



BYLAWS

OF THE

PASCO COUNTY

**Transportation Disadvantaged
Local Coordinating Board**

Updated August 2021

**BYLAWS OF THE PASCO COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD**

Article I: Preamble

Section 1: Preamble. The following sets forth the bylaws, which shall serve to guide the proper functioning of the coordination of transportation disadvantaged through the Pasco County Transportation Disadvantaged (TD) Local Coordinating Board (LCB). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (FS); Rule 41-2, Florida Administrative Code (FAC); and subsequent laws setting forth requirements for the coordination of transportation services to the TD.

Article II: Name and Purpose

Section 1: Name. The name of the coordinating board shall be the Pasco County TDLCB, hereinafter referred to as the Board.

Section 2: Purpose. The primary purpose of the Board is to identify local service needs and provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the TD pursuant to Chapter 427.0157, FS.

**Article III: Membership, Appointment, Term of Office,
and Termination of Membership**

Section 1: Voting Members. In accordance with Chapter 427.0157, FS, the designated official planning agency for Pasco County, which is the Pasco County Metropolitan Planning Organization (MPO), shall appoint all members of the Board.

The following agencies or groups shall be represented on the Board as voting members:

1. One local elected official, who will serve as Chairperson.
2. A local representative of the Florida Department of Transportation.
3. A local representative of the Florida Department of Children and Families.
4. A local representative of the Public Education Community, which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible.
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.

6. A person recommended by the local Veterans Service Office representing the veterans of the County.
7. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the County.
8. A person over sixty representing the elderly in the County.
9. A person with a disability representing the disabled in the County.
10. Two citizen advocate representatives in the County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
11. A local representative for children at risk.
12. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC.
13. A local representative of the Florida Department of Elder Affairs.
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private nonprofit representative will be appointed, except where said representative is also the CTC.
15. A local representative of the Florida Agency for Health Care Administration.
16. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes.
17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services, etc.

Section 2: Alternate Members. Each member of the Board may name one alternate in writing who may vote only in absence of that member on a one-vote-per-member basis.

Section 3: Nonvoting Members. Additional nonvoting members may be appointed by the MPO.

Section 4: Terms of Appointments. Except for the Chairperson and State agency representatives, the members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the MPO. Appointments to the Board for agency positions will be made by the governing body or head of the agency. Appointments to the Board for nonagency positions will be chosen utilizing the following procedures: The position vacancy will be

advertised in such a manner as to generate the greatest response from potential candidates, which may include internet and/or social media based publications, and does not necessarily require advertisement in a newspaper. The Chairperson of the Board will either appoint a selection sub-committee or designate staff to the Board to review all applicants and make their recommendations to the MPO Board. The MPO Board may waive the foregoing advertisement and recommendation requirement in the event that a member of the MPO Board has identified and recommended a qualified candidate through other means. The MPO Board will then vote on the recommendations for appointment of the new member(s).

Section 5: Termination of Membership. Any member of the Board may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson.

Section 6: Membership Attendance. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an avoidable absence, the absent member should ensure that his/her alternate attends. Should a Board member (or his/her designated alternate) miss two consecutive meetings, staff to the Board will send (by e-mail and US Mail) an attendance reminder letter to that member, with a copy to any designated alternate. The letter is to remind each member of attendance requirements and requests that the member notify the staff to the Board of his/her intention to remain on the LCB. In the event a response is not provided to the Board staff within 15 days of the date the reminder letter is sent to the member, the Chairman shall have the unilateral authority to remove the member at any time after the 15 day response period and either (a) designate the alternate as the member, or (b) request nominations for a new person for the vacant position pursuant to the process in Article III, Section 4. If the Chairman removes a member after the 15 day response period, and does not designate the alternate as the member, the position shall no longer be considered a filled position for purposes of the quorum requirement in Article V, Section 3. until a new member is appointed to fill the position pursuant to the process in Article III, Section 4.

Article IV: Officers and Duties

Section 1: Number. The officers of the Board shall be a Chairperson and a Vice-Chairperson.

Section 2: Chairperson. The MPO shall appoint one of its members, who are an elected official, to serve as the official Chairperson for all Board meetings. The Chairperson shall preside at all meetings, and in the event of his/her absence or at his/her direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the MPO. If the Chairperson and Vice-Chairperson are absent at the same time, the body shall appoint a member to act as chair in their absence during that meeting.

Section 3: Vice-Chairperson. The Board shall nominate and elect a Vice-Chairperson at one of the regular meetings each year. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board present and voting at the meeting. The Vice-Chairperson shall serve a term of one-year starting with the next meeting.

Article V: Board Meetings

Section 1: Regular Meetings. The Board shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, FS, the Board shall meet at least quarterly.

Section 2: Notice of Meetings.
Full Meeting Notices

All LCB meetings, public workshops/meetings, committee meetings, etc. shall be advertised at a minimum in the largest general circulation newspaper in the area prior to the meeting. Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and number to call for additional information and request accessible formats. The Planning Agency staff shall provide the agenda and meeting package to the Commission, LCB members and all other interested parties prior to the meeting. Special consideration to the advance delivery time of certain technical or detailed documents such as the TDSP shall be given for additional review time. The agenda shall include a public participation opportunity.

Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give the Commission, LCB members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the LCB committee meetings and emergency meetings. Meeting materials shall be advertised at a minimum, in the largest general circulation newspaper in the area as soon as possible prior to the meeting.

Section 3: Quorum. At all meetings of the Board, the presence in person of 50% of the voting members of filled positions shall be necessary and sufficient to constitute a

quorum for the transaction of business. In the event that the Board has an odd number of filled positions, the quorum shall be 50% + 0.5 of the filled positions.

Section 4: Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present.

Section 5: Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

Section 6: Minutes. The Clerk of the Circuit Court, Board of Records, shall maintain an official set of minutes for each Board meeting. The minutes shall include an attendance roster and reflect official actions taken by the Board. Copies of all Board minutes shall be sent to the Commission for the Transportation Disadvantaged (CTD) office and the Chairperson of the MPO.

Article VI: Staff

Section 1: General. The MPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427.0157, FS. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, working with the CTC to update and/or develop the local Transportation Disadvantaged Service Plan (TDSP); training board members and other necessary administrative duties as required by the Board within the limits of the resources available.

Article VII: Board Duties

Section 1: Board Duties. The Board shall perform the following duties as specified in Chapter 427.0157, FS.

1. Review and approve the Transportation Disadvantaged Service Plan, including the Memorandum of Agreement, prior to submittal to the Commission.
2. Annually, provide the MPO Board with an evaluation of the CTC's performance in general and relative to insurance, Safety requirements and standards outlined in the approved TDSP. The LCB shall establish a subcommittee to be responsible for accomplishing the evaluation annually. The subcommittee should include the Planning Agency (MPO) and 1 or 2 members of the LCB. The subcommittee

would be responsible for completing the workbook, on site visits, ride along and surveys.

3. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines.
4. Annually hold at a minimum, one Public Meeting/Workshop for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public meeting/workshop will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public meeting/workshop be held in conjunction with a regular business meeting of the Coordinating Board (immediately following or prior to the LCB meeting).
5. In cooperation with the CTC, review and provide recommendations to the CTD on funding applications affecting the TD.
6. Assist the CTC in establishing priorities with regard to the recipients of nonsponsored TD services that are purchased with TD Trust Fund monies.
7. Review the coordination strategies of service provision to the TD in the designated service area.
8. Evaluate multi-county or regional transportation opportunities.
9. Work cooperatively with local Welfare Transition Program (WTP) coalitions established in Chapter 445, FS, to provide assistance in the development of innovative transportation services for WTP participants.

Article VIII: Subcommittees

Section 1: Subcommittees. As necessary, the Chairman shall designate subcommittees to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

A Grievance Subcommittee shall be established to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the

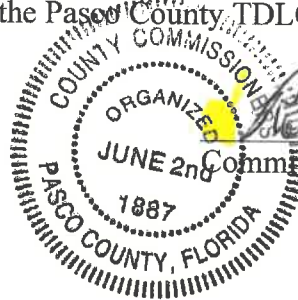
CTC in the designated service area, and make recommendations to the Board for improvement of service.

Article IX: Communication with Other Agencies and Entities

Section 1: General. The MPO authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2, FAC.

Article X: Certification

The undersigned hereby certifies that he/she is the Chairperson of the Pasco County TDLCB and that the foregoing is a full, true, and correct copy of the Bylaws of this Board as adopted by the Pasco County TDLCB on August 26, 2021.



Ronald S Oakley

Commissioner Ron Oakley, LCB Chair
08/26/2021