

TO: CATSO Coordinating Committee

FROM: CATSO Staff

SUBJECT: Item 6 – Proposed Revision of CATSO By-Laws

DATE: November 13, 2017

The CATSO by-laws were recently examined as part of a City of Columbia effort to ensure that all City affiliated meetings are in compliance with the Missouri Open Meetings and Records Law, otherwise known as the Missouri Sunshine Law. The below by-law revisions, which will also necessitate minor administrative revisions to the referenced areas of the CATSO Public Participation Plan (PPP), are recommended as a result of that process:

Article 6: Meetings, Item B

Current

The meetings will be held in accordance with the Missouri Sunshine Law and the adopted CATSO Public Participation Plan. Public notice shall be provided a minimum of 15 days prior to the meeting. This includes a posting to the CATSO website, a display ad in the local public newspaper, and posting of the agenda on the City Hall public notice board adjacent to the meeting locations.

Recommended revision to clarify the different posting procedures for meetings without public hearings, versus meetings that include public hearings:

The meetings will be held in accordance with the Missouri Sunshine Law and the adopted CATSO Public Participation Plan. Meeting notices, including the posting of the agenda on the City's online calendar and the City Hall public notice board, are generally provided three days in advance, but in no instance shall notice be given less than 24 hours in advance of the meeting unless authorized by law. Public notice through a website announcement and a display ad in the local newspaper shall be provided a minimum of 15 days prior to all meetings that include a public hearing.

Article 9 – Quorum and Voting

Current

Voting may occur by telephone poll or electronic mail rather than by formal meeting for minor changes such as amendments to the Transportation Improvement Program or the Unified Planning Work Program. The Coordinating and Technical Committee Chairs may authorize electronic mail and telephone voting on such other issues as deemed appropriate. Should time concerns require that an electronic mail or telephone vote be taken by the Coordinating Committee without prior review by the Technical Committee, the Technical Committee shall be copied on all correspondence notifying the Coordinating Committee of the vote. All votes shall be recorded and made available to

the public.

Recommended revision to disallow online or telephone voting, as such voting is not open to the public and therefore violates the Sunshine Law. Consequently, in the interest of allowing quick decisions to be made in relation to project letters of support and minor administrative revisions, authority to finalize these items is provided to CATSO staff and the Coordinating Committee Chair. Details on what requires a public vote have been added to the Voting section and a section related to minor administrative revisions and project letters of support has also been added to the by-laws.

Article 9 – Quorum, Voting and Administrative Processes

Section 2: Voting

In accordance with CATSO's Public Participation Plan (PPP), amendments (major changes) to the Major Roadway Plan (MRP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Long-Range Transportation Plan (LRTP), Coordinated Public Transit Human Services Transportation Plan and the Title VI plan require a minimum public comment period of 15 days and may only be voted on at meetings open to the public unless otherwise allowed by law. All votes shall be recorded and made available to the public as required by law (see [CATSO PPP](#) for a list of revisions that constitute amendments/major changes).

Section 3: Administrative Processes

In accordance with CATSO's Public Participation Plan (PPP), administrative revisions (minor changes) to the aforementioned CATSO documents can be made directly by CATSO staff (see [CATSO PPP](#) for a list of revisions that constitute minor changes). In addition, CATSO staff is authorized to draft and submit letters in support of transportation projects without need of full committee approval so long as they receive approval from the CATSO Coordinating Committee chair. Notification of administrative revisions and project letters of support will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA, and FTA and discussed as an agenda topic at the next scheduled meeting following the administrative revision or submission of the letter.

Technical Committee Review and Action

At their November 1, 2017 meeting, the CATSO Technical Committee reviewed the proposed by-law changes. After a staff overview and discussion, the committee unanimously passed a motion to forward the proposed by-law revisions to the CATSO

Coordinating Committee for review and approval at the special November 13, 2017 meeting.

Suggested Coordinating Committee Action

After holding a public hearing and having any discussion, formally approve the proposed by-law revisions.