

BYLAWS
for the
CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION



As Amended August 27, 2014

Section 1. Name

The name of this organization shall be the **Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO)**.

Section 2. Purpose

A. The Metropolitan Planning Organization in cooperation with the State of Florida shall be responsible for carrying out the Transportation Planning Process in the Punta Gorda/Port Charlotte Urbanized Area and the Charlotte County portion of the Englewood Urbanized Area. The MPO shall be the forum for cooperative decision making by principal elected officials of general purpose local government.

- B. The functions of the MPO shall include, but not be limited to, the following:
1. To assure eligibility of the Punta Gorda-/Port Charlotte Urbanized Area for receipt of Federal capital and operating assistance.
 2. To promote the coordination of transportation planning and programming in accordance with Title 23, U.S. Code; Section 339.175, Florida Statutes; and Sections 163.3161-163.3211, the Local Government Comprehensive Planning Act and Section 163.01, Florida Statutes.
 3. To adopt Transportation Work Programs.
 4. To develop and adopt a transportation plan as a product of and subject to modification by the continuous, comprehensive and cooperative transportation planning program.

Section 3. MPO Board Membership

A. Membership shall include principal elected officials of general purpose local governments and representatives from the Florida Department of Transportation as designated by the Governor of Florida.

B. Members shall serve by virtue of office held and at the pleasure of the Governor.

C. Should a vacancy occur, the member government entity, in the case of voting members, or the agency in the case of non-voting members, may designate a proposed replacement. The proposed replacement shall be counted in the quorum and have voting rights.

D. The Chair shall notify the Governor of the vacancy and submit a qualified replacement, which shall be approved by a majority of the Board, giving the recommended designee.

E. The MPO Board shall be composed of voting and non-voting members apportioned as follows:

Charlotte County	3
City of Punta Gorda	1
Charlotte County Airport Authority	1
Florida Department of Transportation (non-voting)	1

A list of the currently designated voting, alternate and non-voting members shall be attached to these Bylaws.

Section 4. Alternate Membership

A. If desired, an MPO Board member government entity may appoint, by action taken at an official meeting of the governmental entity, an alternate for one or more of its appointed MPO Board members.

B. The alternate member must be an elected official and serve the same governmental entity or area that the regular member serves.

C. An alternate voting member's term shall be for no longer than the term of the voting member he or she represents.

D. The alternate member, when attending an MPO Board meeting in the place of a regular member, shall have full voting rights and be counted towards a quorum.

E. The member government entity shall notify the MPO Chair in writing that the appointed individual may act as an alternate member if the regular member cannot attend a meeting. A copy of the government entity's minutes of the meeting when the alternate member was appointed shall accompany this written notification.

F. The MPO Board shall acknowledge the appointment of each alternate member by reading the notification of appointment into the minutes of the first MPO Board meeting following notification by the governmental entity.

Section 5. Officers and Duties

A. A Chair, a Vice Chair, an MPOAC (Florida Metropolitan Planning Organization Advisory Council) representative and alternate shall be elected from among the voting members annually and shall hold the offices until their successors are elected. Elections shall be held to conform to member government elections, and, secondarily, legislation governing MPOAC membership.

B. Any voting member may nominate or be nominated as an officer. All elections shall be by the majority vote of the voting members of the MPO Board.

C. The Chair shall preside at all meetings. The Chair shall be responsible for pertinent correspondence and information releases. The Chair shall assure that agendas are transmitted at least seven (7) calendar days prior to any scheduled meeting. The Chair, or Vice Chair in the absence of the Chair, is authorized to endorse checks over to the Agency with which the MPO Board has a Staff Services Agreement. All checks shall be further endorsed by that Agency for deposit only.

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

E. If both the Chair and the Vice Chair are absent from a meeting, a temporary Chair shall be selected by a majority vote of the members present. The temporary Chair shall serve only until either the arrival of an officer or the end of the meeting.

F. In the event of a vacancy in the office of Chair or Vice Chair, it shall be filled by a majority vote of the members. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.

G. The MPOAC representative shall represent the MPO at the MPOAC Governing Board meetings per State Statutes. In the event that the representative cannot serve, the alternate shall represent the MPO at such meetings. If neither representative nor alternate can serve, the Chair may, at his discretion, appoint a temporary alternate.

Section 6. Meetings

A. The MPO Board shall meet at least quarterly at a date, time and place acceptable to a majority of the voting members. Each regular meeting shall be advertised in the local newspaper of official public record seven to ten calendar days in advance of the meeting. *Roberts Rules of Order* shall be followed at all meetings.

B. Other meetings may be scheduled by a majority vote of members present at any meeting. Notice of such meetings shall be given to members at least seven (7) days in advance.

C. Special meetings may be called by the Chair with a minimum of three calendar days notice indicating the reason for the meeting and notifying all members of the MPO Board.

D. A quorum shall consist of a simple majority of voting members and shall be required for the conduct of all official business other than scheduling of meetings.

E. All meetings will be open to the public. It is the policy of the MPO Board to encourage public involvement throughout the decision-making process. The public shall have the opportunity to comment on agenda items prior to decision by the Board. This public participation policy shall be extended to all committees under the auspices of the MPO Board.

Section 7. Committees

A. The Citizens' Advisory Committee (CAC) shall be appointed by the MPO Board and consist of eleven (11) members. The members of the CAC shall represent a broad cross section of Charlotte County residents with an interest in the development of an efficient, safe and cost-effective transportation system. Minorities, the elderly and persons with disabilities must be adequately represented on the CAC. The CAC shall advise and make recommendations on policy issues for action by the MPO Board.

B. The Technical Advisory Committee (TAC) shall be appointed by the MPO Board and consist of appropriate staff representatives from the member governments, the Charlotte County School Board, and the Charlotte County Sheriff's Department. The TAC shall advise and make recommendations on the technical aspects of issues for action by the MPO Board. A representative of the Florida Department of Transportation shall serve as an advisory to the TAC.

C. The MPO Board shall be the planning agency for the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB). The MPO Board shall appoint a local elected official from any governmental entity in the county to serve as Chair of the LCB. The Chair shall serve until his/her elected term of office has expired or he/she is replaced by the MPO Board.

D. The Bicycle/Pedestrian Advisory Committee (BPAC) shall consist of two representatives each from the west, mid and southern areas of Charlotte County, one representative from a bicycle club, one representative from an historical/cultural/environmental organization and one representative from a bicycle business and be appointed by the MPO Board. In addition to the citizen appointees, advisory personnel from the Charlotte County School Board, the Charlotte County Sheriff's Department, and the member governments shall be included. The purpose of the BPAC shall be to gain citizen and technical recommendations regarding bicycle/pedestrian planning and projects.

Section 8. Staff Director

A. The Staff Director is responsible to the MPO Board and will oversee and coordinate all aspects of the Transportation Planning and Programming Process.

B. The Staff Director will act as a liaison between the MPO, TAC, and CAC, LCB, and BPAC.

C. The Staff Director shall assist the Chair for the MPO, TAC, CAC, LCB, and BPAC in preparation and dissemination of agendas, notices, correspondence and reports.

D. The Staff Director shall be authorized to take such actions as may be required, consistent with applicable statutes, ordinances and agreements, to enable the MPO to achieve its purposes.

Section 9. Amendments

These Bylaws may be amended by a majority vote of the voting members, provided a copy of the proposed amendment shall have been sent to every member at least seven (7) calendar days before it is to be voted on.

Section 10. Sunshine and Public Records Law

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

**CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**



Christopher Constance, MPO Chairman

Attest by:



Robert M. Herrington, MPO Director

MPO BOARD
2014 MEMBERSHIP ROSTER

VOTING MEMBERS

ALTERNATE

REPRESENTING

Ken Doherty

Bill Truex

Christopher Constance

Tricia Duffy

Charlotte County Commissioners

Stephen R. Deutsch

James Herston

Don Lee

Charlotte County Airport Authority

Carolyn Freeland

Tom Cavanaugh

City of Punta Gorda

NON-VOTING MEMBER

Billy Hattaway

Florida Department of
Transportation

(District Secretary)