

**BYLAWS FOR THE
EASTGATE REGIONAL COUNCIL OF GOVERNMENTS
CITIZENS ADVISORY BOARD**

Presented to CAB January 4th, 2018

ARTICLE I – NAME AND AUTHORITY

A. Name

1. The name of this committee shall be known as the Citizen Advisory Board (CAB), hereinafter referred to as “committee”.

B. Authority

1. The committee is an ad hoc committee of the General Policy Board (GPB), which governs the Eastgate Regional Council of Governments (Eastgate). Information regarding ad hoc committees is outlined in ARTICLE V of Eastgate’s bylaws. The committee shall have authority necessary to carry out its purpose and objectives as delineated in ARTICLE II of these bylaws.

ARTICLE II – PURPOSE AND OBJECTIVES

A. Purpose

1. The purpose of this committee is to consider methods and techniques of maximizing and insuring citizen representation and participation in the planning, deliberations, and activities of Eastgate.

B. Objectives

1. The committee shall be charged with the following objectives, which include, but are not limited to, the following:
 - i. To support the ongoing comprehensive environmental, economic, and transportation planning process in the region.
 - ii. To broadly represent stakeholders across the region.
 - iii. To convene and communicate shared goals and objectives among stakeholders for the region.

ARTICLE III – MEMBERSHIP, TERMS, AND GOVERNANCE

A. Membership

1. The committee shall be composed of members that reside and/or are employed in any political subdivision that is an active member of Eastgate.
2. Potential candidates interested in membership shall fill out a nomination form that will be presented by the Chair to the committee.

B. Terms

1. Terms shall be one (1) year and aligned with the calendar year.
 - i. Membership shall be reviewed on an annual basis by the Committee Chair and Eastgate Staff.
 - ii. One (1) representative and one (1) alternate from each member county shall be nominated and voted upon at the beginning of the calendar year to represent the committee to the General Policy Board.
 - iii. Committee members in good standing may renew membership. Good standing is attendance to three (3) meetings in a calendar year.
 - iv. Committee members not in good standing shall be asked to provide a notice resolving commitment to or resignation from the committee.
 - v. Committee members may serve an unlimited number of consecutive terms.

C. Governance

1. The committee shall elect at the beginning of the calendar year a Chair and Vice-Chair with terms of one (1) year from the committee membership.
 - i. The responsibilities of the Chairs are outlined in Appendix A.
 - ii. The Chairs shall be nominated and voted upon by the committee. Chairs may seek reappointment.

ARTICLE IV – MEETINGS

A. Meetings

1. The committee shall meet on the first Thursday of the following months: January, February, March, April, May, June, July, September, October, November, and December. Special meetings may be held at other times if deemed necessary. A representative from Eastgate will announce meetings at least one (1) month in advance and distribute an agenda at least one (1) week in advance.
 - i. A representative from Eastgate will be present at committee meetings. Eastgate will prepare and maintain a permanent written record of all committee proceedings and shall transmit a copy of minutes to all committee members.
 - ii. The agenda for each committee meeting shall be prepared by a representative from Eastgate, along with the Chair and Vice Chair. All items desired by members or necessary for inclusion on the agenda shall be submitted not less than seven (7) days prior to the meeting.
 - iii. Voting on any items for passage will require an affirmative two-thirds (2/3) majority of members present once a quorum is attained. A quorum is five (5) members.
 - iv. Members may vote by email. Members voting by email shall email votes for each actionable item to a representative from Eastgate. A majority of votes shall equal half of membership plus one if it is an electronic vote.

ARTICLE V – AMENDMENTS

A. Amendments

1. Committee bylaws may be amended by an affirmative two-thirds (2/3) majority of members once a quorum is attained. Amendments to the committee bylaws shall be ratified by the General Policy Board.

APPENDIX A – CHAIR AND VICE CHAIR DESCRIPTIONS

The Chair has a strategic role to play in representing the vision and purpose of the committee. The Chair ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed, and that effective decisions are made and carried out. In the Chair's absence, the Vice Chair resumes the Chair's responsibilities.

Ensure the Committee functions properly

- To plan and run meetings in accordance to the governing bylaws.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the committee.
- To review governance performance.
- To plan for recruitment and renewal of members of the committee.

Ensure the organization is managed effectively

- To communicate with Eastgate staff.
- To coordinate with the committee to ensure responsibilities are met.
- To provide review to Eastgate staff in the overall Work Program.

Represent the Committee

- To communicate effectively the vision and purpose of the committee.
- To advocate for and represent the committee at external meetings, including the General Policy Board.
- To be aware of current issues that might affect the committee.

Time Commitment: The role of the Chair requires routine contact with Eastgate staff, attending quarterly General Policy Board meetings, and Committee meetings.

By-laws established and approved in 1973.

By laws amended and approved on November 2, 1978

By-laws amended and approved on February 1, 1996.

By-laws amended and approved on May 6, 2010.

By-laws amended and approved on January 9, 2014.