



## AGENDA ITEM 5 D

**CRTPA COMMITTEE BYLAWS**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

This item relates to updating the committee bylaws of the Capital Region Transportation Planning Agency (CRTPA) as discussed at the October 17, 2016 CRTPA Board Retreat. The current and proposed bylaws for the Technical Advisory Committee (TAC) have been provided as **Attachments 1 and 2**, respectfully, while the current and proposed bylaws for the Citizen's Multimodal Advisory Committee (CMAC) have been provided as **Attachments 4 and 5**, respectfully.

**CRTPA COMMITTEE ACTIONS**

The CRTPA's two (2) committees reviewed and discussed the proposed bylaw revisions, but did not take formal action. The committees will take formal action on the bylaws at their next scheduled meeting.

**RECOMMENDED ACTIONS**

- Option 1: Provide direction on the finalization of the TAC bylaws.
- Option 2: Provide direction on the finalization of the CMAC bylaws.

**HISTORY AND ANALYSIS**

The current TAC bylaws (**Attachment 1**) and CMAC bylaws (**Attachment 4**) were adopted in May of 2012 by the CRTPA Board. Since that time, CRTPA staff has evaluated the efficiency and effectiveness of the CRTPA committees as currently structured and has identified potential improvements to the structures and operations thereof. These issues were briefly discussed at the CRTPA Board Retreat in October of 2016.

In recent months, CRTPA staff has been revising the committee bylaws of the TAC and CMAC to address not only efficiency and effectiveness issues, but also to institute membership changes to address the desires of the CRTPA Board. Upon revising the bylaws, CRTPA staff found that the clearest way to present the new bylaws was through a complete re-write of the bylaws, and with a complete strike-through of the former bylaws, even though a large majority of the former bylaw

language is being retained. The reasoning for this is because the bylaws were primarily being rearranged in sections rather than content being rewritten, so a strike-through underline would erroneously indicate large portions of the bylaws being deleted and other former portions as being new material. In an effort to increase the transparency of what was being retained versus deleted, CRTPA staff identified the bylaw changes to each committee through an agenda item that outlines Section by Section the changes that were made. **Attachment 2** provides the TAC proposed revised bylaws, while **Attachment 3** provides the March 7, 2017 TAC agenda item which outlines the changes between the original TAC bylaws (**Attachment 1**) and the proposed revised TAC bylaws (**Attachment 2**). Likewise, the same was done for the CMAC. **Attachment 5** provides the CMAC proposed revised bylaws, while **Attachment 6** provides the March 7, 2017 CMAC agenda item which outlines the changes between the original CMAC bylaws (**Attachment 4**) and the proposed revised CMAC bylaws (**Attachment 5**).

In summary, the major changes to the TAC and CMAC bylaws are as follows (not including reorganization of Sections):

#### **TAC Major Changes**

- Update the **membership** of the TAC as follows:
  - Membership is extended and organized by transportation profession/specialty as available by local jurisdiction;
  - Commuter Services of North Florida has been added to the TAC and removed from the CMAC;
  - Blueprint IA has been added to the TAC;
  - Office of Greenways and Trails has been added to the TAC and removed from the CMAC;
  - City of Tallahassee Engineer has been added.
  
- Revise the **Quorum** language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
  - a quorum is defined as a 50% majority vote plus 1, and removes the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.
  
- Revise language related to the **Meeting Schedule** as follows:
  - Indicate that the TAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the TAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the TAC will meet on the first Tuesday of every month, and

other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).

- Revise language related to **Meeting Attendance** to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a TAC voting member.
- Revise language pertaining to **Bylaw Amendments to state that** the TAC Bylaws may be amended by a majority vote of the CRTPA.
- Revise the Citizen Participation Section and rename it, **Public Participation** to provide the following:
  - Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
  - The public may speak on items that are not on the agenda during the “Public Comment” section of the agenda.
  - Individuals are encouraged (rather than required) to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
  - “Citizens” are referenced now as “individuals”.
  - Large groups of people wishing to speak are encouraged to designate a spokesperson to represent their views.

<b><u>CMAC Major Changes</u></b>
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- Update the **membership** of the CMAC as follows:
  - Delete Section 1, Membership Table, including the prior voting membership of Florida Department of Health, Commuter Services of North Florida, and Florida Office of Greenways and Trails
  - Delete appointments of CMAC members by individual CRTPA Board Members.
  - Add a new Section 2, “Maximum Membership” to state that the CMAC will consist of a maximum membership of fifteen (15) voting representatives from the four (4) county region.

- Rename Section 3 to, “Appointment Procedures and Terms of Membership.”
  - Terms - State that CMAC members are appointed by and serve at the pleasure of the CRTPA Board. CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
  - Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.
- Revise the language about vacancies to state that, “When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed. Board Members will be given an opportunity to forward applications to any individuals they know to have an interest in serving on the CMAC for upcoming CRTPA Board consideration. Completed applications will be forwarded to CRTPA Board Members for consideration, and Board approval will be sought for any suggested appointments.”
- Revise the Quorum language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
- a quorum is defined as a 50% majority vote plus 1, and removes the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.
- Revise language related to the Meeting Schedule as follows:
- Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Section 1, “Meeting Schedule” amend as follows:

- Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
- Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Revise language related to **Meeting Attendance** to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a CMAC voting member. The language is further amended to state that the request for removal and replacement shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of the year.
- Revise language pertaining to **Bylaw Amendments to state that** the CMAC Bylaws may be amended by a majority vote of the CRTPA.
- Revise the Citizen Participation Section and rename it, “**Public Participation**” to provide the following:
  - Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
  - The public may speak on items that are not on the agenda during the “Public Comment” section of the agenda.
  - Individuals are encouraged (rather than required) to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
  - “Citizens” are referenced now as “individuals”.
  - Large groups of people wishing to speak are encouraged to designate a spokesperson to represent their views.

## **NEXT STEPS**

Subsequent to CRTPA review of the proposed revisions to the TAC and CMAC bylaws, CRTPA staff will finalize the proposed final draft of the bylaw revisions and post the bylaws to the CRTPA webpage. Additionally, the proposed final bylaws will be provided to the CTPA committees for final review.

The CRTPA committees and CRTPA Board will vote on the finalized revised bylaws at their next scheduled meeting, and following this meeting, any new membership changes will take effect.

## **RECOMMENDED ACTION**

- Option 1: Provide direction on the finalization of the TAC bylaws.  
(Recommended)
- Option 2: Provide direction on the finalization of the CMAC bylaws  
(Recommended)
- Option 3: Board Discretion

## **ATTACHMENTS**

- Attachment 1: Current TAC Bylaws
- ATTACHMENT 2: PROPOSED REVISED TAC BYLAWS
- Attachment 3: March 7, 2017 TAC Agenda Item Outlining Bylaw Changes
- ATTACHMENT 4: CURRENT CMAC BYLAWS
- Attachment 5: Proposed Revised CMAC Bylaws
- ATTACHMENT 6: MARCH 7, 2017 CMAC AGENDA ITEM OUTLINING BYLAW CHANGES

# TECHNICAL ADVISORY COMMITTEE

## Bylaws



### PREAMBLE

The following sets forth the Bylaws that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee (TAC) of the Capital Region Transportation Planning Agency (CRTPA).

### **ARTICLE I: NAME AND PURPOSE**

#### **Section 1. NAME**

The name of this committee shall be the Technical Advisory Committee (TAC).

#### **Section 2. PURPOSE**

The tasks of this Committee shall include, but not be limited to the following:

- a. Provide technical and professional advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide technical advice to the CRTPA Board from a balanced mobility perspective considering the needs and safety of all transportation users and modes in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Consider safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs. Advise the CRTPA Board on such matters.
- e. Coordinate the actions of the TAC with local school boards and other local programs and organizations within the CRTPA area which participate in school safety activities such as locally established community traffic safety teams.
- f. Any other duties assigned to it by the CRTPA Board, CRTPA staff, or by state and/or federal law.

## ARTICLE II: ORGANIZATION

### Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

### Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(d), Florida Statutes, the TAC is statutorily formulated. The TAC is governed by the policies and guidelines set forth by the CRTPA.

### Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the TAC.

## ARTICLE III: MEMBERSHIP

### Section 1. MEMBERSHIP

As designated by the CRTPA Board as of June 25, 2012, and in accordance with the guidelines provided therein, the TAC will consist of seventeen (17) voting representatives as follows:

<u># of Members</u>	<u>Organization</u>
4	Leon County <i>(growth management, public works or engineering, plus 2)</i>
4	City of Tallahassee <i>(StarMetro, the Tallahassee Regional Airport, plus 2 additional members to represent growth management, public works, or engineering)</i>
1	Gadsden County Superintendent of Schools/designee
1	Jefferson County Superintendent of Schools/designee
1	Leon County Superintendent of Schools/designee
1	Wakulla County Superintendent of Schools/designee
1	Gadsden County Planning/Engineering
1	Jefferson County Planning/Engineering
1	Leon County PLACE Department
1	Wakulla County Planning/Engineering
1	Apalachee Regional Planning Council

**Section 2. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE**

The TAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties. Therefore, the TAC must be made up of a cross-section of professionals throughout the four-county region. Pursuant to section 339.175(6)(d), Florida Statutes, the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent’s designee; and other appropriate representatives of affected local governments.

**Section 3. TERMS OF MEMBERSHIP**

TAC members serve at the pleasure of the CRTPA Board.

- a. The membership and terms of voting members of the TAC will be consistent with their continued employment relationship with the member government. TAC members will not continue in their appointed capacity upon cessation of employment with the member government.
- b. Should the appointee’s terms of employment change in such a way that his/her participation on the TAC is no longer appropriate, the member government will appoint a new member.
- c. A TAC member will cease to be a voting member of the TAC if at such time his/her local governmental department/agency ceases to serve within the planning area of the CRTPA Board.

**Section 4. NON-VOTING MEMBERS**

In addition to appointed TAC members, the TAC seeks representation from local organizations as non-voting liaisons, if they are not already represented on the TAC. Examples of such organizations include but are not limited to:

Law Enforcement	Emergency Services
Florida Department of Transportation	Colleges and Universities
Special Transportation Initiative Groups (such as Blueprint 2000)	Local Government Planning, Public Works, and Traffic Engineering
Local Government Parks & Recreation	Local Government Economic Development

## **Section 5. APPOINTMENTS AND ALTERNATES**

- a. Voting representatives of the local government organizations identified in these bylaws are required by the CRTPA Board to provide a primary and alternate voting member for the TAC.
- b. Participating local government organizations that are non-voting liaisons shall also designate both a primary TAC Member and an alternate or secondary member, to participate in the absence of the primary member.
- c. TAC members serve at the pleasure of their appointing entity and may be replaced at will. However, Primary and Alternate TAC Member designations may not be changed more frequently than annually, unless the members cease to be employed by the member government or their terms of employment have changed in such a way that their participation on the TAC is no longer appropriate.

## **ARTICLE IV: VOTING**

### **Section 1. VOTING AUTHORITY**

- a. Only the appointed members, or their alternates, are entitled to vote at any meeting of the TAC.
- b. Votes are recorded on official voting sheets and must be signed.

### **Section 2. VOTING WEIGHT**

Each TAC member shall have one vote. Votes shall be weighted equally.

### **Section 3. ALTERNATES**

If a member who represents an organization is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- b. The alternate must be from the same organization as the absent member, and recorded as the official alternate.

#### **Section 4. QUORUM**

- a. 50% of the appointed members of the TAC (excluding liaisons), including at least one member from a jurisdiction other than Tallahassee or Leon County shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

### **ARTICLE V: REGULAR AND SPECIAL MEETINGS**

#### **Section 1. MEETING SCHEDULE**

Regular meetings will be held no less frequently than every two months, or six times a year, based on the meeting schedule of the CRTPA. The regular meeting of the TAC is held no more than three weeks in advance of and no less than one week prior to the CRTPA Meeting of any given month. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

#### **Section 2. MEETING ATTENDANCE**

Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend or arrange for an alternate to attend, three or more meetings in a one-year period. A request for removal and replacement of any TAC member shall be sent to the appointing agency or governmental unit from the CRTPA Executive Director.

#### **Section 3. MEETING LOCATION**

Regular meetings of the TAC shall be held at a location agreed to by the members and accessible by the public.

#### **Section 4. SPECIAL MEETINGS**

Special meetings may be called by the Chairperson or CRTPA Staff.

#### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than five (5) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.

- b. Regular TAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special TAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of TAC meetings.

**Section 6. MEETING MATERIALS**

- a. Agenda materials for TAC meetings shall be distributed no later than seven (7) days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the TAC members as soon as practicable.
- b. Agenda materials are posted on the CRTPA website at least one week prior to the scheduled meeting date.
- c. The TAC Agenda will include sections for consent, discussion, action, and information.
- d. The TAC agenda will be limited to required action items only as determined to provide technical recommendations based on the CRTPA agenda. TAC members are requested to coordinate with the Executive Director on other items that they wish to have considered.

**Section 7. MEETING MINUTES**

TAC meetings will be recorded and minutes will be prepared. TAC Minutes will be posted on the CRTPA website for public review.

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**ARTICLE VI: OFFICERS & DUTIES**

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**Section 1. COMMITTEE LEADERSHIP AND SELECTION**

The members of the TAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

- A: Chairperson
- B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present. Officers shall represent different member governments.

**Section 2. LEADERSHIP TERMS**

The terms of office for all officers shall be one year beginning at the first regular TAC meeting of the calendar year and terminating at the last regular TAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office. The Chairperson or Vice-Chairperson's term of office shall be consistent with their continued employment relationship with the member government. They will not continue in their appointed capacity upon cessation of employment with the member government. Likewise, should their terms of employment change in such a way that their participation on the TAC is no longer appropriate, new officers shall be elected by a majority vote of the quorum present at the next regular or special meeting of the TAC following the vacancy of the Chairperson or Vice-Chairperson.

**Section 3. LEADERSHIP DUTIES:**

The Chairperson shall preside at all meetings of the TAC and conduct all meetings of the TAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special TAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

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**ARTICLE VII: RULES OF PROCEDURE**

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**Section 1. MEETING CONDUCT**

All meetings of the TAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the "parliamentarian" or designate another TAC member to serve as "parliamentarian".

**Section 2. CONFLICT OF INTEREST**

Whenever a TAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

## **ARTICLE VIII: BYLAW AMENDMENTS**

### **Section 1. AMENDMENT BY TAC**

These bylaws may be amended by a majority of the quorum present at any regular meeting of the TAC. All such amendments shall be subject to approval by the CRTPA Board.

### **Section 2. AMENDMENT BY CRTPA**

These bylaws may be amended by the CRTPA Board.

### **Section 3. NOTICING OF AMENDMENTS**

Notice of any proposed amendment shall be submitted in writing to all members of the TAC not less than thirty (30) days prior to the meeting at which such amendments are to be considered and voted on.

## **ARTICLE IX: CITIZEN PARTICIPATION**

### **Section 1. INDIVIDUAL CITIZEN COMMENTS**

Citizen comment will be accepted at the beginning of meetings, after a motion on an item has been seconded (but prior to a vote), and at the end of meetings. Citizens shall follow the guidelines below to speak at TAC Meetings.

- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
- b. Citizens must complete a separate “Request to Speak” card for each item they wish to address. If the citizen is unable to complete the card, he/she will be assisted by the CRTPA staff.
- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a “Request to Speak” card. Additional time may be allotted at the discretion of the Chairperson.
- d. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the TAC when such a situation arises.

### **Section 2. CITIZEN GROUP COMMENTS**

Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Items a, b, and c, above, under *Section 1. Individual Citizen Comments*, applies to Citizen Group Comments.



**Technical Advisory Committee Bylaws**

Amended April 2017

**Preamble**

The following sets forth the bylaws that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee (TAC) of the Capital Region Transportation Planning Agency (CRTPA), as provided for in Section 339.175(6)(d), Florida Statutes.

**ARTICLE I: NAME AND PURPOSE****Section 1. NAME**

The name of this committee shall be the Technical Advisory Committee (TAC).

**Section 2. PURPOSE**

The tasks of this committee shall include, but not be limited to the following:

- a. Provide technical and professional advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide technical advice to the CRTPA Board from a balanced mobility perspective considering the needs and safety of all transportation users and modes in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Consider safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs. Advise the CRTPA Board on such matters.
- e. Coordinate the actions of the TAC with local school boards and other local programs and organizations within the CRTPA area which participate in school safety activities such as locally established community traffic safety teams.
- f. Any other duties assigned to it by the CRTPA Board, CRTPA staff, or by state and/or federal law.

**ARTICLE II: ORGANIZATION**

**Section 1. AREA**

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

**Section 2. AUTHORITY**

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(d), Florida Statutes, the TAC is statutorily formulated. The TAC is governed by the policies and guidelines set forth by the CRTPA.

**Section 3. NONDISCRIMINATION**

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the TAC.

**ARTICLE III: MEMBERSHIP**

**Section 1. MEMBERSHIP REQUIREMENTS**

The TAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties. Therefore, the TAC must be made up of a cross-section of professionals throughout the four-county region. Pursuant to section 339.175(6)(d), Florida Statutes, the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent’s designee; and other appropriate representatives of affected local governments.

**Section 2. MEMBERSHIP**

The TAC provides for one (1) voting representative and one (1) alternate from the following organizations which are identified by technical transportation-related profession:

<b><u>Aviation</u></b>
<i>Tallahassee International Airport</i>
<b><u>Engineering</u></b>
<i>City of Tallahassee Traffic Management</i>
<i>City of Tallahassee, City Engineer</i>
<i>Leon County Public Works, Transportation</i>
<b><u>Planning</u></b>
<i>City of Tallahassee, Growth Management</i>
<i>Gadsden County Planning &amp; Community Development</i>

<b><u>Planning Continued</u></b>
<i>Jefferson County Planning</i>
<i>Leon County Public Works, Development Support &amp; Environmental Management, Transportation Planning</i>
<i>Wakulla County, Planning &amp; Community Development</i>
<i>Department of Planning, Land Management &amp; Community Enhancement (PLACE)</i>
<b><u>Schools</u></b>
<i>Gadsden County Superintendent/Representative</i>
<i>Jefferson County Superintendent/Representative</i>
<i>Leon County Superintendent/Representative</i>
<i>Wakulla County Superintendent/Representative</i>
<b><u>Transit</u></b>
<i>StarMetro</i>
<i>Commuter Services of North Florida</i>
<b><u>Other</u></b>
<i>Apalachee Regional Planning Council</i>
<i>Blueprint IA</i>
<i>Office of Greenways and Trails</i>

**Section 3. TERMS OF MEMBERSHIP**

TAC members serve at the pleasure of the CRTPA Board.

- a. The membership and terms of voting members of the TAC will be consistent with their continued employment relationship with the member government. TAC members will not continue in their appointed capacity upon cessation of employment with the member government.
- b. Should the appointee’s terms of employment change in such a way that his/her participation on the TAC is no longer appropriate, the member government will appoint a new member.
- c. A TAC member will cease to be a voting member of the TAC if at such time his/her local governmental department/agency ceases to serve within the planning area of the CRTPA Board.

**Section 4. APPOINTMENTS AND ALTERNATES**

- a. Voting representatives of the local organizations identified in these bylaws are required by the CRTPA Board to provide a primary and alternate voting member for the TAC.
- b. TAC members serve at the pleasure of their appointing entity and may be replaced at will. However, Primary and Alternate TAC Member designations may not be changed more frequently than annually, unless members cease to be employed by the member

government or their terms of employment have changed in such a way that their participation on the TAC is no longer appropriate.

#### **ARTICLE IV: VOTING**

##### **Section 1. VOTING AUTHORITY**

- a. Only the appointed members, or their alternates, are entitled to vote at any meeting of the TAC.
  
- b. Votes are recorded on official voting sheets and must be signed.

##### **Section 2. VOTING WEIGHT**

Each TAC member shall have one vote. Votes shall be weighted equally.

##### **Section 3. VOTING BY ALTERNATES**

If a member who represents an organization is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
  
- b. The alternate must be from the same organization as the absent member, and recorded as the official alternate.

##### **Section 4. QUORUM**

The calculations for determining a quorum of the TAC will consider only occupied voting seats and not seats which are need of a designated voting member. A quorum and the recommendations of the TAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the TAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
  
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

## **ARTICLE V: REGULAR AND SPECIAL MEETINGS**

### **Section 1. MEETING SCHEDULE**

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The regular meeting of the TAC will typically be held on the first Tuesday of each month, with the exception of July and August when no meetings will be scheduled, and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

### **Section 2. MEETING ATTENDANCE**

Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, 50 % of scheduled meetings in a one-year period. A request for replacement of any TAC member shall be sent to the applicable Department from which the non-representation is being experienced.

### **Section 3. MEETING LOCATION**

Meetings of the TAC shall be held at a location agreed to by the members and accessible by the public.

### **Section 4. SPECIAL MEETINGS**

Special meetings may be called by the Chairperson or CRTPA's Executive Director, or as directed by the Board.

### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. TAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special TAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of TAC meetings.

**Section 6. MEETING MATERIALS**

- a. Agenda materials for the TAC meetings shall posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
  
- b. Supplemental materials shall be provided to the TAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

**Section 7. MEETING MINUTES**

TAC meetings will be recorded and minutes will be prepared. TAC Minutes will be posted on the CRTPA website for public review.

**ARTICLE VI: OFFICERS & DUTIES**

**Section 1. COMMITTEE LEADERSHIP AND SELECTION**

The members of the TAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

- A: Chairperson
- B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present. Officers shall represent different member governments.

**Section 2. LEADERSHIP TERMS**

The terms of office for all officers shall be one year beginning at the first TAC meeting of the calendar year and terminating at the last TAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office. The Chairperson or Vice-Chairperson’s term of office shall be consistent with their continued employment relationship with the member government. They will not continue in their appointed capacity upon cessation of employment with the member government. Likewise, should their terms of employment change in such a way that their participation on the TAC is no longer appropriate, new officers shall be elected by a majority vote of the quorum present at the next regular or special meeting of the TAC following the vacancy of the Chairperson or Vice-Chairperson.

**Section 3. LEADERSHIP DUTIES:**

The Chairperson shall preside at all meetings of the TAC and conduct all meetings of the TAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-

Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special TAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

## **ARTICLE VII: RULES OF PROCEDURE**

### **Section 1. MEETING CONDUCT**

All meetings of the TAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Newly Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the parliamentarian or designate another TAC member to serve as parliamentarian.

### **Section 2. CONFLICT OF INTEREST**

Whenever a TAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

## **ARTICLE VIII: BYLAW AMENDMENTS**

The TAC Bylaws may be amended by a majority vote of the CRTPA.

## **ARTICLE IX: PUBLIC PARTICIPATION**

Comment will be accepted by individuals during the course of TAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the TAC Chairperson.

- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the TAC Chairperson when such a situation arises.

March 7, 2017



## AGENDA ITEM 3 B

### COMMITTEE BYLAW REVISIONS - TAC

TYPE OF ITEM: Presentation/Discussion

#### **STATEMENT OF ISSUE**

Staff is seeking to amend the Technical Advisory Committee (TAC) bylaws to update the representation and operations of the committee. The bylaws, provided as **Attachment 1**, will be reviewed by the CRTPA Board in March 2017, and are scheduled to be adopted at their next subsequent meeting.

#### **HISTORY AND ANALYSIS**

The current TAC bylaws (**Attachment 2**) were adopted in May of 2012 by the CRTPA Board. Since that time, CRTPA staff has evaluated the efficiency and effectiveness of the CRTPA committees as currently structured and has identified potential improvements to the structures and operations thereof. At this time, CRTPA Staff has proposed to amend the committee bylaws of the TAC in the following ways:

##### **Preamble**

- Add a Statutory reference.

##### **Article III, Membership**

- Change the Title of Section 2 (Geographical and Special Interest Balance) to “Membership Requirements” and show it as Section 1.
- Section 1, “Membership”, renumber as Section 2 and update the membership of the TAC as follows:
  - Membership is extended and organized by transportation profession/specialty as available by local jurisdiction;
  - Commuter Services of North Florida has been added to the TAC and removed from the CMAC;
  - Blueprint IA has been added to the TAC;
  - Office of Greenways and Trails has been added to the TAC and removed from the CMAC;
  - City of Tallahassee Engineer has been added.

- Section 4, “Non-Voting Members” delete.
- Section 5, “Appointments and Alternates” renumber as Section 4, and remove Item b from this section because it pertains to non-voting liaisons which have been stricken from the bylaws. Revise Items “a”, and “c”, to become “a” and “b”.

#### **Article IV, Voting**

Amend as follows:

- Section 3, “Alternates” change to, “Voting By Alternates.”
- Section 4, “Quorum” add introductory language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
  - Item “a” - amend to define a quorum as a 50% majority vote plus 1, and remove the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.

#### **Article V, Regular and Special Meetings**

Amend as follows:

- Section 1, “Meeting Schedule” amend as follows:
  - Indicate that the TAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the TAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the TAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Section 2, “Meeting Attendance” amend to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a TAC voting member.
- Section 3, “Meeting Location” amend to remove the specification of, “Regular” with regard to the types of meetings that will be held at a location agreed to by the TAC members and accessible to the public because all meetings must meet this requirement.

- Section 4, “Special Meetings” amend to indicate that Special Meetings may be called by the Chairperson, CRTPA Executive Director, or as directed by the Board. Previously the bylaws indicated that the special meetings could be called by the Chairperson or CRTPA Staff.
- Section 5, “Meeting Notification” amend to remove references to, “Regular” meetings as consistent with previous edits.

### **Article VII, Rules of Procedure**

Amend as follows:

- Section 1, “Meeting Conduct” edit the reference to Roberts Rules of Order Revised to read, “Roberts Rules of Order Newly Revised”

### **Article VIII, Bylaw Amendments**

Amend as follows:

Revise the Article to state that the TAC Bylaws may be amended by a majority vote of the CRTPA.

Remove the following sections:

- Section 1, “Amendment By TAC”
- Section 2, “Amendment By CRTPA”
- Section 3, “Noticing of Amendments”

### **Article VIX, Citizen Participation**

Amend as follows:

Rename, “Public Participation”

- Revise and condense Sections 1 and 2 into Items a through e providing the manner in which comments will be accepted by individuals during the course of TAC Meetings.
  - Item a will state that members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
  - Item b will state that the public may speak on items’ that are not on the agenda during the “Public Comment” section of the agenda.
  - Item c will amend Item b of the current TAC bylaws to address the use of “Request to Speak “cards. Previously, this item required a “Request To Speak”

card, and stated that if they could not complete the card that CRTPA Staff would assist them. Item c will now state that individuals are encouraged to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.

- Item d will amend item c of the current TAC Bylaws to refer to citizens as “individuals” and to remove the requirement of filling out a “Request To Speak” card to address the committee.
- Item e will be newly added, and addresses the occasion of large groups of people wishing to speak, encouraging them to designate a spokesperson to represent their views.

### **ATTACHMENTS**

Attachment 1: Proposed TAC Bylaws

ATTACHMENT 2: CURRENT TAC BYLAWS

# CITIZENS MULTIMODAL ADVISORY COMMITTEE

## Bylaws



### PREAMBLE

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board.

The following sets forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

### **ARTICLE I: NAME AND PURPOSE**

#### **Section 1. NAME**

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

#### **Section 2. PURPOSE**

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

## **ARTICLE II: ORGANIZATION**

### **Section 1. AREA**

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

### **Section 2. AUTHORITY**

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

### **Section 3. NONDISCRIMINATION**

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. MEMBERSHIP**

As designated by the CRTPA on March 26, 2012, the CMAC will consist of voting representatives as follows:

- One (1) citizen representatives for each voting CRTPA Board Member
- One (1) member from the Florida Office of Greenways and Trails
- One (1) member from Commuter Services of North Florida
- One (1) member from the Florida Department of Health
- One (1) member per special interest as outlined below, if such representation is not otherwise provided within the CRTPA and organizational appointments.

Minorities	Road Bicyclists
Persons with Disabilities	Off-Road Bicyclists
Seniors	Senior Pedestrians
Transit Riders	Child/Youth Pedestrian Advocates
Student Interests	Transportation Disadvantaged

## **Section 2. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE**

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens throughout the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. The CRTPA Executive Director or his /her designee may appoint up to four (4) members to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

## **Section 3. TERMS OF MEMBERSHIP AND APPOINTMENT PROCEDURES**

Terms of membership are based on the calendar year, and are renewable each January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

### a. Citizen Appointments

Citizen members of the CMAC shall serve renewable terms at the pleasure of the CRTPA Board Member who appoints them. Terms are reconsidered for renewal at the end of each calendar year, no later than the November CRTPA Meeting, and with new appointments being active in January of the next calendar year. Should an appointing entity no longer serve on the CRTPA, their representative to the CMAC will cease to serve on the CMAC. A new citizen member will be appointed by the new CRTPA Board Member, or the new CRTPA Board Member can choose to reappoint the previous citizen representative if appropriate.

### b. Organization Appointments

Members who serve as representatives of specific organizations spelled out in the Bylaws serve continuous terms. Replacements are made by the member organization that provided their participation.

### c. Special Interest Appointments

Members who are representing special interests within the CRTPA Region are identified by the CRTPA Executive Director or his/her designee and appointed to the CMAC by the CRTPA Board as a whole. Terms of service are two-year terms from the date they were appointed.

### d. Balancing Appointments

The CMAC must reflect a balanced cross-section of interests, population demographics, and geographical areas. Four (4) member positions are available at the discretion of CRTPA Executive Director or his/her designee to appoint interested citizens to serve if they improve a deficiency currently existing on the CMAC, subject to the approval of the

CRTPA Board. Terms are renewable each calendar year.

**Section 4. NON-VOTING MEMBERS**

In addition to appointed CMAC members, the CMAC seeks representation from local organizations as non-voting liaisons. Examples of such organizations include:

Transit Providers	Emergency Services
School Board Representatives	Colleges and Universities
Law Enforcement	Community Traffic Safety Teams
Local Government Public Works/ Engineering	Florida Department of Transportation
Local Government Planning	Special Transportation Initiative Groups (such as Blueprint 2000)

**Section 5. VACANCIES**

CRTPA staff collects applications to serve on the CMAC. When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the appointing entity of any specific representation that is needed. Applications will be forwarded to CRTPA Board Members in consideration of their appointments, but they are not required to select from the pool of applicants. However, anyone serving on the CMAC must have a completed application on file while serving on the committee.

**Section 6. REAPPOINTMENTS**

CMAC members serve at the pleasure of their appointing entity and may be replaced at any time. However, members who have lost their appointment due to absenteeism may only be reappointed to a vacancy under the following circumstances:

- a. The appointing entity deems circumstances surrounding the absenteeism to be extenuating.
- b. The extenuating circumstances and reappointment request are approved by the CRTPA Board as a whole.
- c. Members who are seeking reappointment, but who lost membership due to absenteeism more than twelve months ago are not subject to the terms of a) or b) above.

### **Section 7. RESIGNATIONS**

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, and to their appointing entity as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

*Members representing organizations* should send a written request to their organization that a replacement should be made. Additionally, they are expected to notify the CRTPA Executive Director that they will no longer be able to serve on the CMAC and have requested a replacement.

## **ARTICLE IV: VOTING**

### **Section 1. VOTING AUTHORITY**

Only the appointed members, or their alternates, are entitled to vote at any meeting of the CMAC.

### **Section 2. VOTING WEIGHT**

Each CMAC member shall have one vote. Votes shall be weighted equally.

### **Section 3. ALTERNATES**

If a member, other than a citizen appointee, is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. The member is representing an organization.
- b. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- c. The alternate must be from the same organization as the absent member.

### **Section 4. QUORUM**

A majority of the appointed members of the CMAC shall constitute a quorum. In the absence of a quorum at any regularly scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA as a recommendation without a quorum.

- a. 40% of the appointed members of the CMAC (excluding liaisons), including at least one member from a jurisdiction other than Tallahassee or Leon County shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

## **ARTICLE V: REGULAR AND SPECIAL MEETINGS**

### **Section 1. MEETING SCHEDULE**

Regular meetings will be held no less frequently than every two months, or six times a year, based on the meeting schedule of the CRTPA. The regular meeting of the CMAC is held no more than three weeks in advance of and no less than one week prior to the CRTPA Meeting of any given month. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

### **Section 2. MEETING ATTENDANCE**

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend or arrange for an alternate to attend, three or more meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the appointing agency or governmental unit from the CRTPA Executive Director.

### **Section 3. MEETING LOCATION**

Regular meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

### **Section 4. SPECIAL MEETINGS**

Special meetings may be called by the Chairperson or CRTPA Staff.

### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than five (5) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. Regular CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

**Section 6. MEETING MATERIALS**

- a. Agenda materials for CMAC meetings shall be distributed no later than seven (7) days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the CMAC members as soon as practicable.
  
- b. Agenda materials are posted on the CRTPA website at least one week prior to the scheduled meeting date.

**Section 7. MEETING MINUTES**

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

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**ARTICLE VI: OFFICERS & DUTIES**

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**Section 1. COMMITTEE LEADERSHIP AND SELECTION**

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

- A: Chairperson
- B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

**Section 2. LEADERSHIP TERMS**

The terms of office for all officers shall be one year beginning at the first regular CMAC meeting of the calendar year and terminating at the last regular CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

**Section 3. LEADERSHIP DUTIES:**

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CMAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

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## **ARTICLE VII: RULES OF PROCEDURE**

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### **Section 1. MEETING CONDUCT**

All meetings of the CMAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the “parliamentarian” or designate another CMAC member to serve as “parliamentarian”.

### **Section 2. CONFLICT OF INTEREST**

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

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## **ARTICLE VIII: BYLAW AMENDMENTS**

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### **Section 1. AMENDMENT BY CMAC**

These bylaws may be amended by a majority of the quorum present at any regular meeting of the CMAC. All such amendments shall be subject to approval by the CRTPA Board.

### **Section 2. AMENDMENT BY CRTPA**

These bylaws may be amended by the CRTPA Board.

### **Section 3. NOTICING OF AMENDMENTS**

Notice of any proposed amendment shall be submitted in writing to all members of the CMAC not less than thirty (30) days prior to the meeting at which such amendments are to be considered.

## **ARTICLE IX: CITIZEN PARTICIPATION**

### **Section 1. INDIVIDUAL CITIZEN COMMENTS**

Citizen comment will be accepted at the beginning of meetings, after a motion on an item has been seconded (but prior to a vote), and at the end of meetings. Citizens shall follow the guidelines below to speak at CMAC Meetings.

- a. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
- b. Citizens must complete a separate “Request to Speak” card for each item they wish to address. If the citizen is unable to complete the card, he/she will be assisted by the CRTPA staff.
- c. Citizens will be allowed to speak up to three minutes on each topic they have indicated on a “Request to Speak” card. Additional time may be allotted at the discretion of the Chairperson.
- d. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC when such a situation arises.

### **Section 2. CITIZEN GROUP COMMENTS**

Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views. Items a, b, and c, above, under *Section 1. Individual Citizen Comments*, applies to Citizen Group Comments.

**Citizen's Multimodal Advisory Committee Bylaws****Adopted May 2012**

Amended April 2017

**Preamble**

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board, as provided by Section 339.175, (5)(e)1, Florida Statutes.

The following Articles set forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

**ARTICLE I: NAME AND PURPOSE****Section 1. NAME**

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

**Section 2. PURPOSE**

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the development of an efficient, safe, and cost-effective transportation system, regarding the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

## **ARTICLE II: ORGANIZATION**

### **Section 1. AREA**

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

### **Section 2. AUTHORITY**

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

### **Section 3. NONDISCRIMINATION**

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE**

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens who represent the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and those with mobility challenges must be adequately represented, and efforts will be made to secure representatives of the bicycling, pedestrian, transit, and student populations. The CRTPA Executive Director or his /her designee may recommend appointment to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

### **Section 2. MAXIMUM MEMBERSHIP**

The CMAC will consist of a maximum of fifteen (15) voting representatives from the four (4) county region.

### **Section 3. APPOINTMENT PROCEDURES AND TERMS OF MEMBERSHIP**

Terms of membership are based on the calendar year, and are renewable in January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

- a. *Application* - Anyone serving on the CMAC must have a completed application on file prior to consideration for appointment to the committee.

- b. Appointments – CMAC member appointments are made at a CRTPA Board Meeting by the CRTPA Board. CMAC members serve at the pleasure of the CRTPA Board.
- c. Terms- CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
- d. Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, if the CMAC member’s term is about to expire. The CRTPA shall act upon the renewal of a CMAC member’s term by no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.

**Section 4. RESIGNATIONS**

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

**Section 5. VACANCIES**

When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed.

**ARTICLE IV: VOTING**

**Section 1. VOTING AUTHORITY**

Only the appointed members are entitled to vote at any meeting of the CMAC.

**Section 2. VOTING WEIGHT**

Each CMAC member shall have one vote. Votes shall be weighted equally.

**Section 3. QUORUM**

The calculations for determining a quorum of the CMAC will consider only appointed voting members and not eligible vacancies. A quorum and the recommendations of the CMAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the CMAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the

consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

## **ARTICLE V: REGULAR AND SPECIAL MEETINGS**

### **Section 1. MEETING SCHEDULE**

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The meetings of the CMAC will typically be held on the first Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

### **Section 2. MEETING ATTENDANCE**

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend 50% or more scheduled meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of each year.

### **Section 3. MEETING LOCATION**

Meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

### **Section 4. SPECIAL MEETINGS**

Special meetings may be called by the Chairperson or CRTPA Executive Director, or as directed by the CRTPA Board.

### **Section 5. MEETING NOTIFICATION**

- a. Notice of the time, place and purpose of all meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

## **Section 6. MEETING MATERIALS**

- a. Agenda materials for the CMAC meetings shall be posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
- b. Supplemental materials shall be provided to the CMAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

## **Section 7. MEETING MINUTES**

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

## **ARTICLE VI: OFFICERS & DUTIES**

### **Section 1. Committee Leadership and Selection**

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

### **Section 2. Leadership Terms**

The terms of office for all officers shall be one year beginning at the first CMAC meeting of the calendar year and terminating at the last CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

### **Section 3. Leadership Duties:**

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CMAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

## **ARTICLE VII: RULES OF PROCEDURE**

### **Section 1. MEETING CONDUCT**

All meetings of the CMAC shall be conducted in accordance with these bylaws. Should the bylaws not address an issue regarding the conduct of a meeting, the most current edition of Roberts Rules of Order Newly Revised, shall govern. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the parliamentarian or designate another CMAC member to serve as parliamentarian.

### **Section 2. CONFLICT OF INTEREST**

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest, prior to the vote on the matter before the CMAC and shall refrain from voting on any such matter.

## **ARTICLE VIII: BYLAW AMENDMENTS**

The CMAC Bylaws may be amended by a majority vote of the CRTPA.

## **ARTICLE IX: PUBLIC PARTICIPATION**

Comment will be accepted by individuals during the course of CMAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the CMAC Chairperson.
- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC Chairperson when such a situation arises.

March 7, 2017



## AGENDA ITEM 3 B

## COMMITTEE BYLAW REVISIONS - CMAC

TYPE OF ITEM: Presentation/Discussion

**STATEMENT OF ISSUE**

Staff is seeking to amend the Citizen's Multimodal Advisory Committee (CMAC) bylaws to update the representation and operations of the committee. The bylaws, provided as **Attachment 1**, will be reviewed by the CRTPA Board in March 2017, and are scheduled to be adopted at their next subsequent meeting.

**HISTORY AND ANALYSIS**

The current CMAC bylaws (**Attachment 2**) were adopted in May of 2012 by the CRTPA Board. Since that time, CRTPA staff has evaluated the efficiency and effectiveness of the CRTPA committees as currently structured and has identified potential improvements to the structures and operations thereof. At this time, CRTPA Staff is proposing to amend the committee bylaws of the CMAC (as well as that of the TAC) in the following ways:

**Preamble**

- Add a Statutory reference.

**Article III, Membership**

- Delete Section 1, Membership Table, including the prior voting membership of Florida Department of Health, Commuter Services of North Florida, and Florida Office of Greenways and Trails, and appointments of CMAC members by individual CRTPA Board Members.
- Renumber Section 2 (Geographical and Special Interest Balance) as Section 1.
  - Amend the third sentence in this section to read, "Minorities, the elderly, and those with mobility challenges (strike "handicapped") must be adequately represented, and efforts will be made to secure representatives of the bicycling, pedestrian, transit, and student populations.

- Strike the last sentence in this section and replace with, “The CRTPA Executive Director or his/her designee may recommend appointment to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.”
- Add a new Section 2, “Maximum Membership” to state that the CMAC will consist of a maximum membership of fifteen (15) voting representatives from the four (4) county region.
- Rename Section 3 to, “Appointment Procedures and Terms of Membership.”
  - Strike Items a through d of Section 3 and replace with new language as follows:
    - a. Application - Anyone serving on the CMAC must have a completed application on file to be considered for appointment to the committee.
    - b. Terms - CMAC members are appointed by and serve at the pleasure of the CRTPA Board. CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
    - c. Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.
- Strike Section 4, “Non-Voting Members”
- Add a new Section 4, “Resignations.” This section states that CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.
- Amend Section 5, “Vacancies.” The new Section will state that, “When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed. Board Members will be given an opportunity to forward applications to any individuals they know to have an interest in serving on the CMAC for upcoming CRTPA Board consideration. Completed applications will be forwarded to CRTPA Board Members for consideration, and Board approval will be sought for any suggested appointments.”
- Strike Section 6, “Reappointments” (Now covered in new Section 3)
- Strike Section 7, “Resignations” (Now covered under new Section 4)

**Article IV, Voting**

Amend as follows:

- Section 1, “Voting Authority” - amend to remove reference to alternates.
- Section 3, “Alternates” - amend to remove this section as alternates no longer apply.
- Section 4, “Quorum” add introductory language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
  - Item “a” - amend to define a quorum as a 50% majority vote plus 1, and remove the reference to liaisons and the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.

**Article V, Regular and Special Meetings**

Amend as follows:

- Section 1, “Meeting Schedule” amend as follows:
  - Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
  - Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Section 2, “Meeting Attendance” amend to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a CMAC voting member. The language is further amended to state that the request for removal and replacement shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of the year.
- Section 3, “Meeting Location” amend to remove the specification of, “Regular” with regard to the types of meetings that will be held at a location agreed to by the CMAC members and accessible to the public because all meetings must meet this requirement.

- Section 4, “Special Meetings” amend to indicate that Special Meetings may be called by the Chairperson, CRTPA Executive Director, or as directed by the Board. Previously the bylaws indicated that the special meetings could be called by the Chairperson or CRTPA Staff.
- Section 5, “Meeting Notification” amend to change the notice of time, place, and purpose of TAC Meetings from Five (5) days before the meeting to Seven (7) days before the meeting, found in item “a”, and to remove references to, “Regular” meetings as consistent with previous edits.
- Section 6, “Meeting Materials” amend as follows:
  - Item a will state that Agenda Materials for the CMAC meetings shall be posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
  - Item b will state that supplemental materials shall be provided to the CMAC Members as soon as practicable and no later than the Friday before a scheduled meeting. The materials will be posted on the CRTPA webpage on the same date.

#### **Article VII, Rules of Procedure**

- Amend Section 1, “Meeting Conduct” to state that all meeting of the CMAC shall be conducted in accordance with the CMAC bylaws. Should the bylaws not address an issue regarding the conduct of a meeting, the most current edition of Roberts Rules of Order Newly Revised shall govern.

#### **Article VIII, Bylaw Amendments**

Amend as follows:

Revise the Article to state that the CMAC Bylaws may be amended by a majority vote of the CRTPA. Remove the following sections:

- Section 1, “Amendment By CMAC”
- Section 2, “Amendment By CRTPA”
- Section 3, “Noticing of Amendments”

#### **Article IX, Citizen Participation**

Amend as follows:

Rename, “Public Participation”

- Revise and condense Sections 1 and 2 into Items a through e providing the manner in which comments will be accepted by individuals during the course of CMAC Meetings.

- Item a will state that members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- Item b will state that the public may speak on items' that are not on the agenda during the "Public Comment" section of the agenda.
- Item c will amend Item b of the current CMAC bylaws to address the use of "Request to Speak" cards. Previously, this item required a "Request To Speak" card, and stated that if they could not complete the card that CRTPA Staff would assist them. Item c will now state that individuals are encouraged to complete a "Request To Speak" card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
- Item d will amend item c of the current CMAC Bylaws to refer to citizens as "individuals" and to remove the requirement of filling out a "Request To Speak" card to address the committee.
- Item e will be newly added, and addresses the occasion of large groups of people wishing to speak, encouraging them to designate a spokesperson to represent their views.

## **ATTACHMENTS**

Attachment 1: Proposed CMAC Bylaws

ATTACHMENT 2: CURRENT CMAC BYLAWS