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## PLANNING TOMORROW'S TRANSPORTATION TODAY

### MEETING NOTICE AND AGENDA Corridor Metropolitan Planning Organization

*will meet*

**Thursday, January 22, 2009**

**1:30 P.M.**

**Fairfax Community Room (2<sup>nd</sup> Floor)**

**Guaranty Bank**

**300 80<sup>th</sup> Street Court**

**Fairfax, Iowa**

### Public Comment

### Action/Discussion Items

**1. Approve Minutes from November 20<sup>th</sup> meeting (attached).**

*Board Options: Approve meeting minutes.*

**2. Outreach & Communication Plan (OCP) (attached).** Recap of the purpose of the OCP, the difference between it and the current public participation plan, and review of revisions resulting from public feedback. Formal submission of document to Policy Board for adoption.

*Board Options: Adoption of Outreach & Communication Plan or request revisions.*

**3. Metro-area Advisory Committee (MAC) (attached).** Consideration of a resolution to create the Corridor MPO Metro-area Advisory Committee (MAC) and discuss draft by-laws. The process for appointing committee members and anticipated first meeting date will be presented by staff.

*Board Options: Approve resolution or table with further direction to staff.*

**4. Federal Stimulus Bill Projects to be Amended to TIP.** The upcoming stimulus bill will direct approximately \$350 million to the state of Iowa. A portion of this will be targeted to the MPOs and RPAs. Corridor MPO needs to submit a draft list of projects that it would fund to the Iowa Department of Transportation by Thursday, January 22<sup>nd</sup>. These projects will need to be amended into the Transportation Improvement Program (TIP) after the stimulus bill is signed by the President. Corridor MPO needs to open the public comment period at this meeting so it can approve the amendment at the next meeting.

*Board Options: Open public comment period on TIP amendments for stimulus projects or decide not to utilize stimulus bill funding.*

**5. Long-Range Plan Update (handout).** Review of the purpose of the long-range transportation plan and update on next steps.

- 6. Support for Iowa Department of Transportation Planning Level Study of I-380.** The Iowa Department of Transportation (IDOT) will be performing an inventory assessment of I-380 through Linn County as part of an overall study of I-80. There has been recent discussion about performing a planning level study of I-380 through Corridor MPO's planning boundary. Local IDOT representatives noted that it would be good to have support from Corridor MPO for such a study. This is just in the beginning stages of discussion and would not indicate support financially.

*Board Options: Send letter of support to IDOT or provide further direction to staff.*

- 7. Freight Rail Improvements Support for EDA Grant.** Four years ago, members of the Transportation Technical Advisory Committee met to discuss the Fourth Street Rail Corridor and its impacts on the road network. This effort faded but was picked up in 2007 by the City of Cedar Rapids as it formed Taskforces to implement recommendations in the Downtown Area Plan. The Downtown Railroad Taskforce was comprised of the Union Pacific, CRANDIC, and Iowa Northern railroad companies as well as Quaker Oats, Cargill, Priority 1, and City Staff. Its purpose was to identify how rail traffic on the Fourth Street Corridor could be limited or eliminated to reduce congestion and stimulate increased downtown development. The June 2008 flood has renewed interest in this issue and has led to numerous meetings with corporate representatives from the Union Pacific. Working with its consultants (Sasaki Associates and Parsons Brinckerhoff) and downtown business interests the City of Cedar Rapids is preparing to submit an application to the Economic Development Administration (EDA) on a first phase project. Cedar Rapids is requesting a resolution of support for this and future EDA grant applications from Corridor MPO regarding freight rail operations in the Cedar Rapids metropolitan area.

*Board Options: Provide letter of support to Cedar Rapids for metro area freight railroad initiatives or provide further direction to staff.*

## **Informational Items**

- 8. Transportation Improvement Program (TIP) Update.** Applications for Surface Transportation Program (STP) funding for FY13 of the FY10 – FY13 Transportation Improvement Program (TIP) are due on February 13<sup>th</sup>. Corridor MPO's FY13 STP target is \$3,226,455. \$271,966 of that amount is committed to the Tower Terrace Road – Robins Rd. to Council St. project, which leaves \$2,954,489 to program for FY13. The Transportation Enhancements (TE) Program funding target is \$248,149. \$397,285 is committed to the Boyson Road Trail project. This means that all of the FY13 target would be programmed for this project as well as \$149,136 of the TE funds for FY14.
- 9. Tower Terrace Road Corridor Management Plan.** Update on project status.
- 10. Organizational Development Workshop (handout).** This workshop will be held on Saturday, January 24<sup>th</sup> at the Marriott Hotel on Collins Road NE in Cedar Rapids from 8 am to 3 pm. The object of the workshop will be to develop a mission statement and goals, which will be used to guide Corridor MPO's activities and act as the building block for the development of the long-range transportation plan.

## **Old/New Business**

- 1. Surface Transportation Program/Transportation Enhancements Program Contract.** Discussion regarding the development of a contract between a Corridor MPO member and Corridor MPO upon receiving project funding of Surface Transportation Program (STP) funds or Transportation Enhancements (TE) Program funds.
- 2. Topical Presentations to Policy Board.** MPOs around the country are facing a growing number of issues that extend beyond the traditional scope set forth by the Federal Government. Staff intends to provide more information on these topics to the Policy Board over the course of 2009. Currently,

Staff has identified speakers for three topics: Bus Rapid Transit (BRT), Growth Management and Transportation, and Transportation Finance. Staff would like to hear of other topics that the Policy Board would like to know more about.

### **Next Meetings**

- **February 19<sup>th</sup>, 2008**
- **March 19<sup>th</sup>, 2008**

### **Agenda Item Requests**

**Corridor Metropolitan Planning Organization**  
**Meeting Minutes**

November 20, 2008  
Marion City Hall, City Council Chambers  
1:30 P.M.

<b>Member</b>	<b>Present</b>	<b>Not Present</b>	<b>Proxy</b>
Lu Barron			Les Beck
Brian Fagan			Chuck Wieneke
Kay Halloran	X		
Jim Houser			Mike Goldberg
Samantha Dahlby	X		
Linda Langston			Steve Gannon
Kim McCarty		X	
Jerry McGrane	X		
Ian Cullis		X	
Tim Carson		X	
Paul Rehn	X		
Tom Theis	X		
Boyd Potter			Treharne
Pat Shey		X	
Jim Doyle		X	
Bill Bogert	X		
Scott Sylvester		X	
David Zylstra	X		
Bill Voss	X		

**Staff Present:** Sushil Nepal, Drew Westberg, Adam Lindenlaub

**Others Present:** Cathy Cutler, Dave Van Dee

Treasurer Paul Rehn called the meeting to order at 1:30 pm as the Chair, Vice-Chair, and Secretary were absent.

**AGENDA**

**Public Comment**

None.

**1. Approve Minutes from the October 23<sup>rd</sup> meeting.**

Kay Halloran moved to approve the minutes from the October 23<sup>rd</sup> meeting. Jerry McGrane seconded the motion, which was unanimously approved.

**2. Outreach & Communications Plan (OCP) discussion (mailing).**

Drew Westberg gave an update on feedback received on the draft Outreach and Communication Plan (OCP). Westberg stated that upon approval today the 45-day public comment period on the OCP would start and that the close date would be January 3<sup>rd</sup>, not December 28<sup>th</sup> as shown in the agenda. Tom Theis moved to approve to draft OCP and open the public comment period. McGrane seconded the motion, which was unanimously approved.

**3. Metro-area Advisory Committee (MAC) discussion (attachment).**

Westberg reviewed the roles and responsibilities and member list for the Metro-area Advisory Committee

(MAC). Westberg stated that, if approved, the entities on the membership list would be contacted on January 5<sup>th</sup>. Westberg stated that there would be a press release and nominations would be expected on January 21<sup>st</sup>. Bylaws for the MAC would be prepared and presented for approval at the January Policy Board meeting. Westberg said that the first MAC meeting would be scheduled for February. Les Beck suggested that a group meeting with AARP regarding seniors should also be contacted for membership on the MAC. Bill Bogert asked if the groups listed would be the only ones allowed. Samantha Dahlby stated that the list was a good starting point but that membership should not be locked in to just those.

Staff was given direction to proceed with contacting the entities for membership on the MAC.

#### **4. Transportation Improvement Program (TIP) Update.**

Adam Lindenlaub reported that there would be \$3,226,455 in Surface Transportation Program (STP) funds to program for FY13 of the FY10 – FY13 Transportation Improvement Program (TIP). Lindenlaub stated that all of the Transportation Enhancements (TE) program funds would be dedicated to the Boyson Road Trail that was partially funded in FY12. This project would also need TE funds in FY14 to be funded at the 80% level.

#### **5. Organizational Development Workshop (attachment).**

Westberg reported that Request for Proposals (RFP) were sent directly to six firms to facilitate an organizational development workshop and posted online. The responses to the RFP will be due on November 21<sup>st</sup>. If none are received then the RFP will be reissued.

#### **6. Tower Terrace Road Corridor Management Plan Update.**

Westberg gave an update on the progress of the Tower Terrace Road Corridor Management Plan. Westberg stated that the next meeting of the Stakeholder Group would be in December at which time they will review and provide comments on road alignments and land use scenarios.

### **Old/New Business**

#### **1. Linn County ICAAP application support.**

Lindenlaub explained that Linn County received an extension on their Iowa Clean Air Attainment Program (ICAAP) application for the intersection of Highway 13 and Mount Vernon Road and is requesting a resolution of support from Corridor MPO. Bogert moved to pass a resolution of support to Linn County for their ICAAP application. McGrane seconded the motion, which was unanimously approved.

#### **2. Iowa Passenger Rail Advisory Committee (IPRAC) update.**

Corridor MPO's IPRAC representative Dahlby gave an update from the last meeting. Dahlby noted that Amtrak was present at the meeting and reported that they could be in Iowa in four years. Amtrak stated that Cedar Rapids would be a commuter line as opposed to the passenger line that would be along I-80. Iowa DOT is starting to campaign to have State Legislators lobby to have Amtrak provide service in Iowa. It was noted that Iowa City may have taken a vote on passenger rail between Iowa City and Cedar Rapids. Staff will confirm. Staff will also e-mail a web link regarding IPRAC.

#### **3. Cedar Rapids/Iowa City commuter bus study.**

Lindenlaub stated that talk has resumed between the regional planning agencies on performing a feasibility study of a commuter bus route between Cedar Rapids and Iowa City. The agencies involved would be Corridor MPO, the Johnson County Council of Governments (JCCOG), and the East Central Iowa Council of Governments (ECICOG). Dahlby stated that such a feasibility study could also be used to show the demand for a commuter/passenger rail line between the two metropolitan areas. Lindenlaub will provide an update at the next meeting.

#### **4. Change to January Corridor MPO meeting date.**

Lindenlaub proposed moving the January Corridor MPO meeting date from January 15<sup>th</sup> to the 22<sup>nd</sup>.

Lindenlaub stated he would send out an e-mail asking Policy Board members to verify their availability.

**Agenda Item Requests**

None.

The meeting adjourned at 2:07.



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## PLANNING TOMORROW'S TRANSPORTATION TODAY

# Memorandum

**TO:** Corridor MPO Board  
**FROM:** Drew E. Westberg, Long-Range Planning Coordinator  
**DATE:** January 22, 2009  
**RE:** Outreach & Communication Plan

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### Background

The Corridor MPO Board received the draft at its September 25<sup>th</sup> meeting and provided feedback and direction to staff at the October 23<sup>rd</sup> meeting. Revisions were made as requested and staff presented the final draft to the MPO Board on November 19<sup>th</sup>, 2008. The 45-day public comment period was opened. The draft report was posted on-line and mailed to several stakeholders on the Corridor MPO Listserv. Staff officially closed the public comment period on January 9, 2009 at 5:00pm (50 days since opening).

Staff made several revisions to the document based on public comments related to the document. The majority of comments were suggestions on simplifying sections with more text. Other comments requested more information about the role of public attendees at meetings and the various tools that will be explored to communicate information, such as animation and visualization software.

This document will become the guiding document for staff in our public engagement efforts. In addition, the Metro-area Advisory Committee (MAC) will become the stewards of the document. The MAC will regularly evaluate current techniques and make recommendations for alternative or additional methods of outreach and communication.

The document is scheduled to be completely revised every two (2) years by staff, in conjunction with the MAC. The document can be amended in-between revisions.

If you have any questions, please contact Drew E. Westberg, Long-range Planning Coordinator at (319)286-5067 or via e-mail at [d.westberg@cedar-rapids.org](mailto:d.westberg@cedar-rapids.org).

### Board Options

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1. Adopt the plan as presented to the Board.
2. Adopt the plan subject to additional revisions.
3. Table adoption of the document and provide further direction to staff.



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**TO:** Corridor MPO Policy Board  
**FROM:** Drew E. Westberg, Long-Range Planning Coordinator  
**DATE:** January 22, 2009  
**RE:** Metro-area Advisory Committee (MAC)

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### Background

At its September 25, 2008 meeting, the Corridor MPO Policy Board directed staff to develop options for the formation of a Citizen Advisory Committee. On October 23, the Corridor MPO Policy Board discussed examples of other MPO's Citizen Advisory Committees. At the November 20<sup>th</sup> meeting, the Board directed staff to solicit appointees from over 20 metro-area organizations.

### Current Status

Staff has mailed letters to the organization list developed by the Board, inviting them to appoint one individual to the Metro-area Advisory Committee. Organizations will have until January 30, 2009 at 5:00pm to submit an appointment. The remaining positions will be filled by an open application and interview process.

On February 2<sup>nd</sup>, staff will issue a press release regarding the new committee and the number of open positions available. Applications will be posted on-line at [www.corridormpo.com](http://www.corridormpo.com) and will be made available to all member jurisdictions to make hard copies available. Applications will be due no later than February 13<sup>th</sup>. The Chairperson will need to appoint a small committee to interview the pool of potential applicants and make recommendations to the Board. Interviews will take place the 16<sup>th</sup>-18<sup>th</sup> of February. The Board will finalize Committee members at its February 19<sup>th</sup> meeting. The Committee's first meeting is expected to be early March.

Draft committee bylaws have been prepared. The bylaws reflect standard language and formats utilized by other MPOs for their citizen advisory committees. The functions and responsibilities directly reflect the discussions of the Board regarding the Committees role within the organization.

### Board Options

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1. Adopt the resolution to create the Metro-area Advisory Committee.
2. Adopt the resolution subject to corrections / changes.
3. Table adoption of the resolution and provide further direction to staff.



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### **CORRIDOR MPO: METRO-AREA ADVISORY COMMITTEE (MAC) BY-LAWS**

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#### **Section I. Creation, Name, and Authority**

A committee of citizens, which shall be known as the Metro-area Advisory Committee (MAC), is hereby created at the direction of the Corridor Metropolitan Planning Organization (MPO).

#### **Section II. Purpose**

It shall be the purpose of the MAC to assist the MPO in conducting effective public information and participation programs, and to act as a representative panel for the purpose of advising the MPO of public opinion on policy issues to be considered by the MPO.

#### **Section III. Functions**

The functions of the MAC shall include:

1. Advising MPO staff on the development, refinement, and implementation of the Outreach & Communication Plan (OCP), including the planning of public information and involvement efforts during the development or amendment of the Long Range Transportation Plan and the Transportation Improvement Program, and prior to soliciting proposals for funding of transportation improvement and enhancement activities.
2. Providing recommendations to the MPO in public outreach strategies.
3. Developing associations with other organizations interested in transportation issues, including serving as a liaison between the MAC and organizations to which the MAC member belongs. MAC members will keep their respective organizations and interests informed about the work of the MPO and will bring their concerns to the MAC.
4. Assisting the MPO in identifying transportation needs and issues, in formulating goals and objectives for the transportation planning process, and setting priorities.
5. Providing opportunities for community organizations, special interest groups, and the general public to comment on alternatives and proposals under consideration by the MPO.
6. Advising and assisting MPO staff in maintaining a mailing list of organizations, interest groups, and news media and their spokespersons or contacts.
7. Soliciting and considering the input from all groups and citizens concerned with, interested in, and/or affected by MPO transportation plans or programs. The MAC shall make an effort to seek out and consider the needs of those traditionally underserved by existing transportation systems.

8. Disseminating information about MPO plans or decisions to all interested, affected, and/or concerned groups and citizens.
9. Ensuring involvement of the public throughout the MPO transportation planning process.

#### **Section IV. Responsibilities**

1. MAC members should seek out opportunities to discuss transportation issues with other residents of the communities they have been appointed to represent, so as to familiarize themselves with the range of public opinion among residents of diverse social and economic backgrounds.
2. MAC members should seek to reflect the general public sentiment of their communities, and not merely their own personal views, in the advice they give to the MPO.
3. The MAC shall monitor implementation of the Outreach & Communication Plan, identify areas for improvement, and make recommendations for improving its effectiveness.
4. The MAC shall address itself to those additional tasks assigned to it by the MPO through the Transportation Planning Work Program.
5. The MAC shall consider any issue brought before it by the public, its members, MPO staff, or the MPO's participating entities. If, in its opinion, action or further study is required, the MAC shall so report to the MPO or ask the MPO staff to refer the matter to the Transportation Technical Advisory Committee (TTAC) or the appropriate agency.
6. MAC members shall familiarize themselves with the transportation planning process, the status of existing plans and programs, the responsibilities of the various participating agencies and officials, applicable legal requirements, and community involvement techniques. Although a general familiarity with the transportation planning process will be necessary, members are not expected to become experts in the technical aspects of transportation planning.

#### **Section V. Membership**

1. The MAC will consist of 24 members appointed by the MPO. Appointments shall be made to encourage a balanced cross-section of the region's population representing environmental, business, and civic organizations, including low-income, minority, and disabled populations. Because the MAC was created to provide broad community input into the planning process and because a key responsibility of MAC members is to assist with increasing public awareness and participation, it is preferred that members be affiliated with a recognized group or organization. Additional members may be added with approval by the MPO.
2. MAC members shall serve at the pleasure of the Chairperson of the MPO.
3. MAC members shall be citizens and year-round residents within the Corridor MPO's planning boundary. MAC members shall not be elected officials or declared candidates for public office. Should the status of any MAC member change in such a way as to disqualify them from membership under the terms of this paragraph, their membership shall automatically terminate. Those who thus

become ineligible for MAC membership shall provide written notice to the MPO staff, the MAC Chairperson, and the Chairperson of the MPO within 10 (ten) days by certified mail addressed to Corridor MPO, 3851 River Ridge Drive NE, Cedar Rapids, IA 52402.

4. Each member of the MAC is expected to demonstrate their interest in the MAC's activities through active participation in MAC meetings and public information and community involvement efforts. Should any member be absent from three (3) consecutive MAC functions, regardless of cause, the MPO staff shall notify the MPO Chairperson of the attendance issue and contact the member to discuss continuation of service. If the member cannot commit to regular future service, the MPO staff will notify the MPO Chairperson and request the member be terminated and the position be refilled. By majority vote, the MAC members can recommend removal to the MPO Chairperson of a one of its members for reasonable cause.
5. If at any time, the MPO finds cause that any MAC member is not performing his or her duties, or is impairing the ability of the MAC to meet its responsibilities under these bylaws, the MPO may, by majority vote, remove that member from the MAC.
6. Members of the public wishing to serve on the MAC shall submit a completed application and resume which can be found at [www.corridormpo.com](http://www.corridormpo.com). Applications are also available at the Corridor MPO's office and can be requested by telephone at (319)286-5116. Completed applications will be forwarded to the eligible elected official within the jurisdiction from which the individual resides for endorsement.

#### **Section VI. Terms of Membership**

1. Members shall be appointed for a three (3) year term. If an appointed member wishes to serve for one additional term, he or she may formally make a request to the MPO for consideration.
2. Members are permitted to serve no more than two (2) consecutive terms. Members that have served two (2) consecutive terms and wish to re-apply can do so no sooner than one (1) year following the conclusion of their previous term.

#### **Section VII. Offices, Duties, and Terms of Office**

1. The first regularly scheduled MAC meeting each calendar year shall be an organizational meeting for the purpose of nominating the following officers:
  - a. Chairman
  - b. Vice Chairman
  - c. Secretary
2. Officers shall be elected by a majority of the MPO and ratified by the members of the MAC present and voting at the annual organizational meeting, providing a quorum is present.
3. Each member so elected shall serve for one (1) year, or until he or she is reelected or a successor elected.

4. Newly elected MAC officers shall be declared installed following their ratification by MAC members at the organizational meeting and will receive a follow-up letter.
5. The MAC Chairperson shall preside at all meetings, call meetings, assign duties to members, appoint subcommittees, establish the agenda for meetings in consultation with MPO staff, and act as a liaison with the MPO, its staff, government bodies, and other related committees.
6. The Vice Chairperson shall, during the absence of the Chairperson, have and exercise all of the duties and powers of the Chairperson.
7. The Secretary shall provide the records of all meetings, functions, and activities of the MAC, including meeting agendas, summaries, notices, promotional materials and other documents as deemed necessary. The Secretary shall, during the absence of both the Chairperson and Vice Chairperson, have and exercise all of the duties and powers of the Chairperson.
8. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall automatically assume the office of Chairperson for the remainder of the unexpired term. In the event of a vacancy of the office of Vice Chairperson, the Secretary shall automatically assume the office Vice Chairperson for the remainder of the unexpired term. In the event that a vacancy in the office of Secretary, a new Secretary shall be elected at the next meeting of the MPO to serve the remainder of the unexpired term.
9. In the event that all officers expect to be absent from a MAC meeting, the MAC or MPO Chairperson shall appoint another member to serve as Chairperson pro tem. In the event no Chairperson pro tem was appointed, the members present shall elect one of their attending members to chair the meeting.

#### **Section VIII. Subcommittees and Task Forces**

1. The MAC may create subcommittees by resolution to perform specific tasks in furtherance of the duties assigned by the MPO, or as necessary to deal with the administrative and procedural matters. Members of the subcommittees shall be appointed by the MAC Chairperson.
2. At the request of the MPO, the MAC Chairperson shall appoint MAC members to serve on joint task forces with representatives of other organizations.

#### **Section IX. Meetings**

1. Meetings shall be scheduled by the MPO staff agency on a regular monthly basis, or as necessary to accomplish the tasks assigned to the MAC by these bylaws, the Transportation Planning Work Program, the Outreach & Communication Plan, or when requested by the MPO Chairperson. The MAC shall meet at least once in any three (3) month period. Meetings shall be advertised a minimum of seven (7) calendar days prior to the meeting. Special meetings may be called by the MAC or MPO Chairperson, or, when two (2) or more signatory agencies request such a meeting. A special meeting should have a minimum of three (3) days notice, indicating the reason for the meeting and notifying all signatory agencies.

2. An agenda shall be prepared for each meeting by the MPO staff. At the conclusion of each meeting, the Chairperson shall entertain suggestions from the membership for the next meeting's agenda.
3. A majority of the MAC members shall constitute a quorum for the transaction of business. Vacant positions shall not be counted in determining the quorum requirement. Affirmative votes by a majority of the members present and voting at any meeting at which a quorum exists shall be necessary to adopt any measure.
4. Minutes shall be kept of all meetings, and summaries shall be made of all oral comments received from the public. Secretarial, duplication, and mailing services will be provided to the MAC by the MPO staff.
5. Except as otherwise provided herein, *Robert's Rules of Order* shall be followed at all meetings.
6. The public attending the MAC meeting have the opportunity to address the Committee limiting their comments to three (3) minutes each, unless this is extended by the Chairperson. If the speaker is reading from a prepared text, a copy should be provided to the Secretary. The speaker should state their name and address and should direct questions to the Chairperson only.

#### **Section X. Adoption and Amendments**

1. These bylaws may be amended by the affirmative votes of two-thirds of the MAC members, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) calendar days before it is voted upon. Written votes will be accepted from absent members.
2. These bylaws and any and all amendments hereto shall become effective upon ratification by the MPO.
3. These bylaws for the Metro-area Advisory Committee to the Corridor Metropolitan Planning Organization were adopted on \_\_\_\_\_, \_\_\_\_\_, by the Metro-area Advisory Committee and subsequently ratified by the Corridor Metropolitan Planning Organization on \_\_\_\_\_, \_\_\_\_\_. Amendments to the bylaws for the Metro-area Advisory Committee were adopted on \_\_\_\_\_, \_\_\_\_\_, and subsequently ratified by the Corridor MPO on \_\_\_\_\_, \_\_\_\_\_.