

Coastal Region Metropolitan Planning Organization (CORE MPO)

BYLAWS

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ARTICLE I

CORE MPO Organization

Name of the Organization

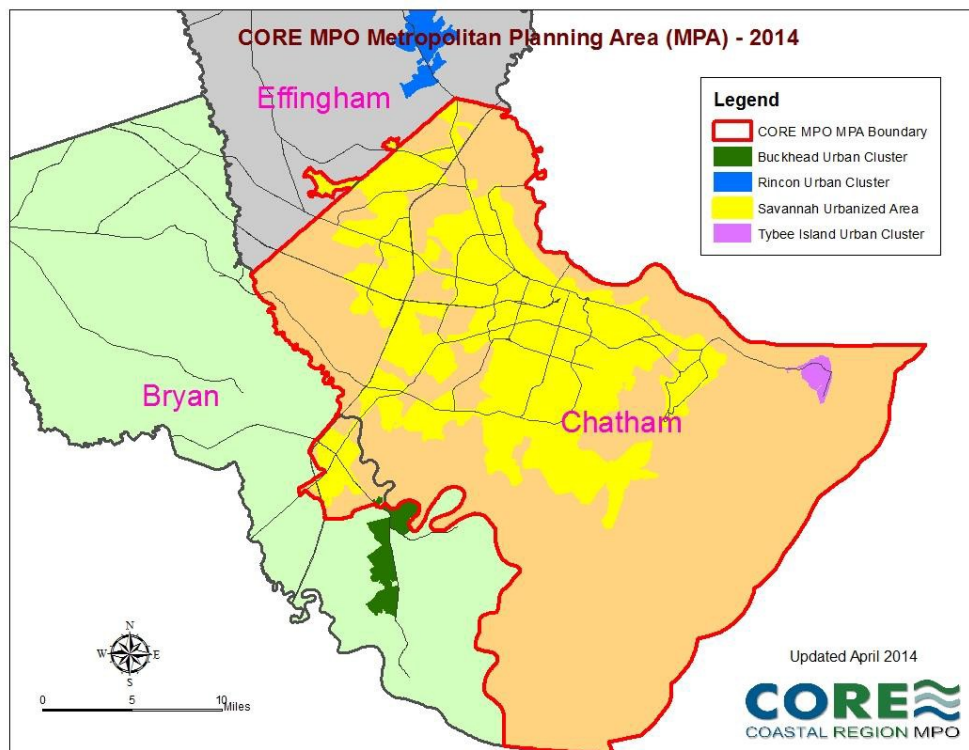
The name of the organization shall be the Coastal Region Metropolitan Planning Organization, hereinafter referred to as the CORE MPO.

Establishment

Formerly known as the Chatham Urban Transportation Study (CUTS), CORE MPO was formally initiated in compliance with the Federal Aid Highway Act of 1962, as amended, which requires a comprehensive, cooperative, and continuing transportation planning process in urban areas of more than 50,000 population before federal-aid highway projects can be programmed. CORE MPO was formally designated the MPO for the Savannah area in 1963 and designated in 2002 a Transportation Management Area (TMA) – an MPO with a population of more than 200,000.

Metropolitan Planning Area Boundary

The CORE MPO's Metropolitan Planning Area (MPA) boundary, as shown below, encompasses all of Chatham County and its municipalities, the City of Richmond Hill and part of unincorporated Bryan County within the 2010 Savannah Urbanized Area, as well as Effingham County within the 2010 Savannah Urbanized Area.



General Responsibilities

CORE MPO is established to assume the following general responsibilities within the MPA.

- To maintain a comprehensive, cooperative and continuing multi-agency regional transportation planning process.
 - CORE MPO is comprehensive in that it involves detailed examination of all available surface travel modes in the MPA;
 - CORE MPO is cooperative in that it involves representatives of local governments, agencies, and the general public; and
 - CORE MPO is continuing in that it annually adopts an on-going planning program and budget to address changing transportation issues and problems.
- To promote public participation in the transportation decision-making process through public outreach pursuant to federal and state guidelines.
- To exercise leadership and initiative in planning and assisting in the development of an efficient, cost-effective, and integrated transportation system in the MPA.

Organizational Structure

The organization of CORE MPO shall consist of the CORE MPO Board and four (4) advisory committees: (1) the Technical Coordinating Committee (TCC), (2) the Economic Development and Freight Advisory Committee (EDFAC), (3) the Citizens Advisory Committee (CAC), and (4) The Advisory Committee on Accessible Transportation (ACAT). Additional committees, subcommittees and ad hoc committees shall be formed as deemed necessary. The Chatham County-Savannah Metropolitan Planning Commission (MPC) will provide staff support to the CORE MPO.

CORE MPO Organization

**State
Government**

Georgia
Department of
Transportation
(GDOT)

-----> **CORE MPO Board** <-----

**Federal
Government**

Federal Highway
Administration
(FHWA)

Federal Transit
Administration
(FTA)

MPC/CORE MPO Staff

Technical
Coordinating
Committee
(TCC)

Economic
Development &
Freight Advisory
Committee
(EDFAC)

Citizens
Advisory
Committee
(CAC)

Advisory Committee
on Accessible
Transportation
(ACAT)



ARTICLE II

CORE MPO Board

Membership

1. The membership of the CORE MPO Board shall consist of elected officials of the local government entities or their designees, GDOT representative, as well as modal representatives from the **T**ransit, **P**ort and **A**irport. Each member carries a single vote. Each municipality will have one voting member as a basis for the first 25,000 population. Additional voting seats will be assigned to the municipality with a full increment of one seat per additional 25,000 people, not to exceed three seats. The voting membership shall be determined by organizational position, with the following positions being members.

Voting Members

- Chairman, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Commissioner or designee, Chatham County Commission
- Mayor, City of Savannah
- Councilman or designee, City of Savannah
- Councilman or designee, City of Savannah
- Mayor or designee, City of Bloomingdale
- Mayor or designee, City of Garden City
- Mayor or designee, City of Port Wentworth
- Mayor or designee, City of Pooler
- Mayor or designee, City of Tybee Island
- Mayor or designee, Town of Thunderbolt
- Mayor or designee, Town of Vernonburg
- Chairman or designee, Effingham County Commission
- Mayor or designee, City of Richmond Hill
- Commissioner or designee, Georgia Department of Transportation
- Executive Director, Chatham Area Transit Authority
- Chairman or designee, Chatham Area Transit Authority
- Executive Director or designee, Savannah Airport Commission
- Chairman, Chatham County-Savannah Metropolitan Planning Commission
- Chairman, CORE MPO Economic Development and Freight Advisory Committee
- Chairman, CORE MPO Citizens Advisory Committee
- Chairman, CORE MPO Advisory Committee on Accessible Transportation
- Executive Director or designee, Georgia Ports Authority

Non-Voting Advisory Members

- Division Administrator or designee, Federal Highway Administration

- Regional Administrator, Federal Transit Administration
 - Garrison Commander, Hunter Army Airfield
 - Director, Hinesville Area Metropolitan Planning Organization (HAMPO)
 - Director, Low-country Area Transportation Study (LATS – Hilton Head Area MPO)
2. No member of the CORE MPO Board shall receive compensation or reimbursement for expenses incurred as a result of service on behalf of this board.

Duties and Responsibilities

1. The CORE MPO Board shall serve as the forum for cooperative decision - making with regard to transportation - related issues in the CORE MPO's Metropolitan Planning Area (MPA).
2. The CORE MPO Board has the primary responsibility for the formulation of transportation - related policies in support of the overall goals and objectives for the CORE MPO MPA.
3. The duties of the CORE MPO Board shall include, but not be limited to, the following:
 - a. Review and approve appropriate CORE MPO plans, programs and studies;
 - b. Ensure that the transportation plans and programs are current and responsive to applicable laws, rules, and regulations;
 - c. Designate and prioritize transportation improvement projects recommended in the planning process; and
 - d. Provide the liaison between the planning process and the appropriate governmental units as well as the general public.
4. Each CORE MPO Board voting member from the local government will nominate a member to the Citizens Advisory Committee.

Officers and Organization

1. The officers of the CORE MPO Board will consist of the Chairman, Vice Chairman, and Secretary.
2. The Chairman of the Board shall be the Chairman of the Chatham County Commission.
3. The Vice Chairman of the Board shall be the Mayor of the City of Savannah.
4. The Executive Director of the Chatham County-Savannah Metropolitan Planning Commission or his/her designated representative shall act as Secretary of the CORE MPO Board.
5. In the absence of the Chairman, the Vice Chairman shall temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the CORE MPO Board.
6. In the absence of both the Chairman and the Vice Chairman, the members present for the

meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the CORE MPO Board.

7. The Chairman may at any time establish sub-committees. Such sub-committees shall function in a manner similar to the full CORE MPO Board and in accordance with these Bylaws.

Duties of the Officers

1. The Chairman shall preside at all meetings of the CORE MPO Board.
2. The Chairman shall authenticate, by signature, all resolutions, other official actions and documents resulting from decisions made by the CORE MPO Board.
3. The Chairman, or a designated representative, shall represent the CORE MPO Board at hearings, conferences and other events as required during the conduct of the official business of the CORE MPO.
4. The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the CORE MPO Board and authenticate that they are a true and accurate record of the proceedings and policy decisions.

Meetings

1. The CORE MPO Board shall meet at least six (6) times per year. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the CORE MPO Board.
2. Special meetings may be called by the Chairman or by petition to the Chairman by any six (6) members of the CORE MPO Board. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting; and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No business may be conducted by the CORE MPO Board unless a quorum of the membership is present. Nine (9) members ($1/3$ of all members + 1) shall constitute a quorum.
4. The Chairman shall cause a notice to be sent to all members of the CORE MPO Board and the general public at least ten (10) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
5. Any regularly-scheduled meeting may be cancelled either by the Chairman with at least ten (10) calendar days of advanced notice or by a majority vote of the members taken during a

regularly-scheduled meeting.

6. The meetings of the CORE MPO Board shall be conducted in accordance with the Roberts Rules of Order unless otherwise stated in the Bylaws.
7. The agenda for the CORE MPO Board meetings shall be established by the Secretary in consultation with the Chairman.
8. By request of a CORE MPO member, the Secretary shall place an item on the agenda with receipt of the request at least twenty-one (21) calendar days prior to the scheduled meeting if the requested item requires amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.) in order to meet the public participation process. If no amendment to the major planning documents is required, the request must be received at least seven (7) days prior to the scheduled meeting.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion. If a member recuses himself/herself, the remaining majority vote will constitute the action.
10. The meetings of the CORE MPO Board shall follow all requirements as defined by the Georgia Open Meetings Law. The meetings shall be open to the general public and members of the public are given an opportunity during the meetings to submit brief comment. The meetings will also be recorded by the Government Channels for airing.

ARTICLE III

CORE MPO Advisory Committees

Section One: Technical Coordinating Committee (TCC)

Membership

The Technical Coordinating Committee (TCC) shall be composed of key staff members of participating governmental jurisdictions and modal transportation representatives.

Voting Members

Director of Traffic Engineering or designee, City of Savannah
County Engineer or designee, Chatham County
Transit Planner, Chatham Area Transit
Engineering Staff, Georgia Ports Authority
Director of Engineering or designee, Savannah Airport Commission
Executive Director, Metropolitan Planning Commission
Director of Transportation Planning, Metropolitan Planning Commission
Staff Representative, City of Bloomingdale
Staff Representative, City of Garden City
Staff Representative, City Pooler
Staff Representative, City of Port Wentworth
Staff Representative, Town of Thunderbolt
Staff Representative, City of Tybee Island
Staff Representative, Town of Vernonburg
Staff Representative, City of Richmond Hill
Staff Representative, Effingham County
District Engineer or designee, Georgia Department of Transportation
Transportation Planner, Georgia Department of Transportation
Representative, Bicycle Advocacy Group
Transportation Staff, Coastal Regional Commission

Non-voting Advisory Members

Parking and Mobility Services Administrator, City of Savannah
Transit Planner, Office of Intermodal Programs, Georgia Department of Transportation
Transportation Planner, Federal Highway Administration
Transportation Planner, Federal Transit Administration
US Army District Engineer, Corps of Engineers

Duties and Responsibilities

1. The TCC shall assist in preparing the Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP),

the Congestion Management Process (CMP), and the other MPO plans and programs required by the federal rules and regulations. The committee shall make recommendations to the CORE MPO Board on these plans and programs.

2. The TCC shall review studies related to transportation within the CORE MPO MPA, and make recommendations to the CORE MPO Board.
3. The TCC shall review inventories of current data used as input to the CORE MPO's transportation planning process.
4. The TCC shall review the status of activities necessary to keep the CORE MPO current and report to the CORE MPO Board regarding such reviews.
5. The TCC shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.

Officers and Organization

1. The officers of the TCC will consist of the Chairman, Vice Chairman and Coordinating Staff.
2. An election will be held at the last TCC meeting each calendar year for the purpose of determination of the Chairman and Vice Chairman for the next year.
3. The Chairman and Vice Chairman of the TCC shall be elected by the voting members by a simple majority vote.
4. The term of office for the Chairman and Vice Chairman shall be one year.
5. Should the seat of the Chairman become vacant in mid-term, the Vice Chairman shall become Chairman, and a new Vice Chairman shall be elected. Should the Vice Chairman be unable to serve as Chairman, election shall be held for both Chairman and Vice Chairman.
6. In the absence of the Chairman, the Vice Chairman shall temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the TCC.
7. In the absence of both the Chairman and the Vice Chairman, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the TCC.
8. The Chairman may at any time establish sub-committees subject to the TCC approval. Such sub-committees shall function in a manner similar to the TCC in accordance with these Bylaws.
9. The Chatham County-Savannah Metropolitan Planning Commission (MPC) staff shall be the Coordinating Staff for the TCC.

Duties of the Officers

1. The Chairman shall preside at all of the TCC meetings.
2. The Chairman shall authenticate minutes of meetings of the TCC and its recommendations to the CORE MPO Board.
3. The Chairman shall represent the TCC at hearings, conferences, and other events or designate another member of the TCC to serve in his/her place.
4. The Coordinating Staff shall prepare the meeting agenda and distribute it to the TCC no later than one (1) week prior to any scheduled meeting.
5. TCC members desiring an item to be included on a meeting agenda shall notify the Coordinating Staff at least seven (7) days prior to the meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).

Meetings

1. The TCC shall meet one week before the CORE MPO Board meeting. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the TCC.
2. Special meetings may be called by the Chairman or by petition to the Chairman by any six (6) members of the TCC. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting, and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No business may be conducted by the TCC unless a quorum of the membership is present. A minimum of seven (7) members shall constitute a quorum.
4. Any regularly-scheduled meeting may be cancelled either by the Chairman or by a majority vote of the members taken during a regularly-scheduled meeting.
5. The members of the TCC must be given notice at least seven (7) calendar days in advance of the regularly-scheduled meeting date when meetings are cancelled.
6. The meetings of the TCC shall follow all requirements as defined by the Georgia Open Meetings Law. Meetings will be held in accessible locations and meeting materials will be made available on the CORE MPO website and in alternative formats upon request.

7. The meetings of the TCC shall be conducted in accordance with Roberts Rules of Order or otherwise specified in these Bylaws.
8. The MPC Staff shall arrange for minutes of all meetings to be recorded.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion. To avoid a conflict of interest and/or multiple votes being cast by a designee, no designee may cast a vote for more than one municipality.
10. The TCC meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

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Section Two: Economic Development and Freight Advisory Committee (EDFAC)

Membership

The Economic Development and Freight Advisory Committee (EDFAC) shall be composed of key staff members of freight stakeholders and economic development agencies of the Savannah region.

County Manager, Chatham County
County Manager, Effingham County
City Manager, City of Savannah
Garrison Commander, Fort Steward/Hunter Army Airfield
President and CEO, Savannah Economic Development Authority
President and CEO, Savannah Area Chamber of Commerce
Director, Bryan County Economic Development Agency
Director, Effingham County Industrial Development Authority
Representative, Manufacturing and Logistics Industry
Representative, Georgia Ports Authority
Representative, Savannah Airport Commission
Representative, CSX Transportation/Railroad Industry
Representative, Norfolk Southern/Railroad Industry
Representative, Trucking Industry
Representative, GDOT Freight Planner
Representative, Environmental Group
Representative, Emergency Management Agency
Representative, Law Enforcement
Representative, School Board

Duties and Responsibilities

1. The EDFAC shall inform and advise the CORE MPO Board on economic development and freight improvement decisions in terms of policy, planning, and projects.
2. The EDFAC shall provide liaison between the CORE MPO's transportation planning process with the local, regional and state freight communities.
3. The EDFAC shall serve as a forum for discussion, an opportunity for joint action, and a source of knowledge and advice for CORE MPO's transportation decisions affecting freight mobility.
4. The EDFAC shall promote the cross-sharing of information between private and public sectors on multi-modal freight issues.
5. The EDFAC shall advocate the importance of freight mobility to the economic well being of the Savannah region.

6. The EDFAC shall champion a sound multi-modal freight and goods delivery network in the Savannah region.

Officers and Organization

1. The officers of the EDFAC will comprise of Chairman, Vice Chairman and Coordinating Staff.
2. The Chairman and Vice Chairman will be elected by the EDFAC members by a simple majority vote and serve on one-year terms.
3. Should the seat of the Chairman become vacant in mid-term, the Vice Chairman shall become Chairman, and a new Vice Chairman shall be elected. Should the Vice Chairman be unable to serve as Chairman, election shall be held for both Chairman and Vice Chairman.
4. In the absence of the Chairman, the Vice Chairman shall temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the EDFAC.
5. In the absence of both the Chairman and the Vice Chairman, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairman for the purpose of conducting the official business of the EDFAC.
6. The Chatham County-Savannah Metropolitan Planning Commission (MPC) staff shall be the Coordinating Staff for the EDFAC.

Duties of the Officers

1. The Chairman shall preside at all of the EDFAC meetings.
2. The Chairman shall represent the EDFAC to provide advice to the CORE MPO Board.
3. The Coordinating Staff shall prepare the meeting agenda and distribute it to the EDFAC no later than one (1) week prior to any scheduled meeting.
4. EDFAC members desiring an item to be included on a meeting agenda shall notify the Coordinating Staff at least seven (7) days prior to the meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).

Meetings

1. The EDFAC will meet at least twice a year – one during the TIP development cycle and the other before the legislative session. Meeting times and locations shall be determined by the Chairman in consultation with the Coordinating Staff.

2. Special meetings may be called by the Chairman or by petition to the Chairman by any six (6) EDFAC members when major economic development and freight improvements are being studied, planned, or programmed. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting, and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No action items may be conducted by the EDFAC unless a quorum of the membership is present. Thirty-five percent (35%) of all members shall constitute a quorum.
4. Any scheduled meeting may be cancelled either by the Chairman or by a majority vote of the members taken during a scheduled meeting.
5. The members of the EDFAC must be given notice at least seven (7) calendar days in advance of any meeting that is cancelled.
7. The meetings of the EDFAC shall be conducted in accordance with Roberts Rules of Order.
8. The Coordinating Staff shall arrange for minutes of all EDFAC meetings to be recorded.
9. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.
10. The meetings of the EDFAC shall follow the requirements as defined by the Georgia Open Meetings Law. Meetings will be held in accessible locations and meeting materials will be made available on the CORE MPO website and in alternative formats upon request.
11. The meetings of the EDFAC are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

Section Three: Citizens Advisory Committee (CAC)

Membership

1. The membership of the Citizens Advisory Committee (CAC) is made up of appointed local citizens. The appointment process consists of the following steps: each CORE MPO Board voting member from the local government nominates a CAC member, the local government approves the nomination, and the local government notifies CORE MPO and the nominee about the appointment.
2. The total CAC membership is fifteen (15) and consists of the following: Unincorporated Chatham County (3), City of Savannah (3), City of Bloomingdale (1), City of Garden City (1), City of Pooler (1), City of Port Wentworth (1), Town of Thunderbolt (1), City of Tybee Island (1), Town of Vernonburg (1), City of Richmond Hill (1), and Effingham County (1).
3. One (1) full term of membership consists of two (2) fiscal years. A term begins on July 1 of even numbered years. Unexpired vacancies may be filled as they arise from appointments by the appropriate governing body.
4. Any member in a position that has not been filled for a new term will continue in that position until such position is filled by the appropriate governing body.

Duties and Responsibilities

1. The CAC functions as a public information and involvement committee.
2. The CAC provides a forum to obtain public views on transportation issues and problems, reviews transportation reports and recommendations to ensure that local goals are considered, and directs issues of public concern to the attention of the CORE MPO Board.
3. The CORE MPO staff, in collaboration with CAC, shall develop and maintain a comprehensive Participation Plan (PP) as an integral part of the transportation planning process.

Officers and Organization

1. The officers of CAC shall be Chairman and Vice-Chairman.
2. The officers shall be elected for a term of one (1) fiscal year. The election shall be held at the first regular meeting of the CAC in a fiscal year. The candidate for each office receiving the greatest number of votes, provided a quorum is present, shall be elected. The officers shall be installed and begin service at the same meeting. Any officer is eligible to succeed himself/herself.
3. In the event of a vacancy in the office of Chairman before completion of a term, the Vice-Chairman shall automatically become Chairman. If, at any time, the office of Vice-Chairman becomes vacant, a new Vice-Chairman shall be elected by a majority of the membership at the first meeting at which there is a vacancy, provided that a quorum is present.

Duties of the Officers

1. The Chairman shall arrange and conduct all meetings of the CAC, appoint sub-committees to function on behalf of the CAC, represent the CAC on the CORE MPO Board, and act as official spokesperson for the CAC. The Chairman shall be allowed to vote in all matters before the CAC. He or she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
2. The Vice Chairman shall act as Chairman to conduct any meetings of the CAC in the absence of the Chairman. He or she shall act on behalf of the Chairman when requested to do so by the Chairman. In the event of the absence or inability of the Chairman to exercise his/her duties, the Vice-Chairman shall become acting Chairman with all the rights, privileges and powers as if he or she had been the duly elected Chairman, until such time as the Chairman is able to resume his/her duties.

Meetings

1. The CAC shall hold meetings every other month each year on such dates and at such times as are approved by a majority of its membership. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the CAC. The Chairman shall cause a notice to be mailed giving the time and place of each meeting and the preliminary agenda. Any regularly scheduled meeting may be canceled by a majority vote of the members at least seven (7) days prior to that meeting date or by the Chairman, with proper notice.
2. Special meetings, including special public meetings of the CAC, may be called by the Chairman when he/she, at his/her discretion, deems it to be in the best interest of the CAC. Also, six (6) members of CAC may petition the Chairman to call special meetings. Notice of any such meeting shall state the reasons that the meeting has been called, the business to be transacted, by whom the meeting is called, and the time and place of the meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members present at the meeting.
3. The meetings of the CAC shall be conducted in accordance with Robert's Rules of Order. However, any rules adopted by the CAC, including these bylaws, shall prevail when in conflict with Robert's Rules of Order. The Chairman shall arrange for minutes of all meetings to be recorded.
4. Thirty-five percent (35%) of all members shall constitute a quorum for any regular or special meeting.
5. At each meeting of CAC the Chairman shall call the roll of members and record those present and absent. If a member has two (2) unexcused absences in a fiscal year, the Chairman shall send that member a letter on behalf of the CAC asking the member to become an active member of the CAC or to submit his or her resignation so another person can be appointed as a replacement by the appropriate authority. In addition, the Chairman shall notify the appointing authority of the member's attendance record once this threshold of

unexcused absences has been reached.

- a. If a member is in violation of the CAC's attendance policy when he or she is eligible for reappointment, the Chairman shall send a letter to the appropriate appointing body recommending that the individual not be reappointed due to a lack of participation.
 - b. Regardless of whether any member is in violation of the CAC's attendance policy, the Chairman shall notify each appointing authority of the attendance record of each member appointed by that body as soon as possible after the end of each member's term. The information will consist of all meetings during which time each individual was a member for the latest term of the CAC. This notification policy shall only apply to those individuals who are members of the CAC at the end of their two-year-term.
6. The agenda of the meetings of CAC shall be set by the Chairman; and also, any six (6) members may petition the Chairman to place an item on the agenda at least seven (7) days before the scheduled meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.). The order of business at all regular meetings shall be at the discretion of the Chairman.
7. The first meeting of a new term of CAC shall be held at such time and place as shall be fixed by the vote of the membership at its last meeting in the immediate prior term.
8. The meetings of the CAC shall follow the requirements as defined by the Georgia Open Meetings Law. The meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.

Section Four: Advisory Committee on Accessible Transportation (ACAT)

Membership

1. The ACAT members shall consist of representatives from the disabled, elderly, low-income and minority communities in the Savannah region.
2. Voting membership shall be determined by organizational position, with the positions listed below as members. There are four (4) opportunities for interested citizens to serve on the ACAT. Interested citizens cannot be employed by any of the ACAT member organizations. These positions will be filled by the Chairperson on a first come, first serve basis.
 - Chatham Area Transit Authority (CAT), Staff Representative
 - Chatham County-Savannah Metropolitan Planning Commission (MPC), Transportation Planner
 - Coastal Center for Developmental Services, Staff Representative
 - Economic Opportunity Authority for Savannah-Chatham County (EOA), Staff Representative
 - Georgia Department of Transportation (GDOT), District 5 Staff Representative
 - Georgia Infirmity Day Center, Staff Representative
 - Goodwill Industries of the Coastal Empire, Staff Representative
 - Housing Authority of Savannah, Resident Service Coordinator
 - Interested Citizens (4)
 - Living Independence for Everyone (LIFE), Inc., Independent Living Coordinator
 - National Association for the Advancement of Colored People (NAACP) - Savannah Chapter, Staff Representative
 - National Federation of the Blind of Georgia - Local Chapter, Staff Representative
 - Savannah Center for the Blind and Low Vision, Staff Representative
 - Savannah – Chatham Council on Disability Issues (SCCDI)
 - Savannah - Chatham County Fair Housing Council, Staff Representative
 - Savannah Council of the Blind
 - Senior Citizens Savannah - Chatham County Inc., Staff Representative
 - Chatham County, Staff Representative
 - Richmond Hill, Staff Representative
 - Effingham County, Staff Representative

Duties and Responsibilities

1. The ACAT shall serve as the forum for cooperative decision-making with regard to accessible transportation related issues in the Savannah region.
2. The ACAT has the responsibility to advise the CORE MPO Board and the Chatham Area Transit Authority Board on accessible transportation related policies, plans, programs and projects.
3. The duties of the ACAT shall include, but not be limited to, the following:

- a. Act as a liaison between the transportation planning process and the traditionally underserved communities in the Savannah region (i.e., those communities with high concentrations of minority, low-income, disabled and elderly populations);
 - b. Ensure that the transportation planning process is current and responsive to all applicable laws, rules, and regulations, especially, but not limited to, the following: Americans with Disabilities Act of 1990 (ADA); Executive Order 12898 (environmental justice); Section 504 of the Rehabilitation Act of 1973, as amended; Older Americans Act of 1965, as amended; and Title VI of the Civil Rights Act of 1964, as amended; and
 - c. Ensure that the full panoply of transportation options is available to citizens with disabilities.
4. The ACAT shall advise the Chatham Area Transit Authority (CAT) on accessible transportation related issues. This includes reviewing and advising CAT on public transportation programs and studies, particularly the TeleRide Handbook.
 5. The ACAT shall advise the Savannah-Chatham Council on Disability Issues (SCCDI) on accessible transportation related issues.
 6. The ACAT shall establish contact with and work with any and all other agencies and community organizations dealing with accessible transportation related issues in the Savannah region.

Officers and Organization

1. The Chairperson and Vice-Chairperson shall be elected every two (2) years at the first meeting of the ACAT in even-numbered fiscal years by a simple majority of the members in attendance.
2. In the absence of the Chairperson, the Vice-Chairperson shall temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the ACAT.
3. In the absence of both the Chairperson and the Vice-Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairperson for the purpose of conducting the official business of the ACAT.
4. The Transportation Planner of MPC or his/her designated representative shall act as Secretary of the ACAT.
5. The Chairperson may at any time establish sub-committees of the ACAT. Such sub-committees shall function in a manner similar to the full ACAT committee and in accordance with these Bylaws.

Duties of the Officers

1. The Chairperson shall preside at all meetings of the ACAT.
2. The Chairperson shall authenticate, by signature, all resolutions and other official contracts and documents resulting from decisions made by the ACAT.
3. The Chairperson shall represent the ACAT as a voting member of the CORE MPO Board.
4. The Chairperson, or a designated representative, will serve as the liaison on transportation issues for the Savannah-Chatham Council on Disability Issues (SCCDI) and CAT Board.
5. The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the ACAT and authenticate that they are a true and accurate record of the proceedings and policy decisions once approved by the ACAT.

Meetings

1. The ACAT shall hold meetings every other month each year on such dates and at such times as are approved by a majority of its membership. An annual calendar specifying meeting dates, times, and places will be adopted at the last meeting of the calendar year. The meetings may be re-scheduled to a different date and time by a majority vote of the ACAT. -
2. Special meetings may also be called by petition to the Chairperson by any six (6) members of the ACAT. However, a special meeting called in this manner will be subject to the following regulations:
 - a. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting, and
 - b. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
3. No business may be conducted by the ACAT unless a quorum of the membership is present. A minimum of seven (7) ACAT members shall constitute a quorum.
4. The Chairperson shall cause a notice to be sent to all members of the ACAT at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
5. Any meeting may be cancelled either by the Chairperson or by a majority vote of the members via proper notice.
6. The members of the ACAT must be given notice at least seven (7) calendar days in advance of meeting cancellation.
7. The meetings of the ACAT shall follow all requirements as defined by the Georgia Open

Meetings Law. Meetings will be held in accessible locations and meeting materials will be made available in alternative formats upon request.

8. The meetings of the ACAT shall be conducted in accordance with Roberts Rules of Order.
9. The agenda for the ACAT meetings shall be established by the Chairperson and the order of business shall be at the discretion of the Chairperson.
10. The ACAT meetings are open to the public and members of the public are given an opportunity during the meetings to submit brief comments.
11. Upon petition by any six (6) members of the ACAT, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled meeting if the item does not require amendments to the major planning documents (Metropolitan Transportation Plan, Transportation Improvement Program, etc.).
12. Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

ARTICLE IV

Amendments to the Bylaws

The CORE MPO Board has the final authority to modify, change, or repeal these bylaws. An advisory committee can make recommendations to modify, change or repeal its section of the bylaws, but these revisions must be forwarded to the CORE MPO Board for final adoption.

Motions to modify, change, or repeal these Bylaws may be made at any regularly-scheduled CORE MPO Board meeting, but any action with regard to such motion may not be taken until the next or subsequent regularly-scheduled meeting. All members of the CORE MPO Board must be notified as soon as possible regarding such motion.

~~A motion to poll all members concerning the alteration or repeal of these Bylaws may be made at any regular or special meeting of the CORE MPO Board provided that the meeting is called in accordance with these Bylaws.~~

~~To approve the process of polling all of the members of the CORE MPO Board, an affirmative vote cast by at least two-thirds of the members in attendance is required.~~

~~Within sixty (60) days of the approval to poll the membership, the Chairman will conduct the poll in writing by mail. The number of members responding to the poll must constitute a quorum. Two-thirds of the CORE MPO Board respondents must vote affirmatively to modify, change, or repeal these Bylaws.~~

Action to modify, change or repeal the Bylaws will be deemed effective immediately unless specified differently by such change in the Bylaws.