

WILMAPCO Council:

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*Delaware Dept. of Transportation
Secretary*

WILMAPCO Executive Director
Tigist Zegeye

Section 4. Public Advisory Committee (PAC) Bylaws

The Council shall establish a Public Advisory Committee (PAC) to assist in public outreach and interaction. The PAC should contain up to 35 members from groups from different geographic areas throughout the WILMAPCO region that have an interest in transportation policy and public involvement. PAC members should be recruited from the following groups: civic umbrella groups, business groups, public interest groups, environmental groups, transportation interest groups and agencies that represent diverse populations, such as minorities, the elderly, disabled citizens, and transit-dependent populations.

The PAC will assist Council with public outreach with the following tasks:

- Recommend public outreach and involvement strategies. This includes WILMAPCO's public participation process.
- Review and critique WILMAPCO publications for clarity, effectiveness and user friendliness. These publications will include the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP), as well as website content.
- Serve as a liaison between Council and the public for the distribution of WILMAPCO publications and information. This includes relaying public comments to Council and identifying new areas and groups for public outreach.
- Advise Council on the needs for public education regarding WILMAPCO and regional transportation policies.
- Advise Council on the effectiveness of public outreach for Action Items, utilizing an outreach checklist. The checklist includes the following tasks:
 - ◆ What public outreach strategies were utilized
 - ◆ Were these strategies effective
 - ◆ What additional strategies (if any) should have been performed
 - ◆ Was information taken back to organizations
 - ◆ Were any comments received
 - ◆ Was sufficient time allotted for review
 - ◆ Did PAC understand the agenda items and associated materials
 - ◆ Does PAC need more information

The PAC serves an advisory role to the Council and may execute the above tasks by means of a consensus vote. A quorum is necessary for administrative action, such as election of the officers or removal of a PAC member. A quorum is defined as attendance by fifty percent (50%) of the currently appointed members of the PAC. The meeting agenda will be created by staff, based on the review of action items from the Council agenda. PAC members may add items under Other Business, as time permits. A summary of the meeting will be kept by the WILMAPCO staff for public record. The PAC Chairperson will give a report of the PAC meeting to Council at their regular meetings. The PAC Chair may delegate this role to another PAC member or staff, if necessary.

The PAC and the WILMAPCO Council may choose to meet annually to discuss coordination and resolve any mutual concerns regarding the role of the PAC and its



effectiveness. The PAC is authorized to create an Executive Committee consisting of the Chairperson, the Vice-chairperson, and the immediate past Chairperson to fill this role.

The WILMAPCO Council shall direct staff to investigate new groups for PAC membership. The Staff shall inform potential appointees to the PAC of the obligation to attend PAC meetings and support PAC activities. The Executive Director of WILMAPCO shall present the potential PAC membership list to the Council each year in September for their approval.

The Council shall appoint each member of the PAC by affirmative majority vote of a Council quorum. PAC appointees' terms shall be staggered so that approximately one third of the PAC membership terms are completed each fiscal year. A PAC member's term shall not exceed three (3) years, and the Council may reappoint PAC members for an additional term. A PAC member may designate one alternate for the year to attend in his/her absence.

PAC members are required to attend fifty percent (50%) of the regularly scheduled meetings within a calendar year. If a member does not meet this requirement, staff may recommend to the PAC Chairperson for that member to be removed from the PAC membership, subject to the approval of a quorum of the PAC and the WILMAPCO Council. A PAC member may also be recommended for removal from membership on the PAC for reasons of conduct or performance, on the recommendation of the PAC Chairperson and with the affirmative vote of a quorum of the PAC, and subject to approval by the WILMAPCO Council. If a PAC member is removed from the PAC, their position will be filled through the regular process as identified above.

PAC members can appoint alternates to represent them by submitting a written statement to the PAC Chairperson prior to the PAC meeting. An alternate cannot represent the PAC member for more than fifty percent (50%) of the regularly scheduled PAC meetings within a calendar year. If this occurs, the PAC member will be recommended for removal for non-attendance.

The PAC shall elect its own Chairperson and Vice-chairperson annually from among its members. The term of the Chairperson and Vice-chairperson shall be one (1) year. The Vice-chairperson shall also serve as the Chairperson-elect.

All meetings of the PAC shall be open to the public. Regular meetings of the PAC shall be held in June of each year and at least every month thereafter. Public involvement at PAC meetings shall be encouraged and facilitated by the PAC and staff. PAC meetings shall be set on a regularly scheduled day of the week at a time and location to permit convenient participation by the members and the public.

