

7/8/15 *[Signature]*



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

## COMMUNITY ADVISORY COMMITTEE BYLAWS

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

In accordance with Federal and State law requiring that transportation planning must be comprehensive, cooperative and continuing in nature and provide for private citizen input, an advisory committee known as the "MetroPlan Orlando Community Advisory Committee (CAC)" is hereby created.

### ***Section 2. Definition***

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

For the purposes of these bylaws, the term "stakeholders" shall mean the residents, citizens, bicycle and pedestrian community, transportation system, transit users. This includes representation from user advocacy groups and those representing the underserved and disadvantaged.

For the purposes of these bylaws, the term "multimodal" shall mean various transportation options such as bicycle, pedestrian, roadway, and transit (including buses and passenger rail).

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

The purpose of the committee shall be to involve the stakeholders of the area in the transportation planning process by (1) assessing reaction to planning proposals (2) providing comment to MetroPlan Orlando with respect to the concerns of various segments of the population in regard to various transportation needs, as well as (3) recommend and advise on roadway, bicycle, pedestrian, and transit issues.

It is the mission of the committee to:

- A. Advise MetroPlan Orlando on public opinion related to transportation issues from a diverse range of perspectives.

- B. Address stakeholder interests related to all modes of transportation (including, but not limited to private motor vehicles, bicycling, walking, freight, and transit) so that proper study and evaluation of transportation needs shall result in a safe, balanced and multi-modal transportation system plan.
- C. Provide an effective, stakeholders' review of the preliminary findings and recommendations of MetroPlan Orlando's plans, studies and issues.
- D. Participate in the amendment process to the Long Range Transportation Plan by providing comment.
- E. Assist in other missions/functions as deemed desirable by MetroPlan Orlando, including member appointments to ad hoc subcommittees that may be formed from time to time for the purpose of specifically addressing roadways, bicycle, pedestrian, and/or transit-related issues.
- F. Committee meetings shall be publicly noticed in accordance with guidelines in the organization's Public Involvement Plan.

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

##### **A. Membership**

The 31 member committee shall consist of representatives from Orange, Seminole, and Osceola counties. Fifteen (15) shall be geographic seats appointed at-large from the jurisdictions as indicated below, and sixteen (16) shall be appointed by the MetroPlan Orlando Board:

##### **1. Geographic Appointees**

Orange County	3 seats
Osceola County	3 seats
Seminole County	3 seats
Orange County municipalities	2 seats
Osceola County municipalities	2 seats
Seminole County municipalities	2 seats

Municipal appointments shall be from the two largest municipalities in each county as determined by the most recent University of Florida or U.S. Census population figures, whichever is most recent.

All geographic appointees shall reside in and be appointed by their respective county or municipality. In selecting new members for appointment, the appointing jurisdiction should consider the personal qualifications of the individuals as lay people in the community, outside the transportation industry,

and should strive to include ethnic, social, and economic diversity. MetroPlan Orlando supports diversity and encourages jurisdictions to consider the makeup of their communities when appointing representatives.

2. MetroPlan Orlando Board Appointees

Multimodal Advocates	10 seats
Underserved	3 seats
Transportation Disadvantaged	2 seats (disabled or elderly)
Business community	1 seat

MetroPlan Orlando Board appointees must apply for membership through a process established by MetroPlan Orlando. The Community Advisory Committee shall review the applications and make recommendations to the MetroPlan Orlando board for approval.

3. In addition, a representative from LYNX, and Florida Department of Transportation, District Five, shall serve as a non-voting advisors.

Alternate members may be appointed by the appointing authority as necessary. These alternates will serve in the absence of the primary member and have the same right to vote and comment on agenda items. Designated alternates shall not be elected officials and must also be lay persons outside of the transportation industry. Each alternate designated by a county or municipality shall also reside within the geographic boundaries of that city or county so as to be familiar with the general citizenry's needs and desires of that city or county.

Neither voting members of the committee nor their alternate members shall be elected officials.

All members (designated or alternate) shall avoid any professional conflict of interest and prevent the appearance of undue influence. Any committee member who becomes aware of any type of conflict or attempt to influence shall make it known to the staff liaison and either excuse himself/herself from the proceedings, or file a conflict of interest form into the record.

From time to time, committee meetings may be held at various locations throughout the region to encourage wider public involvement.

B. Appointments, Terms of Office

1. Representatives shall assume their responsibilities as of the next committee meeting after their appointment.



2. The term of office for a committee member in good standing will be for a period of four (4) years. At the discretion of the appointing authority, a member in good standing can be reappointed to a succeeding term(s).
3. Should a member resign or cease to be a member for any reason before the expiration of his/her term, a successor will be appointed by the designating authority.

**C. Membership Vacancies, Replacement Process**

1. The committee should maintain its continuing nature by reporting the vacancies on the membership roster to the appointing authority as soon as possible after the vacancy occurs. The supporting MetroPlan Orlando staff person will maintain a continuing oral and written dialog with the appointing authority until the vacancy is filled.
2. Each nominee suggested for a vacant geographic position shall reside within the jurisdictional boundaries of that city or county so as to be familiar with the general citizenry's needs and desires of that city or county.
3. The Chairperson shall, in coordination with the supporting MetroPlan Orlando staff person, be responsible for the proper management of the committee. Problems arising out of filling vacancies will be resolved between the appointing authority and MetroPlan Orlando.

**D. Removal From Office**

1. 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.
2. 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.
3. Staff may recommend removal of members with excessive absences to the MetroPlan Orlando Board or appointing authority.

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

- A. The last regular monthly meeting of the year 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 Community

Advisory Committee shall elect from its membership the following officers, with the following responsibilities:

1. Chairperson
    - a. Preside at all Committee meetings.
    - b. Sign any documents authorized by the Committee.
    - c. Serve as ex-officio member of all subcommittees that may be formed for specific purpose and/or appoint another committee member to do so.
    - d. Form and appoint subcommittees and subcommittee chairpersons according to the needs of the committee.
    - e. Represent the committee on the MetroPlan Orlando Board, Regional Leadership Council, and at community functions.
  2. Vice-Chairperson
    - a. Preside at all Committee meetings in the absence of the Chairperson.
    - b. Represent the committee on the Regional Leadership Council.
    - c. Exercise all other duties and responsibilities of the Chairperson in his/her absence. These functions shall be performed not longer than the next annual election of the Chairperson.
- B. Each officer so elected shall serve for one (1) year or until said officer is re-elected or a successor is elected, except that the Chairperson's term of office shall be limited to two (2) consecutive one (1) year terms and said officer shall not be eligible again until two (2) additional years have elapsed, nor shall said officer be succeeded by an officer from the same county or jurisdiction within.
- C. Newly elected officers shall be declared installed following their election, and shall assume the duties of the office at the conclusion of the Annual Meeting.
- D. Should the Chairperson resign from committee service, the Vice-Chairperson will assume the position of Chairperson. A new Vice-Chairperson will be elected at the next regularly scheduled meeting.
- E. The successors will fill the unexpired terms and be eligible for reelection to full terms as stated in Section 5, Paragraph B above.

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

- A. The committee shall meet according to the approved annual schedule, and at such other times as the Chairperson or the Committee may determine necessary. A monthly meeting may be waived by the Chairperson but 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. Special meetings may be called by the Chairperson as necessary to deal with immediate issues.

- B. Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those members entitled to vote. Any business transacted by the Committee must be approved by not less than a majority of votes cast. 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 shall have an individual vote recorded in the minutes if said member so desires. A roll call vote shall be held upon request. All questions or procedures shall be governed by the most current edition of "Robert's Rules of Order," unless superseded by law.
- D. 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 committee action or recommendation shall be placed on the agenda as a scheduled business item.

## **Section 7. General Policy**

- A. MetroPlan Orlando 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 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 Community Stakeholders Committee and such other committees as may be interested or affected. A recommendation may be noted as officially adopted by the committee and placed into effect without waiting for the minutes of the previous meeting to be officially approved at the next committee meeting.

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

- A. The procedures for amending the Orlando Urban Area Long Range 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 Community Advisory Committee shall review the proposed change 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 Community Advisory Committee including, but not limited to the following:
  - 1. Nominating Subcommittee
  - 2. Bylaws Review Subcommittee
  - 3. Membership Application Review Subcommittee
- B. Each ad hoc subcommittee may appoint a chairman who will report the subcommittee's findings to the Community Advisory Committee. In the absence of a chairman, a temporary chairman shall be appointed by the subcommittee in accordance with Robert's Rules of Order.
- C. 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 CAC by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the members with the proper notification of the meeting.

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

*Approved July 8, 2015*  
*Effective January 1, 2016*