

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
MULTIMODAL ADVISORY COMMITTEE
BY-LAWS, PROCEDURES,
AND POLICIES**

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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 Multimodal Advisory Committee (MAC) of the Capital Region Transportation Planning Agency (CRTPA).

B. MAC By-Laws

B-1. Membership

(1) As designated by the Capital Region Transportation Planning Agency as of June 19, 2006, the MAC will consist of voting representatives as follows:

- Eight (8) citizen representatives from the CRTPA region
- One (1) member from StarMetro
- One (1) member from Commuter Services of North Florida
- One (1) member from FSU
- One (1) member from FAMU
- One (1) member from TCC
- One (1) member from the Tallahassee Leon County Planning Department
- One (1) member from the Wakulla County Planning Department
- One (1) member from the Gadsden County Planning Department

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

(2) Each MAC member shall have one vote. Votes shall be weighted equally.

(3) In addition to those MAC members appointed above, the MAC may, from time to time, seek representation from local organizations as non-voting liaisons. Examples of such organizations include:

Tallahassee Regional Airport
Quincy Airport
Leon County School Board
Wakulla County School Board
Leon County Sheriff's Office
Wakulla County Sheriff's Office

Tallahassee Fire Department
Gadsden County School Board
Tallahassee Police Department
Gadsden County Sheriff's Office
Florida Department of Transportation
Blueprint 2000

B-2. Membership Term of Office

(1) MAC citizen representation, whenever possible, should consist of residents from throughout the CRTPA's three-county planning area. Citizens from throughout the CRTPA area may be appointed to the committee by the CRTPA board.

(2) Each MAC member is expected to demonstrate interest in service to the CRTPA by regular attendance of MAC meetings, except for unavoidable circumstances. Any member who expects to be absent from a meeting shall inform MAC staff as soon as practical. If a member is absent from 2 consecutive regular meetings, or otherwise showing more absences than participation in the committee, the MAC may recommend removal to the CRTPA board. Three consecutive absences shall be grounds for removal, at the discretion of the MAC chairperson. If a member is removed by the MAC Chairperson, then a letter stating that fact shall be sent to the CRTPA board.

3) Vacancies shall be filled in consultation with the MAC Chair and CRTPA staff and approved by the CRTPA. Citizens interested in serving on the MAC are encouraged to apply at any time; applications will be kept on file to fill future vacancies.

4) MAC members shall serve renewable 2-year terms.

B-3. Officers and Duties

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

- Chairperson
- Vice-Chairperson

(2) Officers shall be elected by a majority vote of the quorum 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

MAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairman of that meeting, for that meeting alone.

B-4. Meetings

(1) Regular meetings of the MAC shall be held as needed at Tallahassee City Hall or other locations designated by the Chairperson. 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.

(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 forty percent (40%) of the appointed members present, including a minimum of two citizen representatives, to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority vote of the total quorum present.

(5) MAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Agenda materials for MAC 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 MAC members as soon as practicable.

(6) Meetings will be open to the public. Any group which so requests in writing will be notified of MAC 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 MAC member to serve as “parliamentarian.”

(8) MAC 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 per member for that motion. Subsequent motions will allow members an additional three minutes each for discussion.

B-5. Citizen Participation at MAC 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, s/he will be assisted by the CRTPA staff.

(4) Citizens will be allowed to speak for three minutes each.

(5) 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.

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

B-6. By Law Amendments

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

C. MAC General Policies

(1) The MAC agenda will include sections for consent, member items, discussion, information, and action sections.

(2) The MAC agenda shall provide technical recommendations based on the CRPTA agenda, but shall not be limited to addressing items on the CRPTA agenda. MAC members will coordinate with the Chairperson through CRTPA staff on other items that they wish to have considered.

(3) No other governmental organization shall preclude the scheduled convening or adjournment time of the MAC.

D. Modifications to the Long Range Transportation Plan

(1) A request to amend the Long Range Transportation Plan may be initiated by the Citizen's Advisory Committee, the Technical Advisory Committee (TAC), the CRTPA, the MAC 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 MAC in coordination with the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the MAC 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.