



**BYLAWS
OF THE
TECHNICAL ADVISORY
COMMITTEE
OF THE
CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**

Section 1. Name:

The name of this Committee shall be the Technical Advisory Committee (TAC) of the Charlotte County-Punta Gorda Metropolitan Planning Organization Board (hereinafter “MPO” or “MPO Board”).

Section 2. Purpose:

A. The Committee shall serve the Charlotte County-Punta Gorda MPO in an advisory capacity on technical matters. In addition to any other duties assigned to it by the MPO or by state or federal law, the technical advisory committee is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the MPO on such matters. In addition, the technical advisory committee shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams.

- B. The functions of this Committee shall also include, but not be limited to, the following:
1. To promote communication among members of the MPO Board, TAC 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 Charlotte County-Punta Gorda MPO thereof;
 5. To make priority recommendations to the Charlotte County-Punta Gorda MPO Board 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 Citizens Advisory and Bicycle/Pedestrian Committees.
 7. Provide continuing liaison with local, state and federal agencies involved in the transportation planning process.

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 Charlotte County-Punta Gorda planning area, as approved by the Charlotte County-Punta Gorda MPO. Each Committee representative shall serve at the pleasure of his or her member agency, and the MPO Board who may remove any member, with or without cause, at any time. The Charlotte County-Punta Gorda MPO shall be notified in writing 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 one regular member appointed from each of the MPO's 12 member agencies, the Director of the Lee County MPO or his designee and 8 advisor representatives appointed from each of the advisory agencies as reflected in the attached agency list. Regular members shall be voting members. Advisory representatives shall be non-voting positions.

C. Alternate representatives for each regular member agency shall be designated to act on behalf of regular members with all of the privileges accorded thereto, with the exception of those regular members serving as Chair or Vice Chair of the Committee. The Committee shall be notified in writing of the appointment, reappointment or replacement of a regular member or agency representative's alternate.

D. All Committee regular members, alternates and advisory representatives must identify themselves on the attendance roster as to the agency represented.

E. The MPO Director will be responsible for maintaining a current list of the names of members, and alternates.

Section 4. Officers and Duties:

A. A Chair and a Vice Chair, hereinafter "Chair", "Vice Chair" or "Officer", of the Committee shall be elected at the first regularly scheduled meeting of each calendar year for a term of one year and shall hold the offices until their successors are elected.

B. Any regular member, with the exception of the Lee County MPO representative, may nominate any other regular member, including him or herself, as Chair and/or Vice Chair. All elections shall require a quorum of the TAC to be present, shall take place at a regular meeting of the TAC and be by the majority vote of regular members present.

C. 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 Charlotte County-Punta Gorda MPO Board whenever the need arises.

D. 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. If both the Chair and Vice Chair are absent from a meeting, the meeting shall be chaired by the Executive Director, or MPO staff designee, who shall not vote.

E.. Any vacancy in the Chair and Vice Chair positions created by the resignation, replacement or removal of the Chair or Vice Chair positions by the MPO Board or appointing member agency shall be filled by a majority vote of regular members pursuant to the provisions of paragraph B. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.

F. 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 and the specific reasons for removal have 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.

Section 5. Meetings:

A. The Committee shall meet 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. Regular members may request to place items on the tentative agenda by notification of the MPO staff.

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

D. Each regular member shall have one vote.

E. A quorum shall consist of a majority (7) of voting members or their alternates and shall be required to conduct all official business of the TAC. A majority of the quorum shall be necessary to decide an issue before the Committee.

F. All meetings will be open to the public. Public participation shall be at the discretion of the Chair.

Section 6. Amendments:

These Bylaws may be amended by the affirmative vote of two-thirds of the voting 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.

Section 7. Sunshine and Public Records Laws.

The Technical Advisory Committee in all its proceedings shall be governed by the Florida Sunshine Law, Chapter 286, Florida Statutes and the Public Records Law, Chapter 119, Florida Statutes.

Section 8. Prior Agreement:

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

Section 9. Effective Date:

These Bylaws and any and all amendments to the Bylaws will become effective upon

endorsement of the Charlotte County-Punta Gorda MPO Technical Advisory Committee and approval by the MPO Board.

These Bylaws for the Technical Advisory Committee of the Charlotte County-Punta Gorda Metropolitan Planning Organization were hereby endorsed in an open session with a quorum present and voting on July 18, 2012, by the Technical Advisory Committee and subsequently approved by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board on August 6, 2012.

TECHNICAL ADVISORY COMMITTEE

By: 

Mitchell Austin
TAC Chair

METROPOLITAN PLANNING ORGANIZATION

By: 

Christopher G. Constance
MPO Chairman

ATTESTED BY: 

Robert M. Herrington
MPO Director

DATED this 6th day of August, 2012

REGULAR MEMBER AGENCIES

City of Punta Gorda

Growth Management Department
City of Punta Gorda Public Works Department

City of North Port

City of North Port Planning, Zoning & Engineering Department

Charlotte County

Charlotte County Community Development Department
Charlotte County Community Development Engineering
Budget & Administrative Services/Transit Department
Charlotte County Office of Emergency Management
Economic Development Office

DeSoto County

DeSoto County Planning Department

Charlotte County Airport Authority

Charlotte County Airport Authority Administration

Charlotte County Public Schools

Charlotte County Public Schools Transportation

Charlotte County Sheriff's Office

Charlotte County Sheriff's Office Community Liaison

Lee County MPO

MPO Director or his Designee

ADVISORY AGENCIES (non-voting)

Southwest Florida Regional Planning Council

Southwest Florida Regional Planning Council Director

Regional

All Other MPOs in FDOT's District One

District 1 Florida DOT

District 1 Southwest Florida Area Office Liaison
District 1 Southwest Florida Area Office Transit Liaison

State Florida DOT

Tallahassee Planning

Commission for Transportation Disadvantaged

Federal

Federal Highway Administration
Federal Transit Administration