



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

## BYLAWS

### Municipal Advisory Committee

APPROVED BY  
METROPLAN ORLANDO

C. Goldfarb 11-18-2020

#### Introduction

Within the MetroPlan Orlando area, there are 22 cities and towns. The legislation that created MetroPlan Orlando apportions Board membership among the various jurisdictions within the Orlando Urbanized Area on the basis of an equitable population ratio and geographic factors. This criterion ensures that municipalities with significant populations are represented in the transportation planning process for Central Florida. Smaller municipalities rely on County Commissioners, some participation on MetroPlan Orlando's advisory committees and MetroPlan Orlando staff to represent their interests in matters that come before the MetroPlan Orlando Board.

The Municipal Advisory Committee (MAC) was established to strengthen ties with the region's cities and towns that do not have direct representation on the MetroPlan Orlando Board. The Committee consists of the Mayors or appointees of the municipalities that are not directly represented on the MetroPlan Orlando Board. The MAC ensures their views are considered in the decision-making process, generate broad-based support and raise awareness among elected officials of the functions of MetroPlan Orlando. A 2014 legislative action increased the MPO governing board maximum voting membership from 19 to 25 members, and authorized general purpose local governments serving on an MPO to include one member who represents a group of general purpose local governments through an entity created by an MPO for that purpose. This change, and approval by the MetroPlan Orlando Board, authorized one voting seat for the MAC. The elected Chairperson of the MAC shall serve as a voting member on the MetroPlan Orlando Board representing the collective interests of the MAC members.

The following municipalities are not directly represented on the MetroPlan Orlando Board and are therefore eligible for representation on the MAC:

| Orange County     |               | Osceola County | Seminole County |
|-------------------|---------------|----------------|-----------------|
| Bay Lake*         | Oakland       | St. Cloud      | Casselberry     |
| Belle Isle        | Ocoee         |                | Lake Mary       |
| Eatonville        | Windermere    |                | Longwood        |
| Edgewood          | Winter Garden |                | Oviedo          |
| Lake Buena Vista* | Winter Park   |                | Winter Springs  |
| Maitland          |               |                |                 |

\* Declined participation as of last update to these bylaws.

Pursuant to MetroPlan Orlando’s Internal Operating Procedures, the MAC was created as an amendment to the Purpose, Functions and Procedures.

### Committee Procedures

The committee described above functions by standard operating procedures to assist them in their work. These procedures are listed as follows:

1. The committee generally meets once a month with minutes of each meeting being recorded. A monthly meeting may be canceled by the Chairperson, however two consecutive meetings may not be cancelled and business to have been conducted at the cancelled meeting shall be considered at the next successive monthly meeting.
2. All committee meetings are open to the public, but only committee members may vote or make motions.
3. A quorum will be deemed constituted by one-third of the participating municipalities being represented at meetings.
4. Votes taken at committee meetings require a majority of those members present for passage.
5. Should a quorum not be present, business requiring action of the Committee will be tabled until the next meeting where a quorum is present. Other items such as presentations and items presented for information only may be presented without a quorum.

6. The committee maintains a broad perspective in addressing all modes of transportation in the various plans and programs in order to develop a balanced multi-modal transportation system plan that meets the needs of the area and is properly related to the goals and objectives of local comprehensive plans.
  
7. All reports, studies, plans and programs must be adopted by the MetroPlan Orlando Board before they are considered official transportation documents for the Orlando Urbanized Area.

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

In accordance with Federal and State laws requiring that transportation planning be comprehensive, cooperative, and continuing in nature, an advisory committee known as the "MetroPlan Orlando Municipal Advisory Committee or MAC" is hereby created.

***Section 2. Definition***

For the purpose of these Bylaws, the term "the Committee" shall mean the MetroPlan Orlando Municipal Advisory Committee.

***Section 3. Purpose***

The municipalities of the area shall be involved in the transportation planning process by establishment of the Municipal Advisory Committee. The purpose of the Committee is to assess reaction to planning proposals and to provide comment to MetroPlan Orlando with respect to transportation concerns of the various municipalities not directly participating on the MetroPlan Orlando Board.

It shall be the function of the Committee to:

- A. Advise the MetroPlan Orlando Board as to the opinion of municipalities in formulating goals and objectives for shaping the urban environment.
  
- B. Conduct public information programs through open public meetings.

- C. Provide an effective review of the preliminary findings and recommendations of all transportation studies, reports, plans and/or programs and making recommendations to the MetroPlan Orlando Board.
- D. Participate in the development and review of the Orlando Urban Area Metropolitan Transportation Plan.
- E. Assist in other functions as deemed desirable by the MetroPlan Orlando Board.

***Section 4. Membership, Appointments, Terms of Office, Vacancies***

**A. Committee Membership**

1. Membership of the Committee shall be comprised of representatives from municipalities not participating directly on the MetroPlan Orlando Board.
2. All members shall be the Mayor or municipality's appointee. Every effort should be made for the Mayor or a member of the City Commission or Council to represent the membership on the Committee. However, where this is not feasible, a senior staff may be designated to serve. In addition, Mayors should consider the personal qualifications of the individuals relative to transportation. In all cases, an official correspondence should communicate the Mayor's desire to serve or appoint a designee. An alternate may also be designated to serve in the absence of the Mayor or designee.
3. Each year, in December, municipalities will be asked to reaffirm their intent to continue participating as a member of the Municipal Advisory Committee in writing. Those wishing to opt in or opt out may do so without penalty. Subsequently, an annual funding agreement, effective July 1, 20XX-June 30, 20XX must be executed to reaffirm or separate. A representative of the Florida Department of Transportation, Central Florida Regional Transportation Authority (Lynx), and the Florida Turnpike Enterprise may also serve as non-voting advisors to the Committee.
4. Committee meetings shall be properly noticed in accordance with applicable Florida Government in the Sunshine laws. At the discretion of the Chairperson of the Committee,

committee meetings may be held at various locations throughout the region and/or virtually to encourage public involvement.

**B. Appointments, Terms of Office**

1. Members shall assume the responsibilities of their appointment as of the next Committee meeting.
2. The term of office for a Committee member in good standing will be for a period of four (4) years or until election, or the appointment of a successor.

**C. Vacancies in Membership**

It is anticipated that membership on the Committee may change due to elections, resignation, and personal time demands upon representatives. The Committee should maintain its continuing nature, however, by endeavoring to fill vacancies within two (2) meetings after a vacancy occurs.

***Section 5. Officers, Terms of Office, Removal from Office***

A. After the initial establishment of the Municipal Advisory Committee, the regular June monthly meeting shall be known as the Annual Meeting of the Committee, and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The Municipal Advisory Committee shall elect from its membership the following officers (each of which must be an elected official):

1. Chairperson
2. Vice-Chairperson

B. Each member so elected shall serve a two (2) year term. An officer, or slate of officers, may be re-elected to serve an additional term, or until a successor is elected. Following which, said member(s) shall not be eligible again until two (2) consecutive years have elapsed.

- C. The Chairperson shall preside at all meetings of the Municipal Advisory Committee and perform all duties as may be prescribed by the Municipal Advisory Committee.
- D. The Chairperson shall represent the Municipal Advisory Committee as a voting member on the MetroPlan Orlando Board. The Chairperson's vote should reflect the position taken by the Committee on action items coming before the MetroPlan Orlando Board.
- E. The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his or her absence and shall serve as the alternate to the Chairperson on the MetroPlan Orlando Board with all voting rights and privileges when serving in the absence of the Chairperson. Should both Chairperson and Vice-Chairperson be absent, the Immediate-past Chairperson shall assume the duties and responsibilities and may be asked to attend MetroPlan Orlando Board meetings in the absence of the Chairperson and Vice-Chairperson.
- F. A representative may attend a meeting in the absence of an officer, however that representative shall not perform the duties of the officer such as preside over a meeting.
- G. An officer who is absent from three (3) consecutive meetings in a calendar year may be subject to removal from office. Additionally, an officer who appoints a representative to attend in his or her absence for three (3) consecutive meetings in a calendar year may be asked to appoint a designated member consistent with Section 4.A.2.
- H. Every other year, in the month of May, the Chairperson shall appoint a Nominating Committee whose responsibility is to recommend a slate of officers for election at the June meeting. Nominations may also be accepted from the floor.
- I. Newly elected officers shall be declared installed following their election, and shall assume the duties of office at the first regularly scheduled meeting following the election.

***Section 6. Removal for Cause***

- A. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.
- B. Grounds for Removal

1. Removal for cause:

a) A member may be removed for cause for:

- (1) 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;
- (2) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
- (3) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
- (4) Conviction of a felony.

b) Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.

C. Procedure for Removal. Removal of a member may be effected by majority vote of the MetroPlan Orlando Board.

***Section 7. 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. Committee members or their appointees must be present to cast a vote. Actions taken by the Committee will require a majority of the votes of those members who are present. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof. The minutes of the Committee's proceedings and official actions shall be public record.
- C. Voting shall be by voice, but a member may have an individual vote recorded in the minutes if said member so desires. A roll call vote shall be held upon request. The most current edition of "Robert's Rules of Order" shall govern all questions or procedures unless superseded by law.

**Section 8. General Policy**

- A. The Committee 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 plan goals and objectives.

**Section 9. Subcommittees**

- A. Ad hoc subcommittees or Task Forces may be designated, as needed, to investigate and report on specific subject areas of interest to the Committee.

**Section 10. Bylaws Review and Amendment**

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

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