

Technical Advisory Committee Bylaws

Adopted May 2012

Amended June 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:

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

<u>Planning Continued</u>
<i>Jefferson County Planning</i>
<i>Leon County</i>
<i>Development Support & Environmental Management, Transportation Planning</i>
<i>Wakulla County, Planning & Community Development</i>
<i>Department of Planning, Land Management & Community Enhancement (PLACE)</i>
<u>Schools</u>
<i>Gadsden County Superintendent/Representative</i>
<i>Jefferson County Superintendent/Representative</i>
<i>Leon County Superintendent/Representative</i>
<i>Wakulla County Superintendent/Representative</i>
<u>Transit</u>
<i>StarMetro</i>
<i>Commuter Services of North Florida</i>
<u>Other</u>
<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.