

BY-LAWS  
of the  
AMATS COMMUNITY ADVISORY  
COMMITTEE

**I. Preamble**

The following sets forth the by-laws that guide the proper functioning of the AMATS Community Advisory Committee (committee) which is established by the AMATS Policy Committee. The committee shall:

- a) Provide community comments and views on the metropolitan planning process, and to serve in an advisory capacity to the AMATS Policy and Technical Advisory Committees on matters related to transportation planning;
- b) Assist, advise, and submit recommendations to the AMATS Policy Committee through the AMATS Technical Advisory Committee with regard to the AMATS UPWP, Metropolitan Transportation Plan, AMATS Public Involvement Plan, and Transportation Improvement Program;
- c) Provide and facilitate public information sharing;
- d) Assist with the development of project evaluation criteria;
- e) Participate in project evaluation and programming;
- f) Review and comment on specific projects or corridor studies
- g) Other activities as determined by the committee, or as designated by the Policy Committee or the Technical Advisory Committee.

**II. The Committee**

**2.1 Membership**

2.1.1 The committee shall consist of eleven members, appointed by the AMATS Policy Committee. The Policy Committee shall seek some diversity with regard to ethnicity, profession, and geographic location (within the Municipality), and shall consider representation from academia, youth groups, and/or senior groups. The Policy Committee may approve an alternate for a committee member.

2.1.2 The members should reflect a broad cross-section of local residents with an interest in developing an efficient, safe and cost-effective transportation system, and should include representation of communities within the AMATS area, person with disabilities, women, minorities and persons of low income:

- 2.1.3 The members shall, unless otherwise designated by the Policy committee, represent the following areas of expertise or affiliation:
- a) One member from each Assembly District (6 seats)
  - b) Federation of Community Councils member
  - c) Anchorage Chamber of Commerce member
  - d) Chugiak Eagle River Chamber of Commerce member
  - e) Planning and Zoning Commission member
  - f) Joint Base Elmendorf Richardson (JBER) Member
- 2.1.4 The committee may, from time to time, seek representation from local organizations as non-voting liaisons.
- 2.1.5 The facilitator of the meetings will be the AMATS Public Involvement Coordinator.
- 2.1.6 The Municipality of Anchorage, Transportation Planning Division shall provide primary staff support to the committee. As necessary, staff support may also be provided by other sections/divisions/departments of the Municipality and State Department of Transportation and Public Facilities

## **2.2 Membership Terms**

- 2.2.1 Each membership term shall be for a period of three years, or for the unexpired portion of the predecessor's term. The terms of initial appointments to the committee shall be staggered so that as nearly as possible a pro rata number of members shall be appointed for each year during the regular term of office established for the members of the committee. The regular term of a member of the committee shall, unless otherwise specified, commence on February 15<sup>th</sup> the year of appointment and shall expire on February 14<sup>th</sup> of the year his/her term expires.
- 2.2.2 No member may serve more than three consecutive terms, unless approved by the AMATS Policy Committee.
- 2.2.3 A member may resign from the committee at any time by submitting a resignation in writing to the AMATS Policy Committee.
- 2.2.4 Any member of the CAC may be removed from the committee, either

with or without cause, by a majority vote of the AMATS Policy Committee. An appointed successor, approved by the AMATS Policy Committee, will replace any removed member.

### **2.3 Meetings**

- 2.3.1 At a minimum, the committee shall hold regular quarterly meetings.
- 2.3.2 An annual meeting shall be held during the first quarter meeting of each year.
- 2.3.3 Special meetings of the committee may be called by the chair.
- 2.3.4 Anchorage Metropolitan Area Transportation Solutions (AMATS) shall provide primary staff support to the committee.
- 2.3.5 All meetings shall be open to the public. For each agenda item, members of the public will be given an opportunity to comment, within allotted time constraints. At the discretion of the chair, members of the public may be recognized and given the opportunity to speak at committee meetings about non-agenda items, within allotted time constraints.
- 2.3.6 Committee meetings shall be advertised on the AMATS website at least one week prior to the scheduled meeting date. Agenda materials for the meetings shall be posted on the website no later than one week prior to the meeting. Supplemental materials shall be provided as soon as practicable.

### **2.4 Quorum and Attendance**

- 2.4.1 A majority of the authorized members of the committee shall be a quorum for the transaction of business (six or more members). In the absence of a quorum for the transaction of business, any number less than a quorum may recess a meeting to a later time or date.
- 2.4.2 The chair, or the designated staff support, shall keep attendance records at all meetings.
- 2.4.3 A member intending to be absent from a regular meeting shall request of the chair to be excused prior to the meeting to be missed.
- 2.4.4 If any committee member fails to attend three consecutive regularly

scheduled meetings, the chair, if directed by the committee, will recommend that member's termination to the AMATS Policy Committee.

2.4.5 A member of the committee, having a duly appointed alternate in attendance, shall not be subject to removal for failing to meet the attendance requirements of this section.

2.4.6 Telephonic Meetings: All meetings of the CAC, may meet by means of telephonic conference call, or other forms of virtual communication.

## **2.5 Voting**

2.5.1 Each member present at a meeting, including the chair, shall be entitled to one vote on each matter voted upon at the meeting.

2.5.2 Action shall be moved by a majority vote of the members present; action shall die in the event of a tie.

## **2.4 Conflict of Interest**

2.6.1 No committee member may vote on any question upon which he/she has a direct or substantial indirect financial interest and, in the discussion of the matter, shall not enjoy the privileges of membership except upon consent of the committee.

2.6.2 A committee member will identify his/her conflict of interest prior to commencement of debate on any given subject. Any member may, at any time prior to voting, challenge another member as having a conflict of interest. Such challenge, if disputed, shall be put to the committee and shall be sustained by a majority vote.

## **III. Officers**

### **3.1 Chair and Vice-Chair**

3.1.1 The chair shall be responsible for the duties of the office and will preside at meetings of the committee. Only the chair, or his/her designee, may speak for or represent the committee.

3.1.2 The vice-chair will assume the duties of the chair in the absence of the chair.

- 3.1.3 In the absence of both the chair and the vice-chair, a temporary chair shall be elected by a majority of those present at the meeting, to serve as chair of that meeting only.

### **3.2 Elections**

- 3.2.1 Election of the chair and vice-chair will take place at the annual meeting in the first quarter of the year.
- 3.2.2 The chair and vice-chair shall be elected by a majority of the votes cast and shall continue in office until the next annual meeting, or until his/her successor shall have been elected.
- 3.2.3 If no nominee receives a majority of the votes cast on the first ballot, a second ballot shall be taken between the two nominees who received the most votes for that post.

### **IV. Amendments to the by-laws**

- 4.1 The by-laws may be amended by a two-thirds vote of those present, provided a quorum is present and all committee members have been previously notified of the intent to amend the by-laws. By-law amendments are subject to ratification by the AMATS Policy Committee.

### **V. Parliamentary Procedure**

- 5.1 In all matters of procedure not covered by law or by-laws of the committee, Robert's Rules of Order, as revised, shall be applicable and shall govern.