

NOTES

CONSENT ACTION

AGENDA ITEM #VII-3

**AMENDMENTS TO THE TECHNICAL ADVISORY COMMITTEE
(TAC) BYLAWS**

Presenter: David Hutchinson, MPO Staff

Summary: A review of the Technical Advisory Committee (TAC) Bylaws by Staff, Legal Counsel, and the TAC Members showed that the Bylaws needed updating in order to reference the officer vacancies/absences, quorums, public participation, and bylaw amendments.

The TAC reviewed and adopted this draft at their July 13, 2015 meeting. Their requested changes are noted in “blue” text, with MPO Legal Counsel Recommendations shown in “red.”

Attachment: Draft TAC Bylaws

Recommended

Action: MPO Board Approval of Amended TAC Bylaws

REVISED MARCH 28, 2011
REVISED JULY, 2000
MPO LEGAL COUNSEL REVISIONS JUNE 16, 2015
TAC MEMBER REVISIONS JULY 13, 2015

BYLAWS
for the
TECHNICAL ADVISORY COMMITTEE
of the
SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION

Section 1. Name:

The name of this Committee shall be the Technical Advisory Committee of the Sarasota/Manatee Metropolitan Planning Organization (Sarasota/Manatee MPO).

Section 2. Purpose:

- A. The Committee shall serve the Sarasota/Manatee MPO in an advisory capacity on technical matters.
- B. The functions of this Committee shall include, but not be limited to, the following:
 - 1. To promote communication among members of the **Sarasota/Manatee Metropolitan Planning Organization (MPO) Board, Technical Advisory Committee (TAC), Bicycle Pedestrian Trails Advisory Committee (BPTAC), Public Transportation Task Force (PTTF) and Citizens Advisory Committee (CAC)**, in the identification and resolution of common transportation problems;
 - 2. To assist in developing transportation work programs;
 - 3. To promote the coordination of transportation planning and programming;
 - 4. To review the sufficiency, accuracy and completeness of appropriate studies, plans, programs or public information documents and advise the Sarasota/Manatee MPO thereof;
 - 5. To make priority recommendations to the Sarasota/Manatee MPO for transportation plans and program implementation based upon the needs as determined by technical studies;
 - 6. To review and make appropriate technical responses to requests from the **MPO Board, ~~Citizens Advisory Committee~~ CAC, BPTAC and PTTF.**
 - 7. Provide continuing liaison with local, state and federal agencies involved in the transportation planning process.
 - 8. To review and recommend annual plan certification.

Section 3. Membership, Composition Appointment, Qualifications and Terms:

A. Membership of the Committee shall include, but not be limited to, operating departments and agencies with responsibility for the planning, control, development or improvement of transportation within the Sarasota/Manatee Counties area, as approved by the Sarasota/Manatee MPO. Each member agency representative shall be duly appointed by the member agency. ~~prior to the first day of December of each year.~~ Each Committee representative shall serve at the pleasure of his or her member agency. The Committee shall be notified in writing ~~by the member agency~~ of the appointment, reappointment or replacement of a member agency's representative. A list of current Technical Advisory Committee member agencies shall be attached to these bylaws.

B. The Technical Advisory Committee shall be composed of 24 regular and alternate members appointed from each of the MPO's member agencies and ~~9~~ various advisory agencies appointed from each of the advisory agencies as reflected in the attached agency list. Regular members shall be voting members. Advisory agencies shall be non-voting agencies.

C. Alternate representatives shall be designated to act on behalf of members and advisory agencies with all of the privileges accorded thereto, with the exception of serving as an officer, provided the alternate is an employee of the member agency. The Committee shall be notified in writing ~~by the member agency~~ of the appointment, reappointment or replacement of ~~a the member or agency's representative's~~ alternate representative.

D. All Committee members, advisory agencies and alternates-must identify themselves on the attendance roster as to the agency represented and voting or non-voting status.

E. The MPO Executive Director ~~or his/her designee~~ will be responsible for maintaining a current list of the names of members, advisory agencies and alternates.

Section 4. Officers and Duties:

A. A Chair and a Vice Chair of the Committee shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the offices until their successors are elected.

B. The Chair and Vice Chair shall alternate annually between Sarasota and Manatee counties, inclusive of municipalities within each county.

C. Any **regular** member may nominate or be nominated as an officer. All elections shall be by the majority vote of members present.

D. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall also serve as a liaison between the Technical Advisory Committee and the Sarasota/Manatee MPO **Board** whenever the need arises. In the absence of the Chair, the Chair's alternate may sit as a member of the Committee.

E. The Vice Chair shall, during the absence of the Chair or the Chair's inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned by the Chair.

F. If both the Chair and Vice Chair are absent from a meeting **or are otherwise unable to preside**, the meeting shall be chaired by the **MPO** Executive Director, or MPO staff designee, who shall not vote. Any vacancy in office created by resignation or replacement of an Officer **by the appointing member by the Officers member agency**, shall be filled by a majority vote of regular members.

The Officer so elected shall fill the remainder of the unexpired term of the vacant office. If, at any time, the Committee **feels that an Officer is not performing duties in accordance with Section 4, Subsection C, that Officer may be removed from office by a two-thirds vote of the regular members present at a regular meeting, provided that an item to that effect has been discussed at a regular meeting to be voted on at the next regular meeting, and an agenda has been distributed in accordance with Section 5, Subsection B, of these Bylaws.** desires to elect a new Officer during that Officer's service year, it may do so with a two-third vote of the members present.

Section 5. Meetings:

A. The Committee shall meet **monthly in advance of MPO Board Meetings** at a date, time and place acceptable to a majority of the regular membership. The date or time may be changed by a

majority vote if ten (10) calendar days notice is given to the regular members.

B. A seven (7) calendar day notice shall be given for regular meetings. Special meetings may be called by the Chair with a minimum of three (3) calendar days notice, indicating the reason for the meeting and notifying all member agencies. Agendas shall be prepared prior to all meetings. Tentative agendas should be mailed with meeting notices and, whenever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting. Members may place items on the tentative agenda by notification of the Chair. Any item requiring Committee action may be brought before the committee by any member, even though it is not on the agenda. The Committee shall decide if action is to be taken at that meeting or at a subsequent meeting.

C. Whenever reports are to be given, copies will be prepared for each member of the committee. When possible, said copies should be mailed with meeting notices.

D. Each member shall have one vote.

E. A quorum shall consist of ~~a majority (13) of ten (10) members or TAC alternates~~ (or alternates) and shall be required ~~for conduct of all official business~~ to vote to approve or otherwise act on any action item. ~~A majority of the quorum shall be necessary to decide an issue before the Committee.~~ Notwithstanding the foregoing, the Committee may discuss any issue at a meeting even absent a quorum, and may therefore report the substance of those discussions in draft minutes to the MPO governing board so that the governing board would at least have the benefit of those discussions in making subsequent decisions.

F. All meetings will be open to the public, ~~held at publically accessible locations, and properly noticed by MPO Staff. Public participation shall be at the discretion of the Chair.~~ While the Chair or presiding officer may maintain good order and manage the agenda, and in so doing may ask persons in attendance to comply with speaking time limits, to refrain from personal attacks, and to speak to the topic under discussion, and may in furtherance of this authority request non-compliant persons to

leave the room and to summon assistance from law enforcement in exceptional circumstances, every effort should be made to permit citizen participation. At a minimum, the Chair or presiding officer shall, pursuant to Florida Statutes § 286.0114, ensure that prior to voting on any action item (other than the approval of minutes, the election of officers, or other purely ministerial items) the floor shall be opened for public comment by any person in attendance. Unless the Committee adopts different time frames, the time limits for speakers used by the MPO governing board shall be the time limits used by the Committee for such presentations.

Section 6. Amendments:

These Bylaws may be amended by the affirmative vote of ~~two-thirds~~ a majority of the members (or alternates) ~~of the full committee, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) calendar days before it is to be voted on. All proposed amendments shall be voted on at regular meetings.~~ However, no such amendments may be voted on until the proposed amendment has been reviewed by MPO Legal counsel and has been published to the full Committee at least ten (10) days prior to the meeting at which the vote to amend will be taken. If the Committee votes to amend its Bylaws, the MPO Staff shall then transmit the proposed amendments to the Chair of the MPO governing board, who will place the proposed amendments on a subsequent MPO board meeting for review and action. The effective date of any amendments to these Bylaws shall be the date upon which they are approved by the MPO governing board and signed by the MPO Chair. Notwithstanding the foregoing, the Committee acknowledges that the MPO governing board reserves the right to initiate amendments to these Bylaws if that board, in its judgment, determines that such amendment's are required to comply with the law or is otherwise in the best interests of the MPO.

Section 7. Prior Agreement:

These Bylaws supersede and replace any and all Bylaws previously adopted by the Technical Advisory Committee.

Section 8. Effective Date:

These Bylaws and any and all amendments to the Bylaws will become effective upon endorsement of the Sarasota/Manatee MPO Technical Advisory Committee and MPO Board.

These revised Bylaws for the Technical Advisory Committee of the Sarasota/Manatee Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on ~~March 14, 2011~~ July 13, 2015 by the Technical Advisory Committee and subsequently endorsed by the Sarasota/Manatee Metropolitan Planning Organization on ~~March 28, 2011~~ July 27, 2015.

TECHNICAL ADVISORY COMMITTEE

By: _____
~~George McKay~~ **Claude Tankersley**
TAC Chair

METROPOLITAN PLANNING ORGANIZATION

By: _____
~~Commissioner David Garofalo~~ **Councilman Jim Bennett**
MPO Chair

ATTESTED BY: _____
Michael P. Howe
MPO Executive Director

DATED this ~~28th~~ 27th day of ~~March, 2011~~ July, 2015

REGULAR MEMBER AGENCIES

Manatee County

~~Planning~~ Building and Development Services Department
~~Transportation~~ Public Works Department – Traffic Management
~~Community Services~~ Public Works Department - Transit Division
Manatee County School Board

Sarasota County

~~Growth Management Business Center~~ Planning & Development Services
Public Works Business Center - ~~Public Works~~ Transportation Planning
~~Public Works Business Center~~ – Sarasota County Area Transit (SCAT)
Sarasota County School Board – Planning Department

City of Bradenton

Planning Department
Public Works Department

Town of Longboat Key

Community Services Department
Planning, Zoning and Building

City of Palmetto

Department of Public Works
Department of Public Works Planning and Engineering

City of Sarasota

~~Engineering Department~~ Transportation Engineering Division
Planning ~~and Redevelopment Department~~ Development & Zoning Division

City of Venice

Planning and Zoning ~~Department~~ Division
Engineering Department

City of North Port

~~Planning and Zoning Department~~ Neighborhood Development Services – Planning & Zoning
Division
Public Works - Engineering ~~Department~~ Division

Island Transportation Planning Organization
(Cities of Holmes Beach, Bradenton
Beach and Anna Maria)

Public Works Department

Regional

Sarasota Manatee Airport Authority
Southwest Florida Regional Planning Council
Tampa Bay Regional Planning Council
Manatee County Port Authority

ADVISORY AGENCIES (non-voting)

Manatee County

Environmental Management Department

Sarasota County

~~Natural Resources~~ Environmental Protection Division

Regional

Freight Movement Stakeholders
The MPOs in FDOT's District One

District Florida DOT

District 1 Public Transportation Office
District 1 Planning Department

State Florida DOT

~~Tallahassee Planning~~ Office of Policy Planning
~~Governor's Energy Office~~

Transportation Disadvantaged Commission

Federal

Federal Highway Administration
Federal Transit Administration