



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

APPROVED BY  
METROPLAN ORLANDO  
J. Smith 3/13/2024

## **TECHNICAL ADVISORY COMMITTEE BYLAWS**

### ***Section 1. Authority, Creation***

In accordance with the 1962 Federal Aid Highway Act requiring that transportation planning be comprehensive, cooperative, and continuing in nature, a transportation technical committee known as the "MetroPlan Orlando Technical Advisory Committee" is hereby created.

### ***Section 2. Definitions***

For the purpose of these Bylaws, the term "Technical Committee" or use of the acronym "TAC" shall mean the MetroPlan Orlando Technical Advisory Committee.

### ***Section 3. Purpose***

The purpose shall be to develop, coordinate and/or review transportation studies, plans, and programs to provide a balanced, multimodal transportation system. The committee shall also provide comments and recommendations based on the technical sufficiency, accuracy, and completeness of said studies, plans, and programs. It shall be the function of the Technical Committee to:

- A. Be responsible for the review of all transportation studies, reports, plans and/or programs and recommending action pertinent to the subject documents to MetroPlan Orlando.
- B. Develop priority recommendations to the MetroPlan Orlando Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- C. Be responsible for assisting MetroPlan Orlando with coordinating public information concerning the studies.
- D. Serve as an advisory committee for the completion of all required transportation studies, plans development, and programming recommendations required under the public laws pertaining to all modes of transportation and transportation support facilities.
- E. Serve as an advisory committee to any and all duly constituted area-wide transportation authorities and/or boards, as well as area-wide planning boards or councils for physical

development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

- F. Annually review and revise the MetroPlan Orlando Prioritized Project List. This list will be the source of candidate highway, Transportation System Management and Operations (TSMO), bicycle and pedestrian and transit projects, and other categories of projects as necessary, to be implemented for the region and each county; for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level.
- G. Assist in other functions as deemed desirable by the MetroPlan Orlando Board.

**Section 4. Membership, Appointments, Term of Office, Vacancies, Removal from Office**

**A. Membership**

Planning, engineering, and/or management specialists shall represent the various public governmental bodies, authorities, and agencies of Central Florida and shall be involved in the transportation planning process by the establishment of a technical advisory committee.

- 1. The intent of the membership composition of the Technical Committee is to represent planning and engineering expertise from federal, state, regional or local agencies. Municipalities within Orange, Seminole and Osceola Counties are eligible for representation. Voting representation for each jurisdiction will be determined by population, according to the latest census and/or the University of Florida population estimates. The MetroPlan Orlando Board may authorize additional voting representatives to the Technical Committee, upon written petition through the Technical Committee.
- 2. The allocation of voting representation of the Technical Committee shall be based on the following criteria:
  - (a) Local jurisdictions with a population of 100,000 or more shall be allocated three (3) votes each.
  - (b) Local jurisdictions with a population between 50,000 and 99,999 shall be allocated two (2) votes each.
  - (c) Local jurisdictions with a population between 5,000 and 49,999 shall be allocated one (1) vote each.
  - (d) Local jurisdictions with population less than 5,000 shall be allocated one (1) non-voting seat each.
  - (e) Local transportation agencies/authorities and school districts shall be allocated one (1) vote each.

3. The voting representation is three (3) voting representatives from each of the following:
  - (a) Orange County
  - (b) Osceola County
  - (c) Seminole County
  - (d) City of Orlando
  
4. The voting representation is two (2) voting representatives from each of the following:
  - (a) City of Apopka
  - (b) City of Kissimmee
  - (c) City of Sanford
  - (d) City of St. Cloud
  
5. The voting representation is one (1) voting representative from each of the following:
  - (a) City of Altamonte Springs
  - (b) City of Belle Isle
  - (c) City of Casselberry
  - (d) City of Lake Mary
  - (e) City of Longwood
  - (f) City of Maitland
  - (g) City of Ocoee
  - (h) City of Oviedo
  - (i) City of Winter Garden
  - (j) City of Winter Park
  - (k) City of Winter Springs
  
6. The non-voting representation is one (1) from each of the following:
  - (a) Town of Eatonville
  - (b) City of Edgewood
  - (c) Town of Oakland
  - (d) Town of Windermere
  
7. The voting representation is one (1) voting representative from each of the following transportation agencies/authorities and school districts:
  - (a) Central Florida Regional Transportation Authority/LYNX
  - (b) East Central Florida Regional Planning Council
  - (c) Greater Orlando Aviation Authority
  - (d) Kissimmee Gateway Airport
  - (e) Central Florida Expressway Authority
  - (f) Central Florida Tourism Oversight District (formerly Reedy Creek Improvement District)
  - (g) Sanford Airport Authority
  - (h) Seminole County Public School District
  - (i) Orange County Public School District
  - (j) Osceola County Public School District

8. Upon written petition to the Technical Advisory Committee, additional non-voting advisory members may be appointed to the Technical Committee with the recommendation of the Technical Committee and the approval of the MetroPlan Orlando Board.
9. In addition, there shall be non-voting advisors from each of the following agencies: the Florida Department of Transportation District V and the Florida's Turnpike Enterprise.

**B. Appointments**

1. Each represented agency shall appoint one primary and one designated alternate voting member from each of the membership agencies listed in Section 4 A for which it is eligible. These appointments shall be made in writing by the County Commission Chair/Mayor, City Mayor, County Administrator, City Administrator, City Manager, School Superintendent, and the Executive Director of other members' agencies. The failure of an agency to appoint a primary representative will result in that agency losing its voting authority on the Technical Committee.
2. The appointed representatives, both primary and alternates, shall be selected from the agency membership listing under Section 4 A.
3. In the absence of the primary member, the alternate member shall have the same privileges as the primary member and may serve on a subcommittee.

**C. Term of Office**

The term of office for a Technical Committee member shall be for an indefinite period, or until reappointment, or until the appointment of a successor. Separation from employment of the jurisdiction or agency represented constitutes the end of an appointment.

**D. Vacancies and Membership Revisions**

Any vacancies in membership shall be filled in the same manner as the initial appointment. The Technical Committee membership may be revised if justified by the most recent University of Florida or U.S. Census population figures.

**E. Removal from Office**

1. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.
2. Grounds for Removal
  - a. Removal for excessive absenteeism

- i. Each member is expected to demonstrate interest in the committee's activities through the member's or a designated alternate's participation in the scheduled meetings.
  - ii. If a member has three (3) consecutive absences from the meetings or has missed a majority of meetings during the year, the supporting MetroPlan Orlando staff person shall notify the appointing authority and said member in writing in an effort to ensure full participation in the committee.
  - iii. Staff may recommend removal of members with excessive absences to the MetroPlan Orlando Board and appointing authority.
- b. Removal for cause:
- i. A member may be removed for cause for:
    - a) Any conduct by a member, which in the opinion of MetroPlan Orlando, is inappropriate or unsuitable and which would adversely affect, lower, or destroy the respect or confidence of MetroPlan Orlando in the ability of the member to perform his or her duties as a member of the committee, or conduct which brings disrepute or discredit to the committee or to MetroPlan Orlando;
    - b) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
    - c) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
    - d) Conviction of a felony.
  - ii. Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.
3. Procedure for Removal. Removal of a member may be affected by majority vote of the MetroPlan Orlando Board.

***Section 5. Officers, Term of Office***

- A. The November/December meeting shall be known as the Annual Meeting of the Technical Committee and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The Technical Committee shall elect from its membership the following officers:
  - 1. Chairperson

## 2. Vice-Chairperson

- B. Each officer shall be from a different jurisdiction/agency.
- C. Each elected officer shall serve for one (1) year or until that officer is re-elected or until that officer's successor is elected. The newly elected officers shall be declared installed following their election and shall assume the duties of office at the first meeting of the new calendar year.
- D. Neither the position of Chairperson or Vice-Chairperson shall be given individual votes. In order to cast a vote, they must do so as a representative of an agency listed in Section 4 A.
- E. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson. Should both officers be absent, the Technical Committee shall elect a temporary chairperson to chair the meeting. The Staff Liaison may call the meeting to order and proceed with the agenda until the Technical Committee elects a temporary chairperson.
- F. The Chairperson shall represent the Technical Committee as a non-voting advisor on the MetroPlan Orlando Board. In the absence of the Chairperson, the Vice-Chairperson is the designated alternate.

## ***Section 6. Rules of Procedure***

- A. An annual meeting schedule will be adopted in November/December for the following year. The Chairperson of the Committee may waive a monthly meeting; however two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting. When necessary, the Chairperson may call special meetings to deal with immediate issues.
- B. Technical Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those appointed members entitled to vote, and any business transacted by the Technical Committee must be approved by not less than a majority of the votes cast. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof.
- C. Minutes shall be kept of the Technical Committee's proceedings and official actions, which shall be of public record.
- D. Voting shall be by voice, but a member shall have his or her vote recorded in the minutes if he or she so desires. A roll call vote shall be held upon request. All other questions or procedures shall be guided by Robert's Rules of Order, Revised.

- E. Meeting agendas shall include two public comment periods, one at the beginning of the meeting for action items and again at the end of the meeting for general comments. Public requests for Technical Committee action or recommendation shall be placed on the agenda as a scheduled business item.

**Section 7. General Policies**

- A. MetroPlan Orlando's Board and Committee structure consists of five (5) committees, including the Board;
  - 1. MetroPlan Orlando Board
  - 2. Community Advisory Committee
  - 3. Municipal Advisory Committee
  - 4. Technical Advisory Committee
  - 5. Transportation Systems Management & Operations Committee
- B. All Committees and studies shall follow the intent and further the Mission Statement adopted by the MetroPlan Orlando Board, which is as follows:

To provide leadership in transportation planning by engaging the public and fostering effective partnerships.
- C. All Committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to area-wide needs and properly related to area-wide comprehensive plans, goals and objectives.
- D. Reports, studies, plans, programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review and recommendation by the Technical Committee and such other committees as may be interested or affected. A recommendation may be noted as officially adopted by the Technical Committee and placed into effect upon signature by the Technical Committee Chairman without waiting for the minutes of the previous meeting to be officially approved at the next Technical Committee meeting.
- E. Reports, studies, plans, programs or databases that have been approved or endorsed by the MPO are, by definition, public records and shall be available to the public for inspection and copying upon request. This may be limited however by the custodian of the records, to that time necessary to review the records and excise the information which is deemed to be exempt from the Public Records Act, as stipulated by Florida Law. A reasonable fee may be charged for copying costs.

- F. Reports, studies, plans, programs or databases that are working papers or draft documents and have therefore not been approved by the MetroPlan Orlando Board shall also be released upon request as public records. The receiver of the information however shall be cautioned that it has not been formally approved and is therefore subject to change and may only be used at their own risk.
- G. The release of databases shall be reported to the Technical Committee at their next scheduled meeting.
- H. Databases, computer software or other information that has been access-limited through contractual agreement shall be protected from disclosure, as authorized by Florida Statutes.

**Section 8. *Procedures for Amending Adopted Studies, Plans, or Programs***

- A. The procedures for amending the Orlando Urban Area Metropolitan Transportation Plan, the Transportation Improvement Program, and the Urban Boundary are established in the MetroPlan Orlando Board Rule 35I-1.009 which is incorporated by reference herein.
- B. The Technical Committee shall review the proposed change based on a technical evaluation of its merit and shall recommend approval or disapproval to the MetroPlan Orlando Board.
- C. The MetroPlan Orlando Board shall have final approval or disapproval disposition action of the requested change or changes.

**Section 9. *Ad hoc Subcommittees or Task Force***

- A. Ad hoc subcommittees or task forces may be appointed by the Chairman to address specific issues or investigate and report on specific subject areas of interest to the Technical Committee.
- B. Designation of representatives to each of the subcommittees shall be made by Technical Committee members representing that jurisdiction or agency. In the case of multiple Technical Committee members, the designation of subcommittee representatives shall be made by caucus of the members. To be a designated subcommittee representative, it is not necessary to be a Technical Committee member.
- C. Each ad hoc subcommittee may appoint a chairman who will report the subcommittee's findings to the Technical Committee. In the absence of a chairman, a temporary chairman shall be appointed by the subcommittee in accordance with Robert's Rules of Order.
- D. Subcommittees or Task Forces may include, but not be limited to:
  - 1. Metropolitan Transportation Plan (MTP) Subcommittee



2. Project Prioritization Subcommittee
3. Nominating and Bylaws Review Subcommittee
4. Air Quality
5. Freight and Goods Movement
6. Vision Zero / Safety

E. Each meeting shall be recorded and if requested, minutes of a meeting shall be provided.

***Section 10. Bylaws Review and Amendment***

- A. A bylaws review subcommittee shall review these bylaws at least every other year on odd numbered years or as may be deemed necessary. These bylaws can be amended at any regular meeting of the Technical Committee by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the Technical Committee members with the proper notification of the meeting.
- B. These Bylaws may be altered, amended, or added to by vote of the Technical Committee provided that:
  1. Notice of the proposed changes shall normally contain a full statement of the proposed amendments.
  2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.
  3. The proposed written changes shall be forwarded to all Technical Committee members at least five (5) business days prior to the meeting at which a vote will be held.
  4. Technical Committee members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
  5. The Technical Committee adopts the proposed amendment(s) by a majority vote of the members present at the Technical Committee meeting.
- C. MetroPlan Orlando staff may also initiate a review and recommendation of changes to these bylaws that may result from a review of the organization's internal operating procedures, and/or in coordination of implementation of the strategic plan.

Approved