

**MEMORANDUM**

**DATE:** December 20, 2006  
**TO:** CAC Members  
**FROM:** Jennifer Young, Policy and Communications Manager  
**SUBJECT:** Revisions to Community Advisory Committee Bylaws

***ACTION REQUESTED: 1) Recommend  
2) Discuss***

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During the November 15 regular Community Advisory Committee (CAC) meeting, members discussed possible revisions to the current bylaws concerning membership terms and community-based representation. The following is being requested of CAC members:

*1) Membership Terms—Recommend a revision of the CAC bylaws to the PPACG Board of Directors*

Section 4 of the bylaws currently reads: “A full term of membership is three (3) years, which shall run from January 1 of the first year through December 31 of the third year. A member appointed to fill a vacancy, the duration of which is longer than one and a half years, shall be considered to be appointed to a full term. A member may serve no more than two (2) consecutive full terms.”

Often, members are appointed to carryout the remainder of a vacated term, which may significantly truncate the amount of time a new member can serve and adds a heavy burden to record-keeping.

The following are two options:

- “A full term of membership is three (3) years, which shall begin January 1 of the first year the member is appointed through December 31 of the third year. ~~A member appointed to fill a vacancy, the duration of which is longer than one and a half years, shall be considered to be appointed to a full term.~~ A member may serve no more than two (2) consecutive full terms.”
- “A full term of membership is three (3) years, which shall begin January 1 of the first year the member is appointed through December 31 of the third year, unless the member is appointed after July 1, in which case the member will complete the year and then begin the three (3) year term. ~~A member appointed to fill a vacancy, the duration of which is longer than one and a half years, shall be considered to be appointed to a full term.~~ A member may serve no more than two (2) consecutive full terms.”

*2) Community-Based Representation—Discuss a revision to the CAC bylaws*

CAC members have discussed revising the representation of community-based organizations on the committee. Currently, the Council of Neighborhood Organizations, Chamber of Commerce and League of Women Voters have representation. Some members voiced concerns that this is too narrow of a list of organizations, particularly when two out of the three rarely participate. Others suggested the possibility of eliminating the seats altogether and making them Citizen-At-Large. A third option is keeping three seats open to community-based organizations without naming the organizations. Members should continue this discussion.

**ATTACHMENTS**

- 1) Bylaws