

**Bylaws**  
**Citizens Advisory Committee**  
**7/29/2010**

1. Officers shall be a Chair and Vice-Chair to be elected for one year terms at the first Committee meeting of the calendar year. The BCCP Secretary or his designee will serve as secretary for the Committee.
2. The Chair shall call the meeting to order with a quorum of members present. A quorum is defined as a majority of the Committee appointments that are actually filled.
3. Meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order except as amended by these Bylaws and except as the Chair may determine to run the meeting efficiently.
4. Agendas for Committee meetings will go to members at least one week prior to any meeting and will include adequate supporting documentation and other information so members may be prepared for actions during meetings.
5. Committee members will provide courtesy copies of correspondence relating to the Committee's business to the secretary. The secretary will maintain files for the Committee.
6. The Committee will strive to reach consensus on its recommendations. When consensus is unattainable the Committee will make its recommendations on the basis of a majority vote of the quorum. The secretary will record the vote, the recommendation and the rationale for it, as well as the dissenting views.
7. When a member of the Committee has a conflict of interest in an issue, the member shall disclose that conflict to the Committee.
8. Bylaws may be amended by a Super-majority vote of two-thirds of the Committee appointments that are actually filled.
9. Citizen communication should not exceed 5 minutes per speaker exclusive of time consumed by questions from Committee members. Committee members may by majority vote extend the time limit for citizen communication.
10. The "BCCP Guidelines for the Citizens Advisory Committee" document approved by the BCCP Coordinating Committee and dated March 3, 2003 is incorporated by reference into these Bylaws.