

# Bylaws

August 5, 2013

Amended April 3, 2017

Amended December 4, 2017

## Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area





# Bylaws

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Approved by the

## Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

2009 NW 67th Place  
Gainesville, FL 32653  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000



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Charles S. Chestnut IV, Chair

with Assistance from

North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

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# **Chapter I: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Bylaws**

## **A. Preamble**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is created under the authority of Section 339.175, Florida Statutes, to perform the area-wide transportation planning process in the Gainesville Urbanized Area. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area boundary is established in the Membership Apportionment Plan and Boundary Map approved by the Florida Governor on July 9, 2013.

The powers, privileges and authority of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area are contained in the Interlocal Agreement for Creation of the Metropolitan Transportation Planning Organization dated May 26, 2004. In compliance with the Interlocal Agreement, the following sets forth the bylaws, policies, and procedures of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## **B. Authority**

23 United States Code 134(d) and (e); United States Code 5303(d)(e) 23 Code of Federal Regulations 450.310 and 339.175(2), Florida Statutes; describe the requirements for the designation and redesignation of metropolitan planning organizations.

23 United States Code 134(d)(2); 23 Code of Federal Regulations 450.310(d); 49 United States Code 5303(d)(2); and 339.175 (3) and (4), Florida Statutes, and 339.176, Florida Statutes; describes voting membership and membership apportionment of the metropolitan planning organization.

23 United States Code 134(e); 49 United States Code 5303(e); 23 Code of Federal Regulations 450.312; and 339.175(2)(c)(d), Florida Statutes; outline the requirements and process for the establishment of transportation planning boundaries of a metropolitan planning organization.

23 Code of Federal Regulations 450.314; and 339.175(2)(b) and (10), Florida Statutes; describe the types of agreements necessary to implement the metropolitan transportation planning process.

339.175(6)(d) and (e), Florida Statutes; specify the establishment of metropolitan planning organization technical and citizens advisory committees.

Proposed Urban Area Criteria for the 2010 Census; Notice, United States Census Bureau, Department of Commerce, Federal Register August 24, 2010, pages 52174-52184.

Qualifying Urban Areas for the 2010 Census; Notice, United States Census Bureau, Department of Commerce, Federal Register March 27, 2012, pages 18625-18669.

## **C. Purpose and Functions**

- (1) The purposes of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be the following:
  - (a) To carry out a continuing, cooperative and comprehensive transportation planning process in the Gainesville Urbanized Area consistent with applicable federal, state and local laws in cooperation with the Florida Department of Transportation;
  - (b) To define transportation-related goals and objectives and ensure that the transportation planning process embodies those goals and objectives;
  - (c) To develop transportation plans and programs, in cooperation with the Florida Department of Transportation, which provide for the development of transportation facilities that will function as a multi-modal and intermodal transportation system for the Gainesville Urbanized Area;
  - (d) To develop transportation systems embracing various modes of transportation to maximize the mobility of people and goods within and through the Gainesville Urbanized Area and minimize transportation-related fuel consumption and air pollution;
  - (e) To assure the continued eligibility for the receipt of federal and state capital and operating assistance for transportation projects in the Gainesville Urbanized Area; and
  - (f) To maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs will result in a multi-modal transportation system, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.
- (2) The functions of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall include, but are not limited to the following:
  - (a) Adopt, update and maintain a Long Range Transportation Plan;
  - (b) Develop and biennially adopt a Unified Planning Work Program;
  - (c) Prepare and annually adopt a Transportation Improvement Program;
  - (d) Assist the Florida Department of Transportation in mapping transportation planning boundaries required by federal and state law;

- (e) Ensure the compatibility of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans and projects with state and local county and city transportation plans and projects;
- (f) Ensure that the entire Gainesville Urbanized Area is included in the transportation planning process;
- (g) Ensure that all transportation modes are considered in the transportation planning process;
- (h) Ensure that the transportation needs of all persons, including the elderly and handicapped, are considered in the transportation planning process;
- (i) Establish and maintain a Technical Advisory Committee to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, guide and assist the Technical Advisory Committee in its activities and ensure local technical review and coordination with state and local plans in the transportation planning process;
- (j) Establish and maintain a Citizens Advisory Committee to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, guide and assist the Citizens Advisory Committee in its activities and public involvement programs and ensure meaningful citizen participation in the transportation planning process;
- (k) Ensure local technical review and coordination of bicycle and pedestrian projects to improve safety and encourage these modes by establishing and maintaining a Bicycle/Pedestrian Advisory Board to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
- (l) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may also establish other standing or ad-hoc advisory committees as necessary or specified in state statutes, such as the Alachua County Transportation Disadvantaged Coordinating Board for the Transportation Disadvantaged Program; and
- (m) Perform other duties designated by federal and state laws or rules and regulations.

## **D. Membership**

- (1) Voting Members: Pursuant to the Apportionment Plan approved by the Florida Governor, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall consist of the following voting members:
  - (a) The five (5) members of the Alachua County Board of County Commissioners; and
  - (b) The seven (7) members of the Gainesville City Commission.

- (2) Non-voting Advisors: In addition to the voting members, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall also appoint the following non-voting advisors:
  - (a) University of Florida advisor to be nominated by the University of Florida President;
  - (b) Florida Department of Transportation District 2 advisor to be nominated by the Florida Department of Transportation District 2 Secretary; and
  - (c) Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.
- (3) The membership of elected officials as voting members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall coincide with their respective elected terms.

## **E. Officers and Elections**

- (1) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall hold an organizational meeting each year for the purpose of electing the following officers:
  - (a) Chair;
  - (b) Vice-Chair; and
  - (c) Secretary/Treasurer.
- (2) Officers shall be elected at the annual organizational meeting and shall serve a term of one (1) year commencing on January 1 and ending on December 31.
- (3) The Chair shall preside at all meetings, and upon the absence or at the discretion of the Chair, the Vice-Chair shall assume the powers and duties of the Chair, including but not limited to, the following:
  - (a) To open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present;
  - (b) To announce in proper sequence the business that comes before the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
  - (c) To recognize Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area members who are entitled to the floor and recognize members of public;

- (d) To state and put to vote all questions that legitimately come before the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as motions or that otherwise arise, and to announce the result of each vote; or if a motion is not in order, to rule it out of order;
  - (e) To protect the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from obvious frivolous or dilatory motions by refusing to recognize them;
  - (f) To expedite business in every way compatible with the rights of members;
  - (g) To decide all questions of order, subject to appeal, unless, when in doubt, the Chair submits a question to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for decision;
  - (h) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
  - (i) To authenticate by signature, when necessary, all acts, orders, contracts, and proceedings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area; and
  - (j) To declare the meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adjourned at the conclusion of business or other appropriate time, or at any time in the event of an emergency.
- (4) In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.
- (5) The Secretary/Treasurer shall be responsible for attesting to all contracts, agreements, and other official documents as required, and for signing meeting minutes. In lieu of the Secretary/Treasurer, contracts, agreements and other official documents may be attested to by two (2) members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Secretary/Treasurer shall serve as Chair of the Audit Review Committee.
- (6) In the event that an officer position becomes vacant, a replacement shall be elected for the remainder of the term of the position being filled at the next scheduled Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting.

## **F. Organization and Administration**

- (1) The Executive Director shall have such authority as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated October 27, 2016.

- (2) The Executive Director shall be the Agency Clerk of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The address and telephone number of the Executive Director and Agency Clerk shall be the same as for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area listed below in this Organization and Administration Section. The duties and responsibilities of the Agency Clerk shall be generally consistent with Section 120.59(2), Florida Statutes (although the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is not subject to Chapter 120, Florida Statutes), and applicable Florida rules of appellate procedure, and shall be to send notices, correspondence and orders; to certify true copies and actions; and to attest signatures of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area officers.
- (3) The Executive Director shall be responsible for developing a draft operating (line item) budget for the upcoming fiscal year and submitting it to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval.
- (4) The North Central Florida Regional Planning Council shall provide staff services for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated October 27, 2016.
- (5) The Executive Director shall be responsible for producing all notices, agendas and minutes of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings.
- (6) The Executive Director shall be responsible for preparing, duplicating and distributing all materials necessary for Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings.
- (7) The Executive Director shall be responsible for preparing meeting minutes recording all official actions of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the safe keeping of all approved minutes in permanent minute files. These files shall be open for public inspection during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office. Persons may obtain agendas, minutes, forms, publications or documents by contacting the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area by telephone at 352.955.2200, facsimile at 352.955.2209 or on the web at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo).
- (8) The Executive Director is authorized to process administrative modifications to the long range transportation plan. Administrative modifications are made without public involvement. These revisions consist of minor changes, such as project/phase costs, funding sources, project/phase initiation dates without re-demonstrating fiscal constraint.

- (9) The Executive Director is authorized to process administrative transportation improvement program amendments under the following conditions:
- (a) the administrative amendments take place between July 1st and September 30th of each year; and
  - (b) the projects included in the administrative amendment are identical projects already approved and included in the first year of the new transportation improvement program adopted and then submitted to the Florida Department of Transportation District 2 and the Florida Department of Economic Opportunity by July 15th. There must be no change in the project description, funding or scope of work. The projects must appear in the administrative amendment exactly as they appear in the new transportation improvement program.
- (10) The Executive Director is authorized to:
- (a) approve lawful and justifiable travel requests, subject to the provisions of Section 112.061, Florida Statutes, and the availability of funds when such travel furthers the interests of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area; and
  - (b) approve requests for reimbursement of travel expenses incurred pursuant to an approved travel request for lawful expenses incurred by a traveler.
- (11) The Executive Director is responsible for administering the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Title VI Nondiscrimination Program and is authorized to sign and submit each year the Title VI/Nondiscrimination Policy Statement.
- (12) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is responsible for the supervision and review of all financial matters concerning its operations. The Executive Director shall be responsible for keeping, maintaining and managing all accounts, records and documents, both of a technical and financial nature, for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated October 27, 2016.
- (13) The office of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be located at the offices of the North Central Florida Regional Planning Council, 2009 NW 67th Place, Gainesville, FL 32653-1603. Persons may obtain agendas, minutes, forms, publications or documents by contacting the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at this location, at the website at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo), or by telephone at 352.955.2200 or facsimile at 352.955.2209. Business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays.

## **G. Regular and Special Meetings**

- (1) Regular meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be held in accordance with an annual regular meeting schedule as adopted and amended by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) Special meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may be called by the Chair or by the initiative of four (4) or more voting members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area petitioning the Chair.
- (3) Notice of regular and special meetings and agendas shall be sent to members at least seven (7) calendar days prior to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings.
- (4) Regular meetings and special meetings shall be publicly noticed at least seven (7) calendar days prior to such meeting. The notice shall provide the date, time and place, a brief description of the purpose of the meeting and the address where interested persons may obtain a copy of the agenda.
- (5) All Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings shall be open to the public and news media.
- (6) Meetings shall be held in locations that are Americans with Disabilities Act compliant.

## **H. Emergency Meetings**

- (1) The Chair may call an emergency meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area when in the Chair's opinion an emergency exists that requires immediate action. When such meeting is called, each Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area member shall be notified of the date, time and place of the emergency meeting and purpose of such emergency meeting, and no other business other than the action necessitating the emergency meeting shall be transacted at such emergency meeting. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances. A notice of the meeting(s) shall be posted on meeting bulletin boards at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office, Gainesville City Hall, the Alachua County Administration Building and at the website [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo). At least twenty-four (24) hours notice shall be provided for emergency meetings.
- (2) If after reasonable diligence, it becomes impossible to give notice to each Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member, or shall show a waiver of notice.

## I. Meeting Agenda

- (1) There shall be an agenda for every regular and special meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which shall be specific as to the items to be considered.
- (2) At least seven (7) calendar days prior to a regular or special meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall prepare and make available an agenda for distribution or request by an interested person.
- (3) The agenda shall determine the order of business conducted at the regular meeting or special meeting. Items may be considered out of their listed order with the approval of the presiding officer at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area regular meeting or special meeting.
- (4) The meeting agenda provisions of this section are not applicable to emergency meetings.

## J. Conduct of Meetings

- (1) All Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings shall be consistent with the Florida Sunshine Law, Chapter 119, Florida Statutes, and open to the public and news media.
- (2) A majority of voting members, including a majority of the members of the City Commission and the Mayor and a majority of the members of the Board of County Commissioners, shall constitute a quorum for the transaction of business. An affirmative vote of at least a majority of the voting members present and voting, including a majority of those members of the City Commission and the Mayor present and voting and a majority of those members of the Board of County Commissioners present and voting, shall be necessary to adopt a measure or decide a question.
- (3) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area vote upon any resolution or motion may be by a voice vote, unless the Chair or any member requests that a show of hands or a roll call vote be taken; provided however that in accordance with Section 339.175(13), Florida Statutes, votes concerning the long-range transportation plan and the transportation improvement program shall be by a recorded ~~or~~ roll call vote or hand counted vote.
- (4) Roberts Rules of Order shall govern parliamentary procedure at Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings, except as provided otherwise in these Bylaws.
- (5) The Chair shall preside at all meetings at which he or she is present, and the Vice-Chair shall preside in the absence of the Chair.

- (6) In the absence of the Chair or the Vice-Chair, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall elect a temporary Chair. Upon the arrival of the Chair, or Vice-Chair, the Temporary Chair shall relinquish the role of presiding officer upon conclusion of the business before the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at that time.
- (7) The Chair shall state every question coming before the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and announce the decision on all matters.
- (8) Any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area member who intends to be absent from a meeting shall notify the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of the intended absence as soon as reasonably possible.
- (9) When a conflict of interest exists, it shall be declared by the member with a conflict upon opening of discussion of a matter by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Such member is required to complete Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only.
- (10) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (11) All remarks shall be addressed to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as a body and not to any member thereof. No person shall be permitted to enter into any discussion, either directly or through a member, without permission of the Chair. No question shall be asked of a member except through the Chair.
- (12) Verbatim minutes of meetings are not required, but minutes of meetings shall include an accurate record of official actions taken. The minutes of prior meetings shall be approved by the necessary majority vote, and upon approval, shall become the official minutes. Unless a reading of the minutes is requested by the necessary majority vote, the minutes shall not be read for approval provided each member of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area receives a copy of the minutes at least seven (7) calendar days prior to the meeting.

## K. Public Participation

- (1) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall establish a Citizens Advisory Committee and shall guide and assist such committee in its activities and public involvement programs.
- (2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The opportunity to be heard need not occur at the same meeting at which the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area takes the official action. This provision does not prohibit the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as provided herein.
- (3) Rules or policies of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area which govern the opportunity for members of the public to be heard at public meetings are, as follows:
  - (a) Members of the public shall be allowed three minutes to address the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
  - (b) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may, at its discretion, require representatives of groups or factions on a proposition to address the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, rather than allowing all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;
  - (c) Forms shall be provided at meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for citizens and groups to use in order to inform the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of a desire to be heard; to indicate support, opposition, or neutrality on a proposition; and to indicate designation of representatives to speak for members of the public, groups or factions on a proposition if desired; and

- (d) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall include an item on the agenda of public meetings for public comment offering members of the public and representatives of groups or factions an opportunity to comment or to be heard on any matter pertinent to the metropolitan transportation planning process not included as an agenda item at such public meeting.
- (4) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for public participation in the transportation planning process.
- (5) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area encourages public participation without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity.
- (6) When an agenda item requiring action is being discussed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for which members of the public provide additional hand-out material, said material shall also be made available to the public in attendance at the meeting.

## **L. Technical Assistance**

- (1) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall establish a Technical Advisory Committee.
- (2) The Technical Advisory Committee shall provide recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based upon the technical sufficiency, accuracy and completeness of studies, reports, plans and programs.

## **M. Official Actions**

- (1) All official actions of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be by adoption of resolutions or motions, as follows:
  - (a) Action by adoption of a resolution shall occur for all matters where adoption of a resolution is required by federal or state regulations and any other matters deemed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to be of sufficient importance to warrant adoption by resolution. A resolution shall be noted as officially adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and placed into effect upon the signature of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Chair; and
  - (b) All other actions shall be by adoption of a motion.

- (2) All official actions shall be recorded in the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting minutes and kept in the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's permanent files.

## **N. Reports and Materials**

- (1) The adoption of reports, studies, plans and programs must be by motion and vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) All data and reports of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its committees shall be released either to individuals or agencies upon the payment of the cost of duplication. If the nature or volume of data and reports requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, or both, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may charge, in addition to the cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area or attributable to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the clerical and supervisory assistance required, or both.
- (3) Every reasonable effort shall be made to make Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reports, studies, plans and programs available to the public at its website at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo).

## **O. Standing and Ad-Hoc Committees**

- (1) By Resolution No. 95-3, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area created a Bicycle/Pedestrian Advisory Board, to which the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appoints four (4) members, for the purpose of studying and making recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, City of Gainesville, and Alachua County for the maintenance of policies, programs and facilities for the safe and efficient integration of bicyclists and pedestrians into the metropolitan transportation system.
- (2) Pursuant to Section 427.0157, Florida Statutes, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appoints the members of the Alachua County Transportation Disadvantaged Coordinating Board, and provides support and resources to manage and oversee the operations of the Board, and assists in scheduling meetings, preparing agenda packets and other administrative duties.

- (3) Audit Review Committee - This standing committee meets with the Auditor and reviews the annual audit. The Audit Review Committee provides recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area concerning the annual audit. The Audit Review Committee consists of one (1) City of Gainesville Commissioner or Mayor and one (1) Alachua County Board of County Commissioner. The Secretary/Treasurer serves as the Audit Review Committee Chair.
- (4) Other standing or ad-hoc advisory committees may be established by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as necessary to investigate and report on specific subject areas of interest to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Standing and ad-hoc committees meetings shall have the same meeting requirements as Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings.

## **P. Amendments**

These Bylaws may be amended by the required majority vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, provided they have been distributed to each member at least seven (7) calendar days prior to the meeting.

# **Chapter II: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Technical Advisory Committee Bylaws**

## **A. Preamble**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Technical Advisory Committee is hereby established in accordance with federal and state requirements to provide technical assistance to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in the performance of the transportation planning process for the Gainesville Urbanized Area. The following sets forth the bylaws, policies and procedures of the Technical Advisory Committee.

## **B. Authority**

23 United States Code 134(d) and (e); United States Code 5303(d)(e) 23 Code of Federal Regulations 450.310 and 339.175(2), Florida Statutes; describe the requirements for the designation and redesignation of metropolitan planning organizations.

23 United States Code 134(d)(2); 23 Code of Federal Regulations 450.310(d); 49 United States Code 5303(d)(2); and 339.175 (3) and (4), Florida Statutes, and 339.176, Florida Statutes; describes voting membership and membership apportionment of the metropolitan planning organization.

23 United States Code 134(e); 49 United States Code 5303(e); 23 Code of Federal Regulations 450.312; and 339.175(2)(c)(d), Florida Statutes; outline the requirements and process for the establishment of transportation planning boundaries of a metropolitan planning organization.

23 Code of Federal Regulations 450.314; and 339.175(2)(b) and (10), Florida Statutes; describe the types of agreements necessary to implement the metropolitan transportation planning process.

339.175(6)(d) and (e), Florida Statutes; specify the establishment of metropolitan planning organization technical and citizens advisory committees.

Proposed Urban Area Criteria for the 2010 Census; Notice, United States Census Bureau, Department of Commerce, Federal Register August 24, 2010, pages 52174-52184.

## C. Purpose and Functions

- (1) The purposes of the Technical Advisory Committee shall be the following:
  - (a) To ensure coordination and consistency with local, state and regional plans, programs and projects;
  - (b) To provide technical review of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans, programs and projects to determine the need, feasibility and technical accuracy;
  - (c) To assist and make recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in carrying out the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's transportation planning function; and
  - (d) To maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs will result in a multi-modal transportation system, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.
- (2) The functions of the Technical Advisory Committee shall include, but not be limited to, the following:
  - (a) Provide technical resources and review transportation studies, reports, plans and programs, upon Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area request;
  - (b) Provide recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based upon the technical sufficiency, accuracy and completeness of studies, reports, plans and programs;
  - (c) Make priority recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for plan and program implementation based upon the needs as determined by technical studies;
  - (d) Serve as an advisory committee for the completion of all required transportation studies, reports, plans and programs pertaining to all modes of transportation and transportation support facilities;
  - (e) Consider safe access to schools in the review of transportation project priorities, long-range transportation plans and transportation improvement programs, and advise the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on such matters; and coordinate with the School Board of Alachua County and other local programs and organizations within the metropolitan planning area which participate in school safety activities, such as locally established community traffic safety teams; and

- (f) Conduct any other functions as assigned by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## **D. Membership**

- (1) There is no limit on the number of members who may serve on the Technical Advisory Committee. The membership of the Technical Advisory Committee shall at a minimum include representatives from the following organizations. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may also appoint additional Technical Advisory Committee members as needed.
  - (a) Alachua County Department of Growth Management;
  - (b) Alachua County Public Works Department;
  - (c) Bicycle/Pedestrian Advisory Board;
  - (d) City of Gainesville Department of Doing;
  - (e) City of Gainesville Public Works Department;
  - (f) City of Gainesville Regional Transit System;
  - (g) Florida Department of Transportation District 2;
  - (h) Gainesville/Alachua County Regional Airport Authority;
  - (i) University of Florida Facilities Planning and Construction Division;
  - (j) University of Florida Transportation and Parking Services; and
  - (k) Alachua County Public Schools Superintendent or the Superintendent's designee.
- (2) All members of the Technical Advisory Committee shall be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based upon nominations from the organizations listed in this Membership Section above and serve terms of indefinite length at the pleasure of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (3) Each member of the Technical Advisory Committee may name one (1) or more alternates who may vote only in the absence of that member on a one-vote-per-member basis.

- (4) Each member of the Technical Advisory Committee is expected to demonstrate interest in the Technical Advisory Committee's activities through attendance at scheduled meetings, except for reasons of an unavoidable nature. In each instance of an absence, the member should ensure that one of his or her alternates attends. Any Technical Advisory Committee member shall be automatically removed from the Technical Advisory Committee upon filing with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Chair proof that such person has had three (3) or more consecutive absences.

## **E. Officers and Elections**

- (1) The Technical Advisory Committee shall hold an organizational meeting each year for the purpose of electing the following officers:
  - (a) Chair; and
  - (b) Vice-Chair.
- (2) Officers shall be elected by a majority of a quorum of the Technical Advisory Committee voting members present at the annual organizational meeting and shall serve a term of one (1) year commencing on January 1 and ending on December 31.
- (3) The Chair shall preside at all meetings, and upon the absence or at the discretion of the Chair, the Vice-Chair shall assume the powers and duties of the Chair, including but not limited to, the following:
  - (a) To open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present;
  - (b) To announce in proper sequence the business that comes before the Technical Advisory Committee;
  - (c) To recognize persons who are entitled to the floor;
  - (d) To state and put to vote all questions that legitimately come before the Technical Advisory Committee as motions or that otherwise arise, and to announce the result of each vote; or if a motion is not in order, to rule it out of order;
  - (e) To protect the Technical Advisory Committee from obvious frivolous or dilatory motions by refusing to recognize them;
  - (f) To expedite business in every way compatible with the rights of members;
  - (g) To decide all questions of order, subject to appeal, unless, when in doubt, the Chair submits a question to the Technical Advisory Committee for decision;
  - (h) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Technical Advisory Committee;

- (i) To sign approved minutes of the Technical Advisory Committee;
- (j) To authenticate by signature, when necessary, all acts and proceedings of the Technical Advisory Committee;
- (k) To appoint members to standing and ad-hoc committees as needed; and
- (l) To declare the meetings of the Technical Advisory Committee adjourned at the conclusion of business or other appropriate time, or at any time in the event of an emergency.

## **F. Administration**

- (1) The Executive Director shall be responsible for the provision of staff services to the Technical Advisory Committee as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated October 27, 2016.
- (2) The Executive Director shall be responsible for producing all notices, agendas and minutes of Technical Advisory Committee meetings.
- (3) The Executive Director shall be responsible for preparing, duplicating and distributing all materials necessary for Technical Advisory Committee meetings.
- (4) The Executive Director shall be responsible for preparing meeting minutes recording all official actions of the Technical Advisory Committee and the safe keeping of all approved minutes in permanent minute files. These files shall be open for public inspection during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office. Persons may obtain agendas, minutes, forms, publications or documents by contacting the North Central Florida Regional Planning Council at the website [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo), or by telephone at 352.955.2200 or facsimile at 352.955.2209.

## **G. Regular and Special Meetings**

- (1) Regular meetings of the Technical Advisory Committee shall be held in accordance with an annual regular meeting schedule adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) Special meetings of the Technical Advisory Committee may be called by the Chair or by the initiative of four (4) or more members of the Technical Advisory Committee petitioning the Chair.
- (3) Notice of regular and special meetings and agendas shall be sent to members at least seven (7) calendar days prior to Technical Advisory Committee meetings.
- (4) Regular meetings and special meetings shall be publicly noticed at least seven (7) calendar days prior to such meeting. The notice shall provide the date, time and place, a brief description of the purpose of the meeting and the address where interested persons may obtain a copy of the agenda.
- (5) All Technical Advisory Committee meetings shall be open to the public and news media.
- (6) Meetings shall be held in locations that are Americans with Disabilities Act compliant.

## **H. Emergency Meetings**

- (1) The Chair may call an emergency meeting of the Technical Advisory Committee when in the Chair's opinion an emergency exists that requires immediate action. When such meeting is called, each Technical Advisory Committee member shall be notified of the date, time and place of the emergency meeting and purpose of such emergency meeting, and no other business other than the action necessitating the emergency meeting shall be transacted at such emergency meeting. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances. A notice of the meeting(s) shall be posted on meeting bulletin boards at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office, Gainesville City Hall, the Alachua County Administration Building and at the website [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo). At least twenty-four (24) hours notice shall be provided for emergency meetings.
- (2) If after reasonable diligence, it becomes impossible to give notice to each Technical Advisory Committee member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member, or shall show a waiver of notice.

## **I. Meeting Agenda**

- (1) There shall be an agenda for every regular meeting and special meeting of the Technical Advisory Committee, which shall be specific as to the items to be considered.
- (2) At least seven (7) calendar days prior to a regular meeting or special meeting, the Technical Advisory Committee shall prepare and make available an agenda for distribution or request by an interested person.
- (3) The agenda shall determine the order of business conducted at the meeting. Items may be considered out of their listed order with the approval of the presiding officer at the Technical Advisory Committee regular or special meeting.
- (4) The meeting agenda provisions of this section are not applicable to emergency meetings.

## **J. Conduct of Meetings**

- (1) All Technical Advisory Committee meetings shall be consistent with the Florida Sunshine Law, Chapter 119, Florida Statutes, and open to the public and news media.
- (2) A majority of voting members on the Technical Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of at least a majority of the voting members present and voting shall be necessary to adopt a measure or decide a question.
- (3) Roberts Rules of Order shall govern parliamentary procedure at Technical Advisory Committee meetings, except as provided otherwise in these Bylaws.
- (4) The Chair shall preside at all meetings at which he or she is present, and the Vice-Chair shall preside in the absence of the Chair.
- (5) In the absence of the Chair or the Vice-Chair, the Technical Advisory Committee shall elect a temporary Chair. Upon the arrival of the Chair, or Vice-Chair, the Temporary Chair shall relinquish the role of presiding officer upon conclusion of the business before the Technical Advisory Committee at that time.
- (6) The Chair shall state every question coming before the Technical Advisory Committee and announce the decision on all matters.
- (7) Any Technical Advisory Committee member who intends to be absent from a meeting shall notify the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of the intended absence as soon as reasonably possible.

- (8) When a conflict of interest exists, it shall be declared by the member with a conflict upon opening of discussion of a matter by the Technical Advisory Committee. Such member is required to complete Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only.
- (9) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (10) Verbatim minutes of meetings are not required, but minutes of meetings shall include an accurate record of official actions taken. The minutes of prior meetings shall be approved by a majority vote, and upon approval, shall become the official minutes. Unless a reading of the minutes is requested by the necessary majority vote, the minutes shall not be read for approval provided each member of the Technical Advisory Committee receives a copy of the minutes at least seven (7) calendar days prior to the meeting.

## **K. Public Participation**

- (1) Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Technical Advisory Committee. The opportunity to be heard need not occur at the same meeting at which the Technical Advisory Committee takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Technical Advisory Committee takes the official action. This provision does not prohibit the Technical Advisory Committee from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies governing the Technical Advisory Committee adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as provided herein.
- (2) Rules or policies of the Technical Advisory Committee which govern the opportunity for members of the public to be heard at public meetings are, as follows:
  - (a) Members of the public shall be allowed three minutes to address the Technical Advisory Committee;
  - (b) The Technical Advisory Committee may, at its discretion, require representatives of groups or factions on a proposition to address the Technical Advisory Committee, rather than allowing all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;
  - (c) Forms shall be provided at meetings of the Technical Advisory Committee for citizens and groups to use in order to inform the Technical Advisory Committee of a desire to be heard; to indicate support, opposition, or neutrality on a proposition; and to indicate designation of representatives to speak for members of the public, groups or factions on a proposition if desired; and

- (d) The Technical Advisory Committee shall include an item on the agenda of public meetings for public comment offering members of the public and representatives of groups or factions an opportunity to comment or to be heard on any matter pertinent to the metropolitan transportation planning process not included as an agenda item at such public meeting.
- (3) The Technical Advisory Committee shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for public participation in the transportation planning process.
- (4) The Technical Advisory Committee encourages public participation without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity.

## **L. Official Actions**

All official actions of the Technical Advisory Committee shall be by adoption of a motion. All official actions shall be recorded in the meeting minutes and kept in the Technical Advisory Committee's permanent files.

## **M. Reports and Materials**

- (1) The adoption of reports, studies, plans and programs must be by motion and vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) All data and reports of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its committees shall be released either to individuals or agencies upon the payment of the cost of duplication. If the nature or volume of data and reports requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, or both, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may charge, in addition to the cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area or attributable to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the clerical and supervisory assistance required, or both.
- (3) Every reasonable effort shall be made to make Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reports, studies, plans and programs available to the public at its website at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo).

## **N. Standing and Ad-Hoc Committees**

Standing and ad-hoc committees may be established by the Technical Advisory Committee as necessary to investigate and report on specific subject areas of interest to the Technical Advisory Committee. Standing and ad-hoc committee meetings shall have the same meeting requirements as regular Technical Advisory Committee meetings.

## **O. Amendments**

These Bylaws may be amended by the required majority vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, provided they have been distributed to each member at least seven (7) calendar days prior to the meeting.

# **Chapter III: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Citizens Advisory Committee Bylaws**

## **A. Preamble**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Citizens Advisory Committee is hereby established in accordance with federal and state requirements to provide a forum for citizens' review and comment to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on the performance of the transportation planning process in the Gainesville Urbanized Area. The following sets forth the bylaws, policies and procedures of the Citizens Advisory Committee.

## **B. Authority**

23 United States Code 134(d) and (e); United States Code 5303(d)(e) 23 Code of Federal Regulations 450.310 and 339.175(2), Florida Statutes; describe the requirements for the designation and redesignation of metropolitan planning organizations.

23 United States Code 134(d)(2); 23 Code of Federal Regulations 450.310(d); 49 United States Code 5303(d)(2); and 339.175 (3) and (4), Florida Statutes, and 339.176, Florida Statutes; describes voting membership and membership apportionment of the metropolitan planning organization.

23 United States Code 134(e); 49 United States Code 5303(e); 23 Code of Federal Regulations 450.312; and 339.175(2)(c)(d), Florida Statutes; outline the requirements and process for the establishment of transportation planning boundaries of a metropolitan planning organization.

23 Code of Federal Regulations 450.314; and 339.175(2)(b) and (10), Florida Statutes; describe the types of agreements necessary to implement the metropolitan transportation planning process.

339.175(6)(d) and (e), Florida Statutes; specify the establishment of metropolitan planning organization technical and citizens advisory committees.

Proposed Urban Area Criteria for the 2010 Census; Notice, United States Census Bureau, Department of Commerce, Federal Register August 24, 2010, pages 52174-52184.

## C. Purpose and Functions

- (1) The purposes of the Citizens Advisory Committee shall be the following:
  - (a) To seek public comment on planning proposals and to provide comment to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with respect to the concerns of various segments of the population in regard to their transportation needs;
  - (b) To provide citizens' review of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans, programs and projects to determine the need, feasibility and desirability from the citizens' perspective;
  - (c) To assist and make recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in carrying out its transportation planning functions;
  - (d) To ensure adequate citizen involvement in the transportation planning process; and
  - (e) To maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs will result in a multi-modal transportation system, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.
- (2) The functions of the Citizens Advisory Committee shall include, but not be limited to, the following:
  - (a) Carry out the processes described in the adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Plan;
  - (b) Conduct public information programs related to transportation planning;
  - (c) Assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in the formulation of goals and objectives for shaping the metropolitan planning area environment;
  - (d) Recommend updated transportation goals and objectives for Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approval, which guide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's planning efforts, including the development of the Long Range Transportation Plan;
  - (e) Evaluate the effects of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area transportation plans, programs and projects on various segments and interest groups of the community and provide recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based on such evaluation;

- (f) Transmit to the Technical Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area the findings of all public information programs, citizen comments on study recommendations and other representative concerns expressed by the general public regarding the transportation planning process; and
- (g) Assist in any other functions as deemed desirable by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

## **D. Membership**

- (4) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall invite individuals in the Gainesville Urbanized Area and Alachua County representing a broad cross-section of citizens with an interest in development of an efficient, safe and cost-effective transportation system to submit applications to serve on the Citizens Advisory Committee. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will solicit applicants without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will also solicit applicants from those geographic areas within the planning boundary that are traditionally underserved by existing transportation systems , such as low-income and minority households, who may face challenges accessing employment and other services. Citizens Advisory Committee members serve at the pleasure of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) The Citizens Advisory Committee shall be composed of fifteen (15) members. No more than twenty percent (20) of the membership of the Citizens Advisory Committee shall be composed of individuals residing outside the Gainesville Urbanized Area.
- (3) Citizens Advisory Committee members shall not be elected officials or Alachua County staff, City of Gainesville staff, including Regional Transit System staff, and North Central Florida Regional Planning Council staff directly involved in transportation planning.
- (4) Citizens Advisory Committee members shall serve three-year terms of office, staggered so that one-third (1/3) of the total membership shall be appointed in any one (1) year. A person appointed to fill a vacant position on the Citizens Advisory Committee shall serve out the remainder of the term of the position being filled.
- (5) Any Citizens Advisory Committee member shall be automatically removed from the Citizens Advisory Committee upon filing with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Chair proof that such person has had three (3) or more consecutive absences.

(6) Citizens Advisory Committee Vacancies

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall appoint members to its Citizens Advisory Committee to fill any vacancies on the Citizens Advisory Committee from a pool of applicants.

## E. Officers and Elections

(1) The Citizens Advisory Committee shall hold an organizational meeting each year for the purpose of electing the following officers:

- (a) Chair; and
- (b) Vice-Chair.

(2) Officers shall be elected by a majority of a quorum of the Citizens Advisory Committee members present at the annual organizational meeting and shall serve a term of one (1) year commencing on January 1 and ending on December 31.

(5) The Chair shall preside at all meetings, and upon the absence or at the discretion of the Chair, the Vice-Chair shall assume the powers and duties of the Chair, including but not limited to, the following:

- (a) To open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present;
- (b) To announce in proper sequence the business that comes before the Citizens Advisory Committee;
- (c) To recognize persons who are entitled to the floor;
- (d) To state and put to vote all questions that legitimately come before the Citizens Advisory Committee as motions or that otherwise arise, and to announce the result of each vote; or if a motion is not in order, to rule it out of order;
- (e) To protect the Citizens Advisory Committee from obvious frivolous or dilatory motions by refusing to recognize them;
- (f) To expedite business in every way compatible with the rights of members;
- (g) To decide all questions of order, subject to appeal, unless, when in doubt, the Chair submits a question to the Citizens Advisory Committee for decision;
- (h) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Citizens Advisory Committee;
- (i) To sign approved meeting minutes;

- (j) To authenticate by signature, when necessary, all acts and proceedings of the Citizens Advisory Committee;
- (k) To appoint members to standing and ad-hoc committees as needed; and
- (l) To declare the meetings of the Citizens Advisory Committee adjourned at the conclusion of business or other appropriate time, or at any time in the event of an emergency.

## **F. Administration**

- (1) The Executive Director shall be responsible for the provision of staff services to the Citizens Advisory Committee as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated October 27, 2016.
- (2) The Executive Director shall be responsible for producing all notices, agendas and minutes of Citizens Advisory Committee meetings.
- (3) The Executive Director shall be responsible for preparing, duplicating and distributing all materials necessary for Citizens Advisory Committee meetings.
- (4) The Executive Director shall be responsible for preparing meeting minutes recording all official actions of the Citizens Advisory Committee and the safe keeping of all approved minutes in permanent minute files. These files shall be open for public inspection during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office. Persons may obtain agendas, minutes, forms, publications or documents by contacting the North Central Florida Regional Planning Council at the website [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo), or by telephone at 352.955.2200 or facsimile at 352.955.2209.

## **G. Regular and Special Meetings**

- (1) Regular meetings of the Citizens Advisory Committee shall be held in accordance with an annual regular meeting schedule adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) Special meetings of the Citizens Advisory Committee may be called by the Chair or by the initiative of four (4) or more members of the Citizens Advisory Committee petitioning the Chair.
- (3) Notice of regular and special meetings and agendas shall be sent to members at least seven (7) days prior to Citizens Advisory Committee meetings.

- (4) Regular meetings and special meetings shall be publicly noticed at least seven (7) calendar days prior to such meeting. The notice shall provide the date, time and place, a brief description of the purpose of the meeting and the address where interested persons may obtain a copy of the agenda.
- (5) All Citizens Advisory Committee meetings shall be open to the public and news media.
- (6) Meetings shall be held in locations that are Americans with Disabilities Act compliant.

## **H. Emergency Meetings**

- (1) The Chair may call an emergency meeting of the Citizens Advisory Committee when in the Chair's opinion an emergency exists that requires immediate action. When such meeting is called, each Citizens Advisory Committee member shall be notified of the date, time and place of the emergency meeting and purpose of such emergency meeting, and no other business other than the action necessitating the emergency meeting shall be transacted at such emergency meeting. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances. A notice of the meeting(s) shall be posted on meeting bulletin boards at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office, Gainesville City Hall, the Alachua County Administration Building and at the website [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo). At least twenty-four (24) hours notice shall be provided for emergency meetings.
- (2) If after reasonable diligence, it becomes impossible to give notice to each Citizens Advisory Committee member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member, or shall show a waiver of notice.

## **I. Meeting Agenda**

- (1) There shall be an agenda for every regular meeting and special meeting of the Citizens Advisory Committee, which shall be specific as to the items to be considered.
- (2) At least seven (7) calendar days prior to a regular meeting or special meeting, the Citizens Advisory Committee shall prepare and make available an agenda for distribution or request by an interested person.
- (3) The agenda shall determine the order of business conducted at the meeting. Items may be considered out of their listed order with the approval of the presiding officer at the Citizens Advisory Committee regular or special meeting.
- (4) The meeting agenda provisions of this section are not applicable to emergency meetings.

## J. Conduct of Meetings

- (1) All Citizens Advisory Committee meetings shall be consistent with the Florida Sunshine Law, Chapter 119, Florida Statutes, and open to the public and news media.
- (2) A majority of members on the Citizens Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of at least a majority of the members present and voting shall be necessary to adopt a measure or decide a question.
- (3) Roberts Rules of Order shall govern parliamentary procedure at Citizens Advisory Committee meetings, except as provided otherwise in these Bylaws.
- (4) The Chair shall preside at all meetings at which he or she is present, and the Vice-Chair shall preside in the absence of the Chair.
- (5) In the absence of the Chair or the Vice-Chair, the Citizens Advisory Committee shall elect a temporary Chair. Upon the arrival of the Chair, or Vice-Chair, the Temporary Chair shall relinquish the role of presiding officer upon conclusion of the business before the Citizens Advisory Committee at that time.
- (6) The Chair shall state every question coming before the Citizens Advisory Committee and announce the decision on all matters.
- (7) Any Citizens Advisory Committee member who intends to be absent from a meeting shall notify the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of the intended absence as soon as reasonably possible.
- (8) When a conflict of interest exists, it shall be declared by the member with a conflict upon opening of discussion of a matter by the Citizens Advisory Committee. Such member is required to complete Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only.
- (9) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (10) Verbatim minutes of meetings are not required, but minutes of meetings shall include an accurate record of official actions taken. The minutes of prior meetings shall be approved by a majority vote, and upon approval, shall become the official minutes. Unless a reading of the minutes is requested by the necessary majority vote, the minutes shall not be read for approval provided each member of the Citizens Advisory Committee receives a copy of the minutes at least seven (7) calendar days prior to the meeting.

## K. Public Participation

- (1) Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Citizens Advisory Committee. The opportunity to be heard need not occur at the same meeting at which the Citizens Advisory Committee takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Citizens Advisory Committee takes the official action. This provision does not prohibit the Citizens Advisory Committee from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies governing the Citizens Advisory Committee adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as provided herein.
- (2) Rules or policies of the Citizens Advisory Committee which govern the opportunity for members of the public to be heard at public meetings are, as follows:
  - (a) Members of the public shall be allowed three minutes to address the Citizens Advisory Committee;
  - (b) The Citizens Advisory Committee may, at its discretion, require representatives of groups or factions on a proposition to address the Citizens Advisory Committee, rather than allowing all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;
  - (c) Forms shall be provided at meetings of the Citizens Advisory Committee for citizens and groups to use in order to inform the Citizens Advisory Committee of a desire to be heard; to indicate support, opposition, or neutrality on a proposition; and to indicate designation of representatives to speak for members of the public, groups or factions on a proposition if desired; and
  - (d) The Citizens Advisory Committee shall include an item on the agenda of public meetings for public comment offering members of the public and representatives of groups or factions an opportunity to comment or to be heard on any matter pertinent to the metropolitan transportation planning process not included as an agenda item at such public meeting.
- (2) The Citizens Advisory Committee shall, when feasible and desirable to do so, utilize any reasonable means that may be suggested or devised to provide for public participation in the transportation planning process.
- (3) The Citizens Advisory Committee encourages public participation without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity.

## **L. Official Actions**

All official actions of the Citizens Advisory Committee shall be by adoption of a motion. All official actions shall be recorded in the meeting minutes and kept in the Citizens Advisory Committee's permanent files.

## **M. Reports and Materials**

- (1) The adoption of reports, studies, plans and programs must be by motion and vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) All data and reports of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its committees shall be released either to individuals or agencies upon the payment of the cost duplication. If the nature or volume of data and reports requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, or both, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may charge, in addition to the cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area or attributable to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the clerical and supervisory assistance required, or both.
- (3) Every reasonable effort shall be made to make Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reports, studies, plans and programs available to the public at its website at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo).

## **N. Standing and Ad-Hoc Committees**

Standing and ad-hoc committees may be established by the Citizens Advisory Committee as necessary to investigate and report on specific subject areas of interest to the Citizens Advisory Committee. Standing and ad-hoc committee meetings shall have the same meeting requirements as regular Citizens Advisory Committee meetings.

## **O. Amendments**

These Bylaws may be amended by the required majority vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, provided they have been distributed to each member at least seven (7) calendar days prior to the meeting.

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# Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

## *Bylaws Team*

Scott R. Koons, AICP, Executive Director

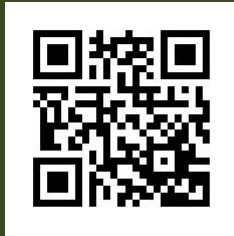
\* Michael Escalante, AICP, Senior Planner

\*\* Kevin Parrish, Information Technology and Property Management Director

\*\* Jean Strong, Executive Assistant to the Executive Director

\* Primary Responsibility

\*\* Secondary Responsibility



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# Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

2009 NW 67th Place, Gainesville, FL 32653-1603

[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)