



BYLAWS
CITIZENS' ADVISORY COMMITTEE
PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION

Adopted: September 28, 1994

Amended: February 9, 2005

Amended: March 4, 2015

**PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION
CITIZENS' ADVISORY COMMITTEE
BYLAWS**

ARTICLE I. NAME

The name of this committee shall be the Pasco County Metropolitan Planning Organization (MPO) Citizens' Advisory Committee, hereinafter called the "CAC," first created on September 28, 1994.

ARTICLE II. AUTHORITY

The CAC for the Pasco County MPO is hereby created to serve as a review and advisory body to the MPO in the comprehensive, cooperative, and continuing transportation planning process. The CAC is created to allow citizen participation in the ongoing transportation planning process as required by the Code of Federal Regulation (CFR), Title 23, Chapter 1, Part 450, Subpart A, Section 450.120, which requires the provision of public participation within the transportation planning process.

The purpose of the CAC is to provide a vehicle by which public input can be solicited from the citizens of Pasco County, and to recommend and advise the MPO by reviewing, reacting to, and providing comment on the multimodal transportation planning issues and needs.

ARTICLE III. FUNCTIONS AND RESPONSIBILITIES

The functions and responsibilities of the committee shall include, but are not limited to, the following major areas:

A. INFORMATION

1. Promote comprehension and understanding of the planning process.
2. May disseminate committee knowledge of the planning process into local citizen group discussions and meetings.
3. Relate overall community needs and values relative to planning goals and to future land use and transportation decisions.
4. Promote better public dissemination of general information about the transportation planning process.

B. ISSUES CLARIFICATION AND PROBLEM SOLVING

1. Evaluate and propose solutions and alternatives on major transportation proposals and critical transportation-related issues.
2. Assess general citizen attitudes and response to planning and programming proposals.
3. Identify existing transportation problems areas of general citizen concern.

4. Review and comment on the Transportation Improvement Program, Unified Planning Work Program, Long-Range Transportation Plan, and other multimodal transportation studies and issues. Provide recommendations to the MPO Board. If questions of a technical nature arise, the CAC will seek the expertise of the Technical Advisory Committee (TAC) in interpretation of these questions.

ARTICLE IV. MEMBERSHIP AND COMPOSITION

The CAC shall be composed of at least nine (9) appointed persons whose membership shall represent a broad spectrum of social and economic backgrounds and interests in transportation. All members must be residents of Pasco County. The CAC members shall be nominated by each MPO Board voting member. The number of CAC members appointed by the local governments of Pasco County is presented in Table 1, Government Membership.

TABLE 1
GOVERNMENT MEMBERSHIP

Pasco County	5
New Port Richey	1
Dade City	1
Port Richey	1
Zephyrhills	1

The local government membership shall consider the following representations illustrated in Table 2, CAC Membership Representation.

TABLE 2
CAC MEMBERSHIP REPRESENTATION

<u>Type of Representation</u>	<u>Number of Members</u>
Physically challenged citizen	1 or more
Ethnically oriented citizen	1 or more
Elderly citizen (age 55 or older)	1 or more

These appointments will be made by considering the social factors of gender, age, and minority representation that reflect the current statistics of Pasco County. If the minimum representation illustrated in Table 2 is not met by the local Government Membership indicated in Table 1, the MPO Board shall expand the CAC Membership by adding at-large members to serve on the CAC in the deficient representation category. The MPO Board shall approve all members of the CAC.

<u>Suggested, But Not Required, Representation</u>	<u>Number of Members</u>
Representatives of the Pasco County Economic Development Council	1

ARTICLE V. APPOINTMENTS AND VACANCIES

- A. As vacancies occur, a nominee will be brought forward by the MPO Board member representing the district/region in which the vacancy occurs, and approved by a majority of the MPO Board. If the Board member does not have a nominee, MPO staff will provide a recommendation to the MPO Board member for approval. If staff has no recommendations, solicitation of recommendations may be made by the CAC, TAC, or, if necessary, a general solicitation through the local news or other social media may be used.
 - 1. Members of the CAC shall not be elected officials or technical personnel directly involved in the transportation planning process.
 - 2. One alternate representative shall be designated by the MPO Board to act on behalf of a regular member with the privileges accorded thereto
- B. Nominations for all CAC members shall be submitted for final approval at a regularly scheduled meeting of the MPO Board by the MPO member or alternate member representing the County or municipality that the CAC member would be representing.

ARTICLE VI. TERMS OF OFFICE AND REMOVAL FROM OFFICE

- 1. The term of office for CAC members shall be three (3) years. CAC members may be reappointed by the MPO Board following expiration of their term of office. Reappointments shall occur at a regularly scheduled meeting of the MPO Board.
- 2. CAC members appointed as a result of vacancies shall serve at least until the end of the three (3) year term of the member being replaced. If the period of time remaining of the vacant CAC position is less than two (2) years, the new CAC member shall serve the following additional time:
 - a. If less than one (1) year remains on the vacant CAC position, the expiration date of the vacant CAC position shall be extended two (2) years from the original expiration date.
 - b. If between one (1) to two (2) years remain on the vacant CAC position, the expiration date of the vacant CAC position shall be extended one (1) year from the original expiration date.
- 3. If a CAC member moves out of the county or district(s) he represents, such a move shall be considered as an automatic resignation from the CAC and the position shall become vacant.

4. Each member of the CAC is expected to demonstrate her/his interest in the CAC's activities through active participation in scheduled meetings.
5. If, at any time, the CAC members or MPO Board feels that a CAC member is not performing her/his duties, the MPO Board may, by majority vote, remove that member from the CAC.
6. Three (3) unexcused absences by a member or alternate during a year are grounds for dismissal of that representative (but not the represented organization or agency) by the MPO Board. Further, if designated alternates are in attendance more often than the member, the designated alternate is eligible to become the de facto member by the approval of the MPO Board.

ARTICLE VII. OFFICERS, THEIR DUTIES AND RESPONSIBILITIES

- A. The first regularly scheduled CAC meeting of each calendar year shall hold an annual organizational meeting for the purpose of electing the following officers: Chairman and Vice-Chairman.
- B. The Chairman and Vice-Chairman shall not be residents of the same local government area.
- C. Officers shall be elected by a majority of a quorum of the members of the CAC present at the annual organizational meeting.
- D. The term of office shall commence upon election of the annual organizational meeting and shall continue for one (1) year thereafter. No officer shall serve more than two (2) consecutive years in the same office.
- E. The Chairman shall preside at all meetings, call special meetings, assign duties to members, establish the agenda for meetings in consultation with the MPO staff, and act as liaison with government bodies and other related committees.
- F. The Vice-Chairman shall, during the absence of the Chairman or her/his inability to serve, have, and exercise all of the duties and powers of the Chairman. During the presence of the Chairman, the Vice-Chairman shall perform duties assigned her/him by the Chairman.
- G. If both the Chairman and Vice-Chairman are absent from a meeting, a temporary Chairman shall be provided by a majority vote of the members present.
- H. Each member of the CAC may be appointed to one (1) or several standing committee(s) that is/are responsible for an area of MPO planning and coordination responsibility. The number and functions of each committee shall be determined by the CAC; however, the number of members on any committee must be less than a quorum (five [5]) of the CAC. In addition, the CAC Chairman may appoint an advisory subcommittee for the purpose of assisting the CAC in carrying out the advisory committee functions.

ARTICLE VIII. MEETINGS

- A. The CAC shall meet on the Wednesday (a week and a day) before the MPO Board meeting of each month at a designated time and location. The day or time of the CAC meeting may be changed by advance notice of five (5) working days given to regular members.

- B. CAC members are requested to notify the MPO staff of any absences at least three (3) working days prior to the scheduled meeting date, and to notify the alternate representative as soon as possible.
- C. Additional meetings may be scheduled by the MPO Board, the CAC Chairman, or the MPO staff as required to allow for public input into the transportation planning process.
- D. A quorum shall consist of five (5) CAC members on the active roster at the time of the meeting. Each voting member will have an equal vote, assuming a quorum is present. A vote on an issue or decision is by a simple majority of the voting members attending in person.
- E. Agendas shall be provided electronically to members at least five (5) working days prior to the meetings or a hard copy may be provided by request prior to the meeting. Copies of agendas will be available at the meetings.
- F. Meetings shall be given public notice in accordance with County procedures. All meetings shall be open to the public and news media.
- G. Minutes shall be taken at all CAC meetings using a recording device. This recording will be kept for two (2) months or until the meeting minutes have been officially approved by the CAC.
- H. MPO staff shall assist the CAC in preparation, duplication, and distribution of materials necessary for CAC meetings.
- I. MPO staff shall prepare and forward to the appropriate agency (TAC, MPO Board, or other agency as requested by the CAC) actions passed by the CAC. Such actions may include requests for information or recommendations relating to the transportation planning process or transportation-related issues.
- J. Except as otherwise provided in these bylaws, Roberts Rules of Order latest edition shall be followed at all meetings.

ARTICLE IX. REVISIONS TO BYLAWS

- A. The CAC will review these bylaws systematically and update them as needed. The bylaws may be revised by an affirmative vote of at least two-thirds of the members present at the CAC meeting, provided that a copy of the proposed revisions have been furnished to every member at least five (5) working days prior to the vote. All proposed revisions shall be voted on at a regularly scheduled CAC meeting.

- B. These bylaws, and any and all revisions to the bylaws, will supersede any previous versions and become effective upon affirmative vote as indicated in Article VIII above and subsequent endorsement by the MPO Board.

PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION
CITIZENS' ADVISORY COMMITTEE

By: *[Signature]* 3/4/2015
Chairman Date
Citizens Advisory Committee



ORGANIZATION METROPOLITAN PLANNING
ORGANIZATION BOARD

By: *[Signature]*
CHAIRMAN, MPO BOARD

Attested by: *[Signature]*
Paula S. O'Neil, PH.D.
Pasco County Clerk & Comptroller

Dated this 12th day of March, 2015