

Proposed Amendment to Citizens Advisory Committee Bylaws and Adoption of Charter

Citizens Advisory Committee
July 15, 2026
Agenda Item 7



Background

- The Board of Directors of the JPB established the Citizens Advisory Committee (CAC) as an advisory group in 1992 (JPB Resolution No. 1992-28)
- Board adopted CAC Bylaws in 2002 to formalize the rules of procedure governing the conduct of the CAC (JPB Resolution No. 2002-13)
- Board amended CAC Bylaws, most recently in 2019, to add alternate members and adjust the CAC order of business (JPB Resolution No. 2019-45)
- CAC amended bylaws in 2023 to change the order of business and authorize modifications to the order of business at the start of a meeting (CAC Resolution No. 2023-1)

Authority to Amend Bylaws

- Pursuant to Article VI of the CAC Bylaws:
 - Proposed amendments must be submitted in writing at a CAC meeting and then voted on at a subsequent meeting
 - Amendment requires a two-thirds vote of the CAC members present and voting

Authority to Amend Bylaws

- Future amendments by the CAC will require Board review and approval
 - Ensures that amendments are within the CAC's jurisdiction and scope
- Proposed amendments permit the Board to revise the CAC Bylaws it deems to be in the best interest of the JPB and the public

Proposed Amendments

1. **Authority to amend bylaws:** Clarify that the Board of the JPB may make revisions to the CAC Bylaw
2. **Change to meeting time:** CAC to coordinate with and seek approval from JPB staff before changing the CAC meeting time
3. **CAC membership:** Confirm that the Board may also remove members of the CAC
4. **Change name:** Retitle the CAC as the Community Advisory Committee

CAC Charter

- Staff also recommend the adoption of a CAC charter
- The purpose of the charter is to clarify:
 - The role of the CAC
 - Expectations for member conduct CAC meetings
 - Staff support for CAC meetings

Next Steps

- CAC to give feedback at July CAC meeting
- The Board will vote on proposed bylaw amendments and charter on August 6, 2026
- CAC will vote on proposed bylaw amendments and charter at the August CAC meeting

FOR MORE INFORMATION

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