



# Community Advisory Forum

## CHARTER

*Board Approved: 3/17/2022*

1. **Name.** The name of this advisory body shall be the Region 1 Planning Council Community Advisory Forum (CAF).
2. **Purpose.** The CAF has been established to diversify and increase meaningful input in public participation, a critical element of planning.

The purpose of the CAF is to:

- a. Enhance stakeholder input by serving as the primary body representing public opinion in the development of plans and programs.
  - b. Ensure thoughtful, timely advice in public engagement, involvement, and input.
  - c. Ensure all plans and programs consider potential social, economic, and sustainability issues.
  - d. Provide an avenue for continuous interaction and communication between members and staff about the planning process; identifying problems and potential solutions.
3. **Duties and Responsibilities.** The CAF and its Members shall:
    - a. Hold meetings to familiarize members with R1Planning and present opportunities for public input.
    - b. Review, recommend, and participate in methodologies for obtaining public input, and to increase public response.
    - c. Advocate and communicate with the public and their networks to increase and diversify public participation.
    - d. Participate in meetings and events to solicit public comment.
    - e. Disclose and abstain from influencing or voting due to a conflict of interest.
    - f. Abide by applicable law governing committees of a public body.
    - g. Participate in a subject-matter forum of relevance to their knowledge, skills, background, industry, or expertise, upon invitation.
  4. **Composition.** The CAF membership shall be broad in its representation to include a wide range of perspectives and constituencies.
    - a. To fulfil the duties and responsibilities of membership, representatives shall represent an agency/organization, wherein the membership belongs to the agency. It is the responsibility of the member (agency/organization) to select a representative to participate on its behalf.
    - b. Members must be located within the [R1Planning service area](#).

- c. R1Planning board members or staff may nominate members. The R1Planning Governing Board is responsible for approving membership. The Board will rely on a recommendation from the applicable Policy Committee for appointment to forums formed to address subject matters within their responsibility.
  - d. Priority will be placed on agencies serving populations previously underrepresented in public input responses.
  - e. R1Planning will strive to include membership representing areas, such as, but not limited to, business, conservation, disability services, education, environmental, health, hospitality, housing, labor, low-income, minorities, not-for-profit, recreation, senior citizens, small business, tourism, and veterans.
  - f. Members may represent multiple constituencies, industries, and subject matters.
  - g. Membership terms are limited to two years. Re-appointment terms are two years.
  - h. Three consecutive meeting absences may result in forfeiture of membership.
  - i. Members are not compensated for serving on the forum.
5. **Organization.** Meetings and agendas will be facilitated by R1Planning staff. A chairperson and vice chairperson will be appointed by the R1Planning Executive Committee. The chairperson, or their designee, shall represent the CAF as a member of the R1Planning Governing Board. The chairperson will be responsible for providing a report of forum activity at each R1Planning Governing Board meeting.
  6. **Meetings.** The CAF will hold meetings no less than twice annually. Meeting dates and times will be coordinated and called by R1Planning staff based on planning and program public engagement opportunities and/or requirements. Meetings will be scheduled by written notice with as much notice as can be reasonably be provided: generally, a minimum of two weeks notice. Meeting records shall be maintained by R1Planning staff. Meetings, including work group meetings, are subject to the Open Meetings Act (5 ILCS 120).
  7. **Quorum.** As an advisory forum, actions are recommendations which are are non-binding. Votes cast by the members present at a meeting shall constitute a forum action regardless of the number of members in attendance, as permitted by 5 ILCS 120/2.01.
  8. **Forums.** Standing and ad hoc subject-matter forums are formed by approval of the R1 Governing Board. Work groups will be composed of a combination of R1Planning Governing Board Members and members of the Community Advisory Forum.
  9. **Administration.** R1Planning staff shall supervise and coordinate the activities of the CAF.