



## **TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS 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 systems management and operations committee known as the "Orlando Urbanized Area Transportation Systems Management and Operations Committee" is hereby created.

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

For the purpose of these Bylaws, the acronym "TSMO" shall mean the Orlando Urbanized Area Transportation Systems Management and Operations Committee.

For the purpose of these Bylaws, TSMO shall mean: an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

For the purpose these Bylaws, a TSMO program may include but not be limited to the following strategies: traffic signal retiming, transportation improvements, traffic incident management, traveler information, data management, and Intelligent Transportation Systems (ITS). Additionally, the following disciplines shall be included: traffic engineering, transportation planning, information technology, public safety, emergency management, fire and rescue and emergence of Automated, Connected, Electric and Shared Vehicles (ACES).

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

Transportation Systems Management and Operations specialists shall represent the various public governmental bodies, authorities, agencies, and safety-related organizations of the Orlando Urbanized Area and shall be involved in the process of integrating various strategies to optimize performance and safety of the region's surface transportation system by the establishment of a TSMO advisory committee. It shall be the function of the TSMO Committee to:

- A. Serve the MPO in an advisory capacity on TSMO matters relating to the update of the MPO's Congestion Management Process (CMP) of the MPO's Metropolitan Transportation Plan (MTP) and the coordination of TSMO with the regional ITS architecture.
- B. Be responsible for the review of all studies, reports, plans and/or programs germane to TSMO and to recommend action pertinent to the subject documents to MetroPlan Orlando.
- C. 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 TSMO studies and project applications.
- D. Advise staff in the development of an Annual Congestion Management System Report as called for in the Congestion Management Process (CMP) Element of the MPO's long range plan, and subsequently revise the CMP Element as needed to ensure that it functions efficiently and effectively.
- E. Annually review and revise the TSMO Prioritized Project List. This list will be the source of candidate projects to be implemented with the MPO's Congestion Management System (CMS) Box funds 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. In addition, the list can be a resource for local governments looking for traffic operations improvements to be implemented by developers as part of a Development Order.
- F. Develop and recommend a list of traffic operations and TSMO project priorities to be implemented with CMS Box funds and/or MetroPlan Orlando's share of District Five Allocated STP and State funds. Projects may include improvements including, but not limited to, studies, plans, installing or synchronizing traffic control devices, safety and/or evacuation efficiency improvements, adding or extending turn lanes at intersections, TSMO deployments, system maintenance projects, operations, Road Side Units (RSUs) such as sensors and projects that shift automobile congestion to other modes and change or reduce single occupant vehicle trip demand.
- G. When appropriate, review state Project Development and Environmental (PD&E) studies and design plans to ensure that adequate provisions for ITS, traffic operations and flow are included in the planning and design of new and reconstructed highways, and consistent with any specific committee recommendations that may have come out of the TSMO prioritized project list and consistent with the list of recommended TSMO projects. MetroPlan Orlando staff or any committee member may bring design plans to the committee for review at the discretion of the committee.
- H. Participate in updates to the regional ITS architecture; and coordinate with the MPO's other advisory committees.

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

**A. Membership**

The intent of the membership composition of the TSMO Committee is to represent planning and engineering expertise from Federal, State, regional or local agencies.

1. The following jurisdictions are eligible to appoint voting members as indicated. Appointees should have an interest or active involvement in TSMO related activities:

- (a) Orange County (2)
- (b) Osceola County (2)
- (c) Seminole County (2)
- (d) City of Orlando (2)
- (e) City of Belle Isle (1)
- (f) City of Kissimmee (1)
- (g) City of Sanford (1)
- (h) City of Altamonte Springs (1)
- (i) City of Apopka (1)
- (j) City of Casselberry (1)
- (k) City of Lake Mary (1)
- (l) City of Longwood (1)
- (m) City of Maitland (1)
- (n) City of Oakland (1)
- (o) City of Ocoee (1)
- (p) City of Oviedo (1)
- (q) City of St. Cloud (1)
- (r) City of Winter Garden (1)
- (s) City of Winter Park (1)
- (t) City of Winter Springs (1)

2. Municipalities whose population is less than 5,000 may each appoint one (1) non-voting member. These municipalities would include:

- (a) Town of Eatonville
- (b) City of Edgewood
- (c) Town of Windermere

3. The following transportation agencies/authorities are also eligible for voting representation. Each agency may appoint one (1) voting representative:

- (a) Central Florida Regional Transportation Authority/LYNX
- (b) Central Florida Expressway Authority
- (c) Central Florida Tourism Oversight District
- (d) Greater Orlando Aviation Authority
- (e) Kissimmee Gateway Airport

- (f) Orlando Sanford Airport
- (g) MetroPlan Orlando appointee, such as a community advocate that is not serving on a MetroPlan Orlando Advisory Committee.

4. In addition, representatives from the following shall serve as non-voting advisors or members:
  - a. Florida Department of Transportation, District Five, non-voting advisor
  - b. Florida's Turnpike Enterprise, non-voting advisor
  - c. University of Central Florida, non-voting member
  - d. Orange County Community Traffic Safety Team (Chair or designee), non-voting member
  - e. Seminole County Community Traffic Safety Team (Chair or designee), non-voting member
  - f. Osceola County Community Traffic Safety Team (Chair or designee), non-voting member

**B. Appointments**

1. Each eligible jurisdiction and agency shall appoint voting members and one designated alternate from each of the membership agencies listed in Section 4 A for which it is eligible. Voting members and their designated alternates must be employees of the jurisdiction or agency represented. These appointments shall be made in writing by the County Commission Chair/Mayor, City Mayor, County Administrator, City Administrator or Manager, or the Executive Director of other agencies. The failure of an agency to appoint a primary representative will result in that agency losing its voting authority on the TSMO Committee until such time as the vacancy is filled.
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 or task force.

**C. Term of Office**

The term of office for a TSMO 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. The MetroPlan Orlando appointee may serve four (4) years or until reappointed or until the appointment of a successor.

D. Vacancies and Membership Revisions

Any vacancies in membership shall be filled in the same manner as the initial appointment.

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 has a tendency to 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 effected 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 TSMO Committee and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The TSMO Committee shall elect from its membership the following officers:
  - 1. Chairperson
  - 2. Vice-Chairperson
- B. Each officer shall be from a different jurisdiction or agency.
- C. Each elected officer shall serve for one (1) year or until that officer is re-elected or until a 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 for either the Chairperson or vice-Chairperson 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 Chairperson and Vice-Chairperson be absent, the TSMO Committee shall elect a temporary Chairperson to chair the meeting.
- F. The Chairperson shall represent the TSMO 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. TSMO 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 TSMO 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 TSMO Committee's proceedings and official actions, which shall be 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 and whenever an opposing vote is recorded. 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 conclusion of the scheduled business items which shall be for discussion purposes only. Public requests for TSMO Committee action or recommendation shall be placed on the agenda as a scheduled business item.

**Section 7. General Policies**

- A. MetroPlan Orlando 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:

“MetroPlan Orlando’s mission is 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 areawide needs and properly related to areawide 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 TSMO Committee and such other committees as may be interested or affected. A recommendation may be noted as officially adopted by the TSMO Committee and placed into effect upon signature by the TSMO Committee Chairperson without waiting for the minutes of the previous meeting to be officially approved at the next TSMO 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 releasable 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 TSMO 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, Plan, 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 TSMO Committee shall review the proposed change based on a TSMO 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. An ad hoc subcommittee or task force may be appointed by the Chairperson to address specific issues or investigate and report on specific subject areas of interest to the TSMO Committee.
- D. Designation of representatives to each of the ad subcommittee or task force shall be made by TSMO Committee members representing that jurisdiction or agency. In the case of multiple TSMO Committee members, the designation of representatives shall be made by caucus of the members. To be a designated representative, it is not necessary to be a TSMO Committee member.
- E. Each ad hoc subcommittee or task force may appoint a Chairperson who will report the subcommittee's findings to the TSMO Committee. In the absence of a Chairperson, a temporary Chairperson shall be appointed in accordance with Robert's Rules of Order.
- F. Each meeting shall be recorded. Minutes of a meeting shall be provided upon request. A written record of actions taken shall be provided to any member or the public upon request.

**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 TSMO by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the TSMO members with the proper notification of the meeting.

- B. These Bylaws may be altered, amended, or added to by vote of the TSMO 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 TSMO Committee members at least five (5) business days prior to the meeting at which a vote will be held.
  4. TSMO Committee members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
  5. The TSMO Committee adopts the proposed amendment(s) by a majority vote of the members present at the TSMO 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