



## **COMPLETE STREET ADVISORY COMMITTEE BYLAWS**

### **Article I – Name**

The name of the organization shall be Complete Street Advisory Committee, hereafter referred to as the Committee or “CSAC”.

### **Article II – Purpose**

The purpose of the Committee is to act as an advisory body to the City of Kalamazoo staff; to provide committee volunteers with a forum to elevate complete street concerns, discuss and make recommendations on current policies and programs, and to develop educational materials and/or events to further the City’s Complete Street goals and in accordance with the City’s Complete Street Policy and to aid city staff in implementing the Complete Streets Design Manual.

### **Article III – Representation**

**Section 3.0 Definition:** The Committee shall consist of volunteer members not to exceed a total of Twelve members with an attempt to find representatives of neighborhoods, advocacy groups or those with technical expertise. When this minimum cannot be reached vacancies will be filled as they are accepted.

**Section 3.1 Quorum:** Seven members constitute a quorum for deciding regular business, and four members constitute a majority of a quorum. For votes on vacancy, resignation of committee members, or bylaws amendments a two-thirds majority vote (8) is required (See Article V, Section 5.2).

### **Article IV – Eligibility**

**Section 4.0 Residency:** Anyone who lives, works, or plays in Kalamazoo is eligible to join this committee.

**Section 4.1 Protected Class:** No person shall be excluded on the basis of race, sex, color, national origin, religion, age, disability, veteran status, sexual orientation, gender identity, or gender expression.

**Section 4.2 Conflicts and Abstention:** If a current committee member is employed by a company that contracts with the City, that member must abstain from commenting on projects that may be bid to that company.

## **Article V – Selection Process**

Section 5.0: Applications will be made available during November with selections occurring in December, when applicable. Members of the Committee will be selected from applicants who complete an application available on the Imagine Kalamazoo website.

Section 5.1 Term: A full term is three-years and is from December 1<sup>st</sup> to December 1<sup>st</sup> of the third term year. At the end of the third year, board members can apply for a one-year extension which would then be voted on as described in section 5.3. All applicants will be accepted as Committee members in the order their application is received until a total of twelve voting members is reached. Members will be limited to one full, three-year term plus a one-year extension. Following the end of a one-year extension, exiting members would not be able to serve as a member of CSAC for three years.

Section 5.2 Vacancy: In the event a committee member resigns before the completion of their term, has too many unexcused absences as provided in Section 10.0, or if reliable information is presented and confirmed by the City Liaison or Chair, the committee member may be removed from the committee upon motion and vote in favor of removal by two-thirds of voting members. If a committee member is removed in this manner, then the committee shall select an alternate member of the committee to replace the committee member removed by a majority vote of the committee members. A committee member selected in this manner will have all the powers, duties, and responsibilities of any other committee member.

Section 5.3 Term Extension: Committee members may conduct a roll call vote to extend a current member at the end of their full, three year term for an additional year of service. An extension application is required with reasons for why the committee member wishes to serve another year.

## **Article VI – Officers**

Section 6.0 Overview: Officers will consist of a Chair, Vice Chair, and Secretary. The Chair, Vice Chair, and Secretary will be selected on an annual basis during the first meeting.

Section 6.1 Selection: Committee members may volunteer or be nominated to serve as the Chair, Vice Chair, and Secretary. If there is more than one candidate for the positions the Committee will vote by ballot. If there is only one candidate for Chair, Vice Chair, and Secretary the Committee may vote upon a motion to accept the candidate.

Section 6.2 City Liaison: City Liaison is the City staff person assigned to guide the committee and to bring committee concerns to other city staff.

## **Article VII – Officer Responsibility**

### **Chair**

1. Leads the team through the meetings, keeping everyone on task and following the agenda
2. Assigns team members to investigate issues presented during the roundtable discussion
3. Assists team members in their investigations
4. Distributes committee comments or concerns to the City Liaison to disseminate to other City staff/departments
5. Represents, or assigns Committee representation, on any external committees

### **Vice Chair**

1. Assumes the responsibilities of Chair, if the Chair is absent or a conflict-of-interest results in the abstention of the Chair.
2. Assists the Chair in essential duties, as needed.
3. Supports the distribution of communication materials such as social media collateral, posters, etc.

### **Secretary**

1. Roll Call
2. Records the minutes of all Committee meetings
3. Maintains and distributes minutes to all Committee members
4. Coordinates with Communications staff and City Liaison to keep Imagine Kalamazoo page up to date

## **Article VIII – Meetings**

**Section 8.0 Meeting Goal:** The advisory committee will provide city staff with up-to-date recommendations on national best practices, lead outreach and educational efforts on complete streets policies in the community and provide guidance on project prioritization for equitable access across the city with the Complete Street Design Manual as a guiding document. Recommendations are presented to Community Planning and Economic Development and Public Services staff.

**Section 8.1 Meeting Schedule:** The Committee shall meet at least quarterly. Including any meeting held pursuant to Section 8.3, or at such times when there is business of the committee to conduct or when the City liaison and the Chair determine appropriate for the committee to fulfill its purpose. Meetings will be held when city staff or the city liaison have business items that pertain to fulfilling the purpose of the committee (See Article II) or to meet for a special meeting held pursuant to section 8.3.

**Section 8.2 Meeting Procedures (Order of Conduct):** The order of Business at meetings will generally adhere to but will not be limited to the following:

- a) Call to Order
- b) Communications and Announcements
- c) Approve of the Minutes of the Previous Meetings
- d) Old Business

- e) New Business
- f) Adjournment

Section 8.3 Special Meetings: 1. City staff Review of Capital Improvement Projects with CSAC will be held at least once per year, preferably in January or February. 2. A follow-up, informational meeting will be held at least once per year, preferably in March. This second meeting will function as an annual meeting where the public is open to attend.

Section 8.4 Quorum: Seven members of the committee will constitute a quorum for conduct of the business of the committee. When voting on a vacancy or to amend the Bylaws a two-thirds majority vote will be required (See Article V, Section 5.2 for vacancies and Article IX for Amendments to Bylaws)

## **Article IX – Amendments**

Proposed amendments to these Bylaws may be introduced at any meeting. Proposed amendments must be approved by a two-thirds majority vote before final changes to the Bylaws can be made. If two-thirds of voting members are not available to vote, the vote on proposed amendment(s) shall be postponed until the following meeting.

## **Article X – Attendance**

Section 10.0 Unexcused Absences: Each member should have no more than two (2) unexcused absences during each year or six (6) within a full three-year term. A member who exceeds this limit will be excused from the Committee and the remainder of their term will be filled as provided in Article V, Section 5.2.

Section 10.1 Excused Absences: Members unable to attend a regularly scheduled Committee meetings must notify the City Liaison in writing (via email, text, or mailed letter) that they will not be in attendance and the reason for inability to attend. A vote to excuse the absence is then added to the agenda of the meeting for a roll call vote.