RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2014-24

RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) ADOPTING THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (R2CTPO) BYLAWS

WHEREAS, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the River to Sea TPO must re-designate its boundaries and reapportion its membership (as needed) every ten years in accordance with the results of the United States Census; and

WHEREAS, the U.S. Census Bureau has redefined the Daytona Beach - Port Orange Urbanized Area as having a contiguous population that has been expanded to include portions of the cities of Palm Coast and Bunnell and portions of Flagler County and renamed it the Palm Coast - Daytona Beach - Port Orange Urbanized Area; and

WHEREAS, the River to Sea TPO has approved a plan to change the metropolitan planning area boundary and membership of the TPO to accommodate the expanded urbanized area and renamed the organization the River to Sea Transportation Planning Organization (R2CTPO); and

WHEREAS, the Bylaws Subcommittee of the River to Sea TPO has worked with all proposed members to thoroughly review and update the bylaws as part of the establishment of the new Metropolitan Planning Area (MPA) and has recommended for adoption the River to Sea TPO Bylaws (as identified in "Attachment A" to this Resolution).

NOW, THEREFORE, BE IT RESOLVED by the River to Sea TPO Board that the River to Sea TPO hereby formally adopts the River to Sea Transportation Planning Organization (R2CTPO) Bylaws (as identified in "Attachment A" to this resolution) which shall take effect upon the establishment of the new Metropolitan Planning Area and completion of Reapportionment.

DONE AND RESOLVED at the regular meeting of the River to Sea Transportation Planning Organization on the 25th day of June, 2014.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Nancy Long

CITY OF SOUTH DAYTONA, VICE MAYOR NANCY LONG
CHAIRPERSON, RIVER TO SEA TPO

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the River to Sea TPO held on June 25, 2014.

ATTEST:

Pamela C. Blankenship

PAMELA C. BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

PREAMBLE

The River to Sea Transportation Planning Organization (TPO) requires the involvement of policy makers, technical staff and citizens to address various facets of the transportation planning process. The following document sets forth the bylaws, policies and procedures that shall serve to guide the proper functioning of the urban transportation planning process for the River to Sea TPO (formerly known as the Volusia TPO) which is the designated Metropolitan Planning Organization for all of Volusia County and a portion of Flagler County. These provisions govern the TPO Board and standing committees to fulfill requirements of the Federal Highway Act of 1962, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to ensure the accomplishment of the planning activities within a cooperative framework that is both comprehensive and continuous.

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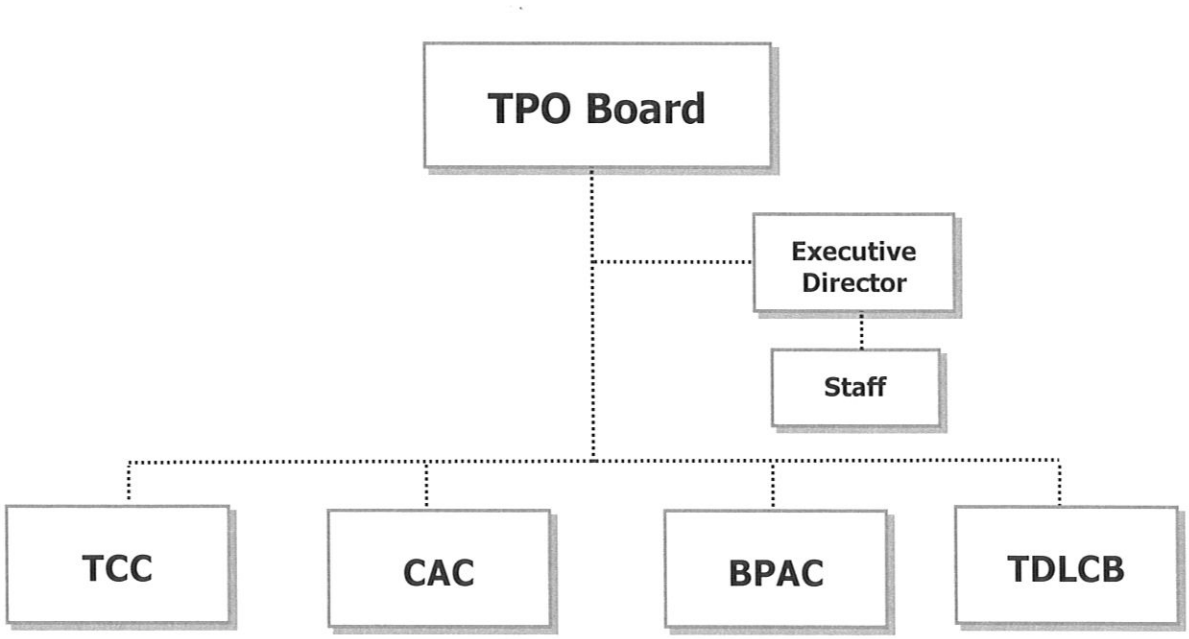
SECTION 1.0: THE ORGANIZATION

The River to Sea TPO (hereafter referred to as the TPO) is created under the provisions of 23 U.S.C. Section 134 and designated by the Governor of Florida, under Section 339.175 of the Florida Statutes, to develop transportation plans and programs for the designated Metropolitan Planning Area (MPA). The current MPA includes all of Volusia County and the developed areas of eastern Flagler County, including Flagler and Beverly Beaches and portions of the cities of Bunnell and Palm Coast. The membership of the TPO, as outlined in Section 339.175 F.S., is determined by agreement between the Governor and the units of general purpose local governments within the MPA. Membership is intended to ensure equitable representation of the populations served by the organization as well as input by major transportation service providers such as airports and mass transit. Various agencies are also represented including the Florida Department of Transportation (FDOT). Members of the TPO operate through the establishment of interlocal agreements.

SECTION 1.1: ORGANIZATIONAL STRUCTURE AND MANAGEMENT

The River to Sea TPO is comprised of a policy-setting board, a Technical Coordinating Committee (TCC), a Citizens Advisory Committee (CAC), a Bicycle and Pedestrian Advisory Committee (BPAC) and a Transportation Disadvantaged Local Coordinating Board (TDLCB). Participation on these committees is generally voluntary. The TPO is supported by a small staff of planning professionals led by an Executive Director. The overall organizational structure is outlined below.



The following is a general outline of the role of each:

TPO Board

This is the policy body of the organization, composed of the elected officials of the general purpose local government entities and appointed officials of the providers of transportation in the designated metropolitan planning area.

Technical Coordinating Committee (TCC)

Each unit of local government appoints a person from their respective organization to assist in the decision-making process. Members are appointed based on the experience and technical ability needed to carry out the transportation planning activities of the TPO. TCC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Citizens Advisory Committee (CAC)

A citizen representative is appointed by each TPO Board member from their respective jurisdiction to assist in the decision-making process. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. CAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Bicycle and Pedestrian Advisory Committee (BPAC)

Members of the BPAC are appointed by each board member from their respective jurisdiction to assist in the decision-making process for matters pertaining to bicycle and pedestrian planning and safety. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. BPAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The voting membership of the TDLCB is established by Florida Statute to ensure representation of agencies serving transportation-disadvantaged populations. Appointments are approved by the TPO Board. The TDLCB identifies local service needs and provides information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation-disadvantaged.

TPO Staff

TPO staff provide planning and administrative support to the TPO Board and committees. The TPO staff consists of an executive director, a group of transportation planning professionals, a financial officer and administrative personnel. The staff coordinates meetings and planning activities, prepares planning documents and materials, conducts public outreach and provides for the general functions of the organization in compliance with state and federal laws.

SECTION 2.0: TPO BOARD

SECTION 2.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

A. The voting members of the TPO Board shall be elected officials that serve at the pleasure and discretion of the member local governments. Membership shall terminate upon the member leaving his/her elective or appointive office for any reason or by a majority vote of the total membership of the county or city governing body represented by the member. Vacancies shall be filled by the original appointing body.

B. A qualified member of the TPO Board may designate in writing to the chairperson of the TPO an alternate who may exercise full membership powers in the absence of the TPO member. Said alternate must be a locally elected official capable of representing the interests of the unit of government represented by the absent member of the TPO, and may be appointed to serve for only that meeting for which he or she is designated, or for a longer duration, but not to exceed the term of the appointed member.

C. Non-voting members of the TPO include a representative from the Volusia County School Board, the Flagler County School Board, the Chairperson of the Technical Coordinating Committee, the Chairperson of the Citizens Advisory Committee and the Chairperson of the Bicycle and Pedestrian Advisory Committee. Non-voting members may not be a TPO officer or member of the TPO Executive Committee. Non-voting members may serve on TPO subcommittees as appointed by the TPO Chairperson and will cast votes for recommendations regardless of voting rotation on the full board.

D. The FDOT District 5 Secretary, or his/her designee, shall serve as a non-voting advisor to the TPO Board.

E. The following narrative describes the methodology used to determine the voting structure for the TPO:

1. There shall be nineteen (19) voting members on the TPO Board. This is the maximum number of voting members currently allowed under Section 339.175 of the Florida Statutes. The voting members of the TPO Board are:

County Representation

County representation includes six (6) seats with a weighted vote equal to 1/3 of the full board. These seats are distributed as follows:

Volusia County	5
Flagler County	1
Total Seats	6

Municipal Representation

The twelve (12) largest cities by population will be provided one voting seat and each seat will carry a weighted vote equal to the proportion of the population contained within their respective municipality and within the MPA.

Large Cities (in order of population size):

City	# Seats
Deltona	1
Palm Coast	1
Daytona Beach	1
Port Orange	1
Ormond Beach	1
DeLand	1
New Smyrna Beach	1
Edgewater	1
DeBary	1
South Daytona	1
Holly Hill	1
Orange City	1
Total Seats	12

The remaining small cities included in the planning area will be grouped together and provided with one voting seat that will be weighted based on the cumulative population of the small cities.

Small City Alliance (in order of population size):

City	
Flagler Beach	
Daytona Beach Shores	
Ponce Inlet	
Lake Helen	
Bunnell	
Oak Hill	
Pierson	
Beverly Beach	
Total Seats	1

2. The vote of each member shall be weighted in the following manner:
   - 33.3% of the total vote shall be allocated among the six (6) county representatives and weighted based on population served
   - 66.7% of the total vote shall be divided among the twelve (12) large cities and the Small City Alliance and weighted based on population served
3. Population percentages shall be determined initially using the decennial census figures and updated every five (5) years using population estimates from the University of Florida's Bureau of Economic and Business Research (BEBR). A member may request an update during the interim period if major changes are documented (i.e. annexation)

4. With respect to the Small City Alliance, the following policies shall apply:
    - Only one representative of the group will be permitted to vote at the TPO Board meeting.
    - Voting representation will rotate on a semi-annual basis (to occur in October and April) in the order outlined in Section 2.1 E-1. To ensure continuous representation, a voting member may continue to serve until a replacement has been appointed.
    - A member, or member city, may choose to waive their turn in the rotation by submitting notice in writing to the Chairperson of the TPO.
    - Each of the jurisdictions will appoint a representative who may participate in board meetings as a non-voting member.
    - If the voting city representative of one group is absent from the meeting, then the city representative from the next city in line who is present at the meeting shall be provided a vote on behalf of the group. If that member is not in attendance, then the vote will be assigned to the next member in the rotation.
    - Small City Alliance members may participate fully in subcommittees of the TPO Board regardless of voting status and each will be able to appoint member representatives to the TCC, CAC and BPAC.
    - Small City Alliance members may be appointed to a position as an officer of the TPO Board. They will serve in the full capacity of the position; however, the voting rotation will remain in effect.
    - If the Small City Alliance would like to hold coordination meetings to review and discuss the TPO agendas prior to the monthly TPO Board meetings, the TPO staff shall make all appropriate arrangements to ensure that these meetings are held, including providing proper notice of said meetings to the press and public.

SECTION 2.2: OFFICERS AND DUTIES

A. The Chairperson shall have the authority to appoint members to committees and subcommittees of the TPO Board and for the appointment of representation on the MPO Advisory Council (one member and one alternate) and the Central Florida MPO Alliance (three members and one alternate) except where the membership of said committees is specifically delineated in these Bylaws.

B. The Chairperson shall appoint a minimum of five (5) TPO Board members to a nominating committee in April of each year for the purpose recommending to the TPO Board a slate of officers to include the Chair, 1st Vice Chair/Treasurer and 2nd Vice Chair/Secretary. Nominations for these positions shall be presented by the committee at the May board meeting for confirmation by the board members. The Chairperson will make all reasonable efforts to appoint members to the Nominating Committee that

represent the diverse interests of the board, including the varying sizes and geographical locations of the local governments represented.

C. Officers shall be elected by a majority of the members present at the organizational meeting and shall serve a term of one year, starting in July of each year.

D. The Chairperson shall preside at all meetings and in the event of his/her absence or at his/her direction, the 1st Vice Chair/Treasurer shall assume the powers and duties of the chairperson. In the event that neither the Chair, nor the 1st Vice Chair is present, then the 2nd Vice Chair will preside over the meeting. If the 2nd Vice Chair is not present, then the immediate past Chair will preside over the meeting.

E. The 1st Vice Chair/Treasurer shall be the Chairperson of the TPO's Budget Committee and shall be responsible for reviewing and recommending the upcoming fiscal year budget, commenting on the annual audit and for making periodic reports on the current status of the TPO's operating budget.

F. The 2nd Vice Chair/Secretary shall be the Chairperson of the TPO's Bylaws Subcommittee.

SECTION 2.3: MEETINGS

A. Monthly meetings of the TPO shall be held on a regularly scheduled day, time and place as approved by the River to Sea TPO Board. Regular meeting dates and times may be changed by action of the TPO Board to accommodate desirable changes due to holidays and/or other reasons.

B. Members desiring items to be placed on the agendas must present those items to the TPO staff by the Thursday prior to the regularly scheduled Executive Committee meeting. This will ensure that those items have been thoroughly discussed and approved by this committee prior to being placed on the TPO Board agenda. If there are items to go in the agenda packet for informational purposes only, members may provide staff with the appropriate number of copies on, or before, the Thursday before the Executive Committee meeting.

C. Special and/or emergency meetings may be called by the Chairperson or by written request of two or more members delivered to an officer. At least two (2) business days notice must be provided to the members, alternates and the public for special meetings.

D. A minimum of ten (10) voting members on the TPO Board must be present to constitute a quorum for the transaction of business. Once a quorum has been determined, items on the agenda may be voted on. The action of a majority of the members present during the time of a vote, based on the weighted vote outlined in Section 2.1 E. of these bylaws, shall be considered an act of the TPO Board. If, at any point during the meeting attendance drops to less than ten (10) voting members, no further actions will be taken by the board; however, presentations and other business may continue.

E. The 2nd Vice Chair/Secretary will monitor the completion of meeting minutes, notices and agendas for future meetings and will address concerns with the Executive Director as needed. The Executive Director shall furnish a Recording Secretary for all TPO

meetings. The director will be responsible for the preparation, duplication and distribution of all supporting materials necessary for TPO meetings.

F. Notices and tentative agendas shall be sent to members and alternates at least five (5) working days prior to the regular meeting dates.

G. Requests for agenda changes must be received by the Chairperson at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.

H. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes and may be expanded at the discretion of the Chairperson.

I. All items approved by the TPO that will affect the Bylaws shall be automatically included within the Bylaws.

J. If the Bylaws do not address a particular issue that comes before the board, and if the statute that the TPO is operating under does not cover said item, then *Robert's Rules of Order* shall take precedence.

SECTION 2.4: RESPONSIBILITIES AND FUNCTIONS OF THE TPO

A. The TPO is charged with the overall responsibility for preparation, approval and implementation of the urban transportation planning and programming process for the Metropolitan Planning Area served by the TPO and all plans and programs that are developed through the process including:

1. Develop goals and objectives and approve the strategic direction for the transportation planning process
2. Review and adopt changes in transportation planning concepts
3. Review and approve the Unified Planning Work Program (UPWP)
4. Review and adopt the Transportation Improvement Program (TIP) including project priorities
5. Review and adopt the Long Range Transportation Plan (LRTP) and its revisions
6. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5305 planning funds
7. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan
8. Ensure citizen participation in the transportation planning process through a proactive policy that includes approval of a public participation plan
9. Hire, terminate, evaluate the performance of, and set direction for the Executive Director

10. Review and approve the annual operating budget for the organization and approve the personnel policies and procedures established in the River to Sea TPO Employee Handbook

SECTION 2.5: STANDING COMMITTEES

A. The TPO shall have the following five (5) standing committees: the Executive Committee, the Technical Coordinating Committee (TCC), the Citizens Advisory Committee (CAC), the Bicycle and Pedestrian Advisory Committee (BPAC) and the Transportation Disadvantaged Local Coordinating Board (TDLCB). These committees shall each meet on a regular basis and perform the functions identified below.

1. **Executive Committee:** An Executive Committee consisting of the Chairperson, immediate Past Chairperson, 1st Vice Chairperson/Treasurer, 2nd Vice Chairperson/Secretary and three (3) TPO Board members appointed by the TPO Chairperson to serve a one-year term, is hereby created and empowered to meet separately to establish the TPO Board agenda. The Chairperson will make all reasonable efforts to appoint members to the Executive Committee who represent the diverse interests of the board including the varying sizes and geographical locations of local governments represented. The Executive Committee shall also have limited budget authority to move funds from task to task within the adopted Unified Planning Work Program and adopted budget, and to authorize the execution of contracts for services delineated within the adopted UPWP and/or items approved within the adopted budget. In addition, the Executive Committee shall have the authority to take ministerial or administrative actions on behalf of the TPO in the ordinary course of business of the TPO. The Executive Committee shall meet no less than ten (10) times per calendar year (meetings will not be scheduled for the months of July and December unless a special meeting is called). For those months in which an Executive Committee meeting is scheduled, at the beginning of each year, the newly appointed committee shall set the date and time it will meet for that year. On an annual basis, the Executive Committee shall be responsible for the evaluation of the Executive Director and shall make a recommendation to the TPO regarding the Executive Director's performance and contract.

2. **Technical Coordinating Committee:** The TCC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Section 5 outlines specific policies relating to the TCC.

3. **Citizens Advisory Committee:** The CAC is responsible for providing citizen input to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Section 6 outlines specific policies relating to the CAC.

4. **Bicycle and Pedestrian Advisory Committee:** The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the TPO planning area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian project applications submitted on an annual basis. Section 7 outlines specific policies relating to the BPAC.

5. **Transportation Disadvantaged Local Coordinating Board:** The primary purpose of the TDLCB is to assist the designated Official Planning Agency in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation-disadvantaged pursuant to Chapter 427.0157, Florida Statutes. With support from TPO staff, the TDLCB works closely with the CTC and is not considered an advisory committee to the TPO Board. The TDLCB is required to update their bylaws annually as part of the planning grant agreement; therefore, the Bylaws of the TDLCB are maintained separately and reviewed by the TPO board as required.

SECTION 2.6: SUBCOMMITTEES

A. Subcommittees shall be designated by the TPO Board as necessary to investigate and report on specific subject areas of interest to the TPO or to address administrative and/or legislative issues. These may include, but are not limited to:

- Highways
- Mass Transit
- Transportation needs of "transportation-disadvantaged" groups
- Reapportionment
- Bylaws
- Nominating Committee
- Legislative Issues
- Budget

B. Unless established in other sections of these Bylaws, the Chairperson of the TPO Board will designate the subcommittee chair. When a subcommittee is convened, the first action of the subcommittee shall be to outline the scope of activities of the subcommittee and the expected duration of the group. If necessary, a budget will be established. A report will be provided to the TPO Board at the following meeting seeking approval of the activities recommended. A summary report of each meeting will be made available to the TPO Board as part of the monthly board agenda.

SECTION 3.0: GENERAL POLICIES OF THE TPO

The following general policies shall apply to all committees and participants of the TPO:

A. The adoption and/or acceptance of reports, studies, plans and programs must be by resolution of the TPO Board after review and recommendation by the TCC, CAC and/or BPAC.

B. Only published data and/or reports may be released, either to individuals or agencies. Unpublished data and/or reports require specific approval by the TPO Executive Committee. Requests for information and/or data made to participating jurisdictions and/or agencies, prepared by these agencies, shall be released according to the policies of the agency generating or collecting the data originally.

C. Recommended changes in the Bylaws shall require a two-thirds (2/3) majority of the weighted vote of the members present at any board meeting. Revisions will be provided as a draft for review by the full board during a regularly scheduled meeting and then at a subsequent meeting for adoption.

D. All committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities 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 plan goals and objectives.

SECTION 4.0: TPO EXECUTIVE DIRECTOR AND AGENCY STAFF

A. The Executive Director shall be selected and appointed by TPO Board and shall serve at their discretion.

B. The Executive Director, under the general policy direction of the TPO Board and within its adopted guidelines, has the authority to perform the highest level managerial and administrative functions related to the TPO including, but not limited to, the following:

1. Implementing the mission of the TPO
2. Providing leadership in planning and promoting and integrated, intermodal surface transportation system
3. Working with the TPO and its committees to develop strategies, goals, objectives and plans related to transportation and related land use issues
4. Developing positive working relationships with member local governments, community organizations and business leaders and building consensus among stakeholders
5. Procuring funding and developing funding sources
6. Evaluating plans and strategies which promote the goals and objectives of the TPO
7. Overseeing the managerial and administrative functions of the TPO by providing direction to staff

C. TPO staff shall be composed of various level planners, a Chief Financial Officer, and other specialists and administrative support staff as needed. The Executive Director is responsible for hiring and supervising staff.

SECTION 5.0: TECHNICAL COORDINATING COMMITTEE (TCC)

A. The TCC shall consist of transportation planners, professional engineers, those technical personnel made available by the units of local government participating in the TPO as well as transportation service providers. The purpose shall be to seek input on planning proposals and to provide comment with respect to various segments of the population in regard to their transportation needs.

B. The TCC may include, but not be limited to, the following members:

Total number of voting members (34):

1. One (1) traffic engineer/transportation planner from Volusia County and one (1) from Flagler County
2. One (1) representative from the Volusia County School Board and one (1) from the Flagler County School Board
3. One (1) representative from each of the municipalities represented on the TPO Board (for a total of 20)
4. Aviation representatives from the municipal airports within the planning area and from the Daytona Beach International Airport (for a total of 5)
5. A representative from the Ponce Deleon Inlet (1)
6. One (1) representative from Votran and one (1) representative from Flagler County Transit
7. One (1) representative of the Volusia County Emergency Management Division and one (1) representative from the Flagler County Emergency Management System

C. Non-voting advisors may also include: a representative of the Florida Department of Environmental Protection (DEP), a representative of Federal Highway Administration (FHWA) and/or other specialists as identified such as a planning and research engineer or a modeling specialist.

D. The Director of Planning and Public Transportation, Florida Department of Transportation (FDOT) District 5, or representative thereof, will serve as a non-voting advisor.

E. River to Sea TPO staff will provide support for the meeting.

SECTION 5.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

A. Each member shall be designated in writing by the governing body of said governmental unit. Each member may be represented by an alternate designated in writing by the governing body of said governmental unit. Alternates may vote only in the absence of the member on a one vote per member basis.

B. Municipalities and agencies, in selecting their representatives, shall name only those technically qualified persons employed by a government or governmental agency for the purpose of planning, traffic engineering, or civil engineering with a responsibility to that government or governmental agency for the control, development or improvement of the transportation system.

C. Each representative is expected to demonstrate his/her interest in the TCC's activities through attendance of the regularly scheduled monthly meetings, except for reasons of an unavoidable nature. In cases of unavoidable nature, each representative should ensure one of his/her alternates attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, a letter will be sent to the jurisdiction which designated the member and to the appropriate board member informing them of the attendance record.

D. Members and alternates shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies.

SECTION 5.2: OFFICERS AND DUTIES

A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.

B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.

C. TCC officers cannot serve more than two (2) consecutive terms for the same office. Officers may include non-voting members, but at no time may a TPO staff advisor chair the TCC.

D. 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. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the TCC.

SECTION 5.3: MEETINGS

A. Monthly meetings of the TCC shall be held on a regularly scheduled day, time and place approved by the TCC membership. Regular meeting dates and times may be changed by action of the TCC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.

B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members petitioning the Chairperson. At least two (2) business days notice must be provided to the members and alternates for special or emergency meetings.

C. A minimum of eleven (11) voting members of the TCC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. The action of a simple majority of the members present during the time of a vote shall be considered an act of the TCC. If at any point during the meeting attendance drops to less than eleven (11) voting members, no further actions will be taken by the committee; however, presentations and other business may continue.

D. The agenda for the TCC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee. TPO staff and presenters will provide timely input/materials for the TCC agenda.

E. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all TCC meetings.

F. Notices and tentative agendas shall be sent to members and alternates five (5) working days prior to the regular meeting dates.

G. Request for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.

H. Meetings will be open to the public and press, and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.

I. Meetings of the TCC shall follow *Robert's Rules of Order* unless otherwise outlined in these Bylaws.

SECTION 5.4: RESPONSIBILITIES AND FUNCTIONS OF THE TCC

A. The TCC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. The TCC shall assist the TPO by providing technical resources as requested.

B. TCC recommendations to the TPO Board shall be based upon the technical sufficiency, accuracy and completeness of studies and plans and/or programs.

C. The TCC shall make priority recommendations to the TPO and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.

D. The TCC members are expected to provide a summary report to the elected official who appointed them; TPO staff will provide the report to the TCC members.

E. The TCC shall serve for the completion of all required transportation studies, plans, development and programming recommendations required under the public laws pertaining to all modes of transportation and transportation support facilities.

F. The TCC shall serve as an advisory committee to any and all duly constituted areawide transportation authorities and/or boards, as well as areawide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

G. The TCC shall, when feasible and desirable, utilize any means that may be suggested or devised to provide for citizen participation in addition to the CAC in the transportation planning process.

SECTION 5.5: SUBCOMMITTEES

A. Subcommittees shall be designated by the TCC as necessary to investigate and report on specific subject areas of interest to the TCC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the TCC. These may include, but are not limited to:

- Airports
- Highways
- Mass Transit
- Transportation needs of "transportation-disadvantaged" groups
- Directions for future growth (local comprehensive plan reviews)
- Nominating Committee
- Freight

B. When a subcommittee is convened, the first action of the committee shall be to establish the Chairperson and Vice Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings if known. A summary report of each meeting will be made available.

SECTION 6.0: CITIZENS ADVISORY COMMITTEE (CAC)

A. The citizens of the metropolitan planning area shall be involved in the transportation planning process by the establishment of a citizens advisory group. The purpose shall be to seek input on planning proposals and to provide comment with respect to various segments of the population in regard to their transportation needs. It shall be the function of the CAC to:

1. Assist the River to Sea TPO in the formulation of goals and objectives for shaping the urban environment
2. Conduct public information programs
3. Provide effective citizen review of the preliminary findings and recommendations of transportation planning studies throughout the planning area
4. Assist in other functions as deemed desirable by the River to Sea TPO Board

B. The CAC shall be comprised of thirty (30) voting representatives. Each elected official serving on the TPO Board, including the non-voting members of the Small City Alliance, shall appoint in writing one (1) representative to serve on the committee. Also serving as a voting member shall be one (1) representative from the Volusia County School Board, one (1) representative from Flagler County School Board, one (1) representative from Votran and one (1) representative from Flagler County Transit acting as the Community Transportation Coordinators (CTC).

C. The non-voting advisors to the CAC shall consist of a representative of Volusia County Traffic Engineering and a representative of Flagler County Traffic Engineering or Planning.

D. A FDOT District 5 staff member shall serve as a non-voting advisor to the CAC.

E. River to Sea TPO staff will provide support for the meeting.

SECTION 6.1: MEMBER APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

A. Voting members of the CAC must be residents of the area in which they are appointed to represent and shall not be elected officials or staff paid to attend meetings.

B. One alternate may be appointed for each CAC position. Alternates must be appointed by the TPO Board member, in writing, and may participate in the meeting and vote only in the absence of the primary member.

C. Voting members and their alternates shall serve at the pleasure of their respective TPO Board member for a period of time to be determined by the River to Sea TPO Board member that is being represented. To ensure continuous representation, a voting member of the CAC may continue to serve beyond the term of the appointing board member until a replacement has been appointed.

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

E. Each member is expected to demonstrate his/her interest in the CAC's activities through participation in the scheduled meetings except for reasons of an unavoidable nature. In cases of unavoidable nature, each representative should ensure his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or unexcused, and/or three (3) meetings, unexcused in a calendar year, a letter will be sent to the board member that designated the CAC member informing them of the attendance record.

F. Municipalities and agencies, in selecting their non-voting representatives, shall name only those technically qualified persons employed by a government or governmental agency.

G. An alternate may be named, approved and confirmed for each non-voting advisor, provided the recommended alternate meets the technical qualifications set forth in the preceding items.

SECTION 6.2: OFFICERS AND DUTIES

A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.

B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.

C. CAC officers cannot serve more than two (2) consecutive terms for the same office. At no time, may a non-voting staff support advisor serve as an officer for the CAC.

D. 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. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the CAC.

SECTION 6.3: MEETINGS

A. Monthly meetings of the CAC shall be held on a regularly scheduled day, time and place approved by the CAC membership. Regular meeting dates and times may be changed by action of the CAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.

B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the CAC petitioning the Chairperson. At least two (2) business days notice must be provided to the members and alternates for special or emergency meetings.

C. A minimum of nine (9) voting members of the CAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the

start of the meeting, items on the agenda may be voted on. The action of a simple majority of the members present during the time of a vote shall be considered an act of the CAC. If at any point during the meeting attendance drops to less than nine (9) voting members, no further actions will be taken by the committee; however, presentations and other business may continue.

D. The agenda for the CAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation-related items of interest identified by members. TPO staff and presenters will provide timely input/materials for the CAC agenda.

E. Each member is expected to participate at all meetings. It is the responsibility of each member to contact the River to Sea TPO staff one day prior to a scheduled meeting informing them of their expected absence.

F. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all CAC meetings.

G. Notices and tentative agendas shall be sent to members five (5) working days prior to regular meeting dates.

H. Requests for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.

I. Meetings will be open to the public and press, and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.

J. Meetings of the CAC shall follow *Robert's Rules of Order* unless otherwise outlined in these Bylaws.

SECTION 6.4: RESPONSIBILITIES AND FUNCTIONS OF THE CAC

A. The CAC, composed of citizens from the planning area who represent the various segments of the populace, should actively represent all segments of the general public and their concern in the transportation planning process.

B. The CAC shall be charged with the responsibility for providing citizen input and recommendations to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the River to Sea TPO that are pertinent to the subject document.

C. Subcommittees, task forces and working groups shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.

D. Members of the CAC shall provide a monthly written summary report of each CAC meeting to his/her city/county representative in a timely fashion. The written report will be provided by TPO staff.

E. Members of the CAC shall not express their individual and/or personal views as those of the CAC, unless the CAC has, through a majority vote of those members present at a meeting, expressed such opinions.

SECTION 6.5: SUBCOMMITTEES

A. Subcommittees shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the CAC. These may include, but are not limited to:

- Airports
- Highways
- Mass Transit
- Transportation needs of "transportation disadvantaged" groups
- Directions for future growth (local comprehensive plan reviews)
- Nominating Committee
- Freight

B. When a subcommittee is convened, the first action of the subcommittee shall be to establish the Chairperson and Vice Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings. A summary report of each meeting will be made available.

SECTION 7.0: BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

A. The adopted mission describes the function of the BPAC to:

> ***"Create and implement a regional plan for the continuing enhancement and expansion of the bicycle and pedestrian network. We will support activities that encourage and provide for a safe and balanced transportation system that promotes connectivity, mobility, health and an improved quality of life."***

B. The BPAC shall consist of twenty-six (26) voting members made up of private citizens. Every elected official serving on the TPO Board, including the non-voting members of the Small City Alliance shall appoint in writing one (1) representative to serve on the committee.

C. Non-voting advisors shall consist of municipal representatives, transportation planners, professional engineers and those technical personnel made available by the various municipalities. These positions will include: one (1) person from a large city, one (1) person from small city, one (1) person from Volusia County government and one (1) person from Flagler County government. Non-voting advisors will also include: one (1) person from the Volusia County School Board, one (1) person from the Flagler County School Board, one (1) person from Votran and one (1) person from Flagler County Transit.

D. A FDOT District 5 staff member shall serve as a non-voting advisor to the BPAC.

E. River to Sea TPO staff will provide support for the meeting.

SECTION 7.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

A. Voting members of the BPAC must be residents of the area in which they are appointed to represent and they shall not be elected officials or paid staff.

B. One alternate may be appointed for each BPAC position. Alternates must be appointed by the TPO Board member, in writing, and may participate in the meeting and vote only in the absence of the primary member.

C. Voting members and their alternates shall serve at the pleasure of their respective TPO Board member for a period of time to be determined by the River to Sea TPO Board member that is being represented. To ensure continuous representation, a voting member of the BPAC may continue to serve beyond the term of the appointing board member until a replacement has been appointed.

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

E. Each BPAC representative is expected to demonstrate his/her interest in the BPAC's activities through participation in the scheduled meetings except for reasons of an

unavoidable nature. In cases of unavoidable nature, each representative should ensure his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or unexcused, and/or three (3) meetings, unexcused in a calendar year, a letter will be sent to the board member that designated the BPAC member informing them of the violation.

F. Municipalities and agencies, in selecting their non-voting representatives, shall name only those technically-qualified persons employed by a government or governmental agency.

G. An alternate may be named, approved and confirmed for each non-voting member, provided the recommended alternate meets the technical qualifications set forth in the preceding items.

SECTION 7.2 OFFICERS AND DUTIES

A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.

B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.

C. BPAC officers cannot serve more than two consecutive terms for the same office. At no time may a non-voting staff support advisor chair the BPAC.

D. The Chair shall preside at all meetings and, in the event of his/her absence or at his/her direction, the Vice Chair shall assume the powers and duties of the Chair. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the BPAC.

SECTION 7.3 MEETINGS

A. Monthly meetings of the BPAC shall be held on a regularly scheduled day, time and place approved by the BPAC membership. Regular meeting dates and times may be changed by action of the BPAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.

B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the BPAC petitioning the Chairperson. At least two (2) business days' notice must be provided to the members and alternates for special or emergency meetings.

C. A minimum of nine (9) voting members of the BPAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. The action of a simple majority of the members present during the time of a vote shall be considered an act of

the BPAC. If at any point during the meeting attendance drops to less than nine (9) voting members, no further actions will be taken by the committee; however, presentations and other business may continue.

D. The agenda for the BPAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation-related items of interest identified by members. TPO staff and presenters will provide timely input/materials for the BPAC agenda.

E. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all BPAC meetings.

F. Notices and tentative agendas shall be sent to members and alternates five (5) working days prior to the regular meeting dates.

G. Requests for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.

H. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.

I. Meetings of the BPAC shall follow *Robert's Rules of Order* unless otherwise outlined in in these Bylaws.

SECTION 7.4 RESPONSIBILITIES AND FUNCTIONS OF THE BPAC

A. The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the River to Sea TPO planning area and for making recommendations to the TPO Board that are pertinent to these subjects.

B. BPAC recommendations to the TPO Board shall be based upon the technical sufficiency, accuracy and completeness of studies and plans and/or programs.

C. The BPAC shall make priority recommendations to the TPO Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.

D. The BPAC shall serve as an advisory committee regarding bicycle and pedestrian matters to any and all duly constituted areawide transportation authorities and/or boards, as well as areawide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

E. The BPAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the planning process for bicycle and pedestrian issues.

SECTION 7.5: SUBCOMMITTEES

A. Subcommittees shall be designated by the BPAC as necessary to investigate and report on specific subject areas of interest to the BPAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the BPAC. These may include, but are not limited to:

- Highways
- Mass Transit
- Transportation needs of "transportation-disadvantaged" groups
- Project Review Committee
- Nominating Committee

B. When a subcommittee is convened, the first action of the committee shall be to establish the Chairperson and Vice Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings if known. A summary report of each meeting will be made available.