staggered terms, and

- Four (4) alternate members appointed "at-large" by the PPRTA Board to a two-year term. The alternate members may participate in the PPRTA-CAC meeting as a regular member in place of any member absent from the meeting.

At-Large Committee members and At-Large Alternates may, at the PPRTA Board's discretion, serve up to two consecutive terms. All other Committee members do not have term limits.

The Pikes Peak RTA Citizen Advisory Committee (CAC) has 17 regular voting seats. There are four At Large Alternate members appointed to be available to fill any vacant seats of the 17 regular members. In the event there are more At Large Alternate CAC members attending a CAC meeting than there are vacancies in regular voting seats, the CAC Chair shall use a monthly rotation list of At Large Alternate CAC members to determine which alternate member shall be seated in the voting seat(s).

Selection of Committee Members

- Member governments of the PPRTA will appoint their members to the PPRTA-CAC based on their locally approved process and procedures. This PPRTA-CAC member selection process applies for the City of Colorado Springs' Citizen Transportation Advisory Board and the El Paso County Highway Advisory Commission.
- The PPRTA Board will advertise position openings for the five at-large and four alternate at-large member positions.
- Interested residents of the member governments of the PPRTA may submit a *Letter of Interest* addressed to the PPRTA Board Secretary's Office for membership consideration by the PPRTA Board.
- PPRTA member government employees and residents that do not reside in the PPRTA boundaries are not eligible for appointments but may attend the PPRTA Board and CAC meetings.

Terms of Service

Membership terms are for 3 calendar years. However, to establish staggered terms, there are exceptions for 2005:

For 2005, the six positions filled from members of the existing City of Colorado Springs Citizen Transportation Advisory Board and El Paso County Highway Advisory Commission will be for one-, two- and three-year appointments.

For 2005, the representatives from the Town of Green Mountain Falls and the City of Manitou Springs will be for two- and three-year appointments.

For 2005, the five regular at-large positions will be for three: one-year terms, one: twoyear term and one: three-year term appointments.

For 2005, the original two alternate at-large positions will be for two-year term appointments.

At the expiration of a term, an At-Large member may apply to the PPRTA Board for reappointment, except that no At-Large member shall serve more than two consecutive terms. At

the expiration of a term of a member appointed by a specific member entity, that member may apply to his/her respective governing body for reappointment to the PPRTA Citizen Advisory Committee.

Mid-Term Vacancies: Members may resign at any time but are encouraged to do so in writing to the Chair with a copy to the Board Secretary. Vacancies that occur mid-term will be filled by PPRTA Board appointment. The PPRTA Board, at its discretion, may re-advertise or choose a replacement from the most recent *Letters of Interest* received to fill vacant seats. Mid-term appointees complete the remainder of the vacated terms and must reapply if interested in subsequent terms. A member selected to fill an unexpired term of at least one-half of the term shall be considered to be filling a full term of office.

Removal of Members: Upon petition of two-thirds of the members , a member may be recommended to the PPRTA Board for removal and replacement. Member governments of the PPRTA may remove their members to the PPRTA-CAC based on their locally approved process and procedures.

Conflict of Interest

Section 1. Announcing Conflict

Whenever a Committee member has cause to believe that a matter to be voted upon would involve him/her in a conflict of interest, he/she shall announce the conflict of interest and shall request a ruling by the Committee on voting on such matter. If the Committee needs legal advice in making a ruling, the PPRTA staff shall facilitate access to the PPRTA attorney.

Section 2. Abstention From Voting

No Committee member shall vote on any matter which would involve a conflict of interest.

Responsibilities of Pikes Peak RTA Citizen Advisory Committee

The PPRTA-CAC is responsible for:

- Reviewing and making recommendations to the PPRTA Board on substantial changes to project or program budgets, major adjustments in the allocation of resources between projects or programs, or any substantial change in the scope of projects or programs.
- Meeting monthly or as needed to review capital projects status and to monitor the progress of the operational components funded from the Pikes Peak Rural Transportation Authority Sales Tax.
- Reviewing the preliminary budgets prepared by PPRTA and local government staff to provide recommendations to the PPRTA Board.
- Reviewing local government budgets as submitted to the specific PPRTA member governments to ensure that the funding from the PPRTA will not be used to substitute

for or reduce the City of Colorado Springs' funding to the existing transit system, or to substitute for or reduce any member governments' funding for maintenance activities.

- Presenting a formal report to the PPRTA Board in conjunction with the formal annual budget process.
- Reviewing the PPRTA 10-year capital project program to ensure annual allocations are congruent with the program's overall objectives.
- Advising PPRTA Administrative staff and the PPRTA Board when necessary of concerns and recommendations related to the implementation of the PPRTA projects and programs. The committee acts in an advisory capacity only, and does not have authority to direct PPRTA Administrative staff.
- Representing the Committee at project groundbreaking, program start-ups and facility opening ceremonies.

The PPRTA-CAC is responsible for determining:

- Designated Chair and Vice-Chair to facilitate meetings, coordinate formal correspondence, and publicly represent the Committee. The PPRTA Citizen Advisory Committee shall select its Chair, First Vice-Chair and Second Vice-Chair positions for one-year terms at the first meeting of each calendar year. In the absence of the Chair or in the event of his/her inability to act or if the office is vacant, the First Vice-Chair shall perform all duties of the Chair, and when so acting, shall have all the powers and be subject to all restrictions of the Chair. Similarly, in the absence of both the Chair and First Vice-Chair, the Second Vice-Chair shall perform the duties of and have the powers of the Chair.
- Procedural guidelines for conducting quarterly meetings.
- The means by which citizens are given the opportunity to provide input and participate in its meetings.
- Development of criteria for recommending removal of a member. These criteria are absenteeism, such that ~~members missing three (3) consecutive, regularly scheduled meetings or a total of four (4) regular meetings during a twelve month period shall cause the Chair, through the PPRTA staff, to advise the Board for possible termination. when a member has had unexcused absences for a third consecutive time or a fourth time in any twelve month period, the Chair shall cause to be sent, through the PPRTA staff, a letter to such member at his/her address informing such member that another absence shall result in his/her membership being reviewed for possible termination. One additional unexcused absence shall cause the Chair, through the PPRTA staff, to advise the Board for possible termination.~~

~~When a member has been absent for a second consecutive time or the third time in any twelve month period, the Chair shall cause to be sent, through the PPRTA staff, a letter to such member at his/her address informing such member that another absence shall result in his/her membership being reviewed for possible termination.~~

Excused absences, ~~for~~ include such circumstances as personal or family ~~sickness, medical reasons~~ ~~or a~~ death in the family, advanced notice of business related travel or meetings, advanced notice of conflicting committee meetings or other meeting conflicts not in the control of the CAC member, and advance notice of a preplanned family vacation. These circumstances shall not apply against a CAC member's absentee record, as stated above. The CAC member shall notify the CAC Chair in advance of the applicable meeting, if possible, of the need for the excused absence, but ~~may~~ shall also be allowed an excused absence by the Chair after the meeting with adequate notification and explanation. In the absence of such notification mentioned above, the absence shall be unexcused and shall count against the CAC member's attendance record.

PPRTA Administrative Staff is responsible for providing the committee with:

- Quarterly progress reports of PPRTA capital projects, maintenance projects, public transportation services and capital projects as well as other PPRTA funded activities.
- Administrative staff support for the CAC meetings and ensuring public notification is achieved in accordance with the Colorado Rural Transportation Authority Laws.
- Copies of the approved PPRTA budget and status report regarding the approved 10-year PPRTA capital projects program.

E. Amendment of ByLaws

Action may be initiated at any duly constituted meeting of the Committee to alter, amend or repeal these Bylaws and have new Bylaws adopted. An affirmative vote of a majority of the Committee members present in a duly constituted meeting with a quorum is necessary for approval of a positive recommendation to the Board. The Committee's recommendation to amend these Bylaws is then subject to approval by the PPRTA Board of Directors.

The PPRTA Board of Directors may from time to time amend these Bylaws, or change its policies, necessitating revisions in the Bylaws of this Committee. Should such a case occur, the PPRTA Chair shall notify or cause to notify the Chair of the Committee, who shall then notify the full Committee, of such changes.