

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY**  
**Technical Advisory Committee (TAC)**  
**BY-LAWS, PROCEDURES,**  
**AND POLICIES**

- A. Preamble
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**A. Preamble.** The following sets forth the By-Laws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee of the Capital Region Transportation Planning Agency.

**B. TAC By-Laws**

**B-1. Membership**

(1) As designated by the Capital Region Transportation Planning Agency as of May 23, 2005, the TAC will consist of voting representatives as follows:

Leon County	4
City of Tallahassee	4
Apalachee Regional Planning Council	1
City of Midway	1
Town of Havana	1
City of Quincy	1
Gadsden County	1
Wakulla County	1

CRTPA member governments will determine the number of liaison (non-voting) members it desires to have represented on the TAC. In addition to those appointed by member governments, the TAC will also seek the following as liaisons:

Tallahassee Regional Airport	Tallahassee Fire Department
Quincy Airport	Gadsden County School Board
TalTran	Leon County School Board
Tallahassee Police Department	Wakulla County School Board
Gadsden County Sheriff's Office	Commuter Services of North Florida
Leon County Sheriff's Office	Florida Department of Transportation
Wakulla County Sheriff's Office	Blueprint 2000

These bylaws shall be revised to reflect any subsequent CRTPA action changing membership and voting in TAC.

(2) TAC voting members from participating governments may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate ceases to be employed by the member government or whose terms of employment have changed in such a way that his/her participation on the TAC is no longer appropriate. No TAC member may vote by proxy.

## **B-2. Membership Term of Office**

(1) 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. Likewise, 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.

## **B-3. Officers and Duties**

(1) The TAC shall hold an annual organizational meeting no later than the last TAC meeting of the calendar year for the purpose of electing the following officers from its voting membership:

- Chairperson
- Vice-Chairperson

The Chairperson and Vice-Chairperson shall be members of different member governments.

(2) Officers shall be elected by a majority of the votes of members present at the organizational meeting and shall serve a term of one year.

(3) The Chairperson shall preside at all meetings. 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 Advisory Committee meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone.

## **B-5 Meetings**

(1) Regular meetings of the TAC shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson. Regular meetings will be held no less frequently than every two months, or six times a year.

(2) Meetings will be held on the first Tuesday of any given month and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.

(3) Special meetings may be called by the Chairperson.

(4) There must be fifty percent (50%) of the appointed members present (excluding liaisons) including at least one appointee from a jurisdiction other than Tallahassee or Leon County to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority vote of the total quorum present.

(5) Agenda materials for the TAC meetings shall be distributed no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the TAC members as soon as practicable.

(6) Meetings will be open to the public. Any group which so requests in writing, will be notified of TAC meetings.

(7) The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. 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.”

(8) TAC meetings will be recorded and minutes will be prepared.

(9) Upon the seconding of a motion for discussion purposes, comments from members will be limited to three minutes for that motion. Subsequent motions will allow members an additional three minutes each for discussion.

#### **B-6 Citizen Participation at TAC Meetings**

(1) Citizen comments will be accepted during the meeting.

(2) Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.

(3) Citizens will complete a Request to Speak card. If the citizen is unable to complete the card, she/he will be assisted by the CRTPA staff.

(4) Each citizen will be permitted to speak for three minutes, with additional time granted at the discretion of the TAC Chairperson.

(5) Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

#### **B-7 By Law Amendments**

The TAC By-Laws may be amended by the CRTPA.

### **C. TAC General Policies**

- (1) The TAC agenda will include sections for consent, discussion, information, and action sections.
- (2) The TAC agenda will be limited to required items only as determined to provide technical recommendations based on the CRPTA agenda. TAC members are requested to coordinate with the Executive Director on those other items that they wish to have considered.
- (3) No other governmental organization shall preclude the scheduled convening or adjournment time of the TAC.

### **D. TAC Specific Policies**

- (1) Any policy that affects planning efforts and not administration nor procedural policies of the TAC shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes. All adopted resolutions will be moved forward to the CRPTA for the decision concerning final adoption.

### **E. Modifications to the Long Range Transportation Plan**

- (1) A request to amend the Long Range Transportation Plan may be initiated by the CAC, the TAC, the CRTPA, or another governmental agency. Members of the CRTPA will be notified of a request to amend the Long-Range Transportation Plan.
- (2) A request to amend the Long Range Transportation Plan will be reviewed by the CAC in coordination with the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CAC recommendation, CRTPA Staff recommendation, and the recommendation will be forwarded to the CRTPA.
- (3) In addition to the required public notifications, efforts to communicate with the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.