



BYLAWS OF THE

**LAKE~SUMTER METROPOLITAN
PLANNING ORGANIZATION
GOVERNING BOARD**

EXECUTIVE COMMITTEE

TECHNICAL ADVISORY COMMITTEE

CITIZENS' ADVISORY COMMITTEE

**BICYCLE & PEDESTRIAN ADVISORY
COMMITTEE**

PREAMBLE

The following sets forth the Bylaws, policies, and procedures, which shall serve to guide the proper functioning of the Urban Transportation Planning Process for the Lake~Sumter Metropolitan Planning Organization (MPO). The intent is to provide procedures and policies for the MPO Governing Board, the MPO Technical Advisory Committee (TAC), the MPO Citizens' Advisory Committee (CAC) and the MPO Bicycle & Pedestrian Advisory Committee (BPAC) for fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974, Section 339.175, Florida Statutes, and will operate under the provisions of Section 163.01, Florida Statutes, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuous basis.

SECTION 1.0: BYLAWS OF THE METROPOLITAN PLANNING ORGANIZATION (MPO)

The Governor, under Section 339.175 of the Florida Statutes, designated and apportioned the membership of the MPO on December 9, 2003. On October 22, 2010 the Governor affirmed the Re-designation Plan of the MPO to include all of Sumter County. The governing body of each governmental entity so designated shall appoint the appropriate number of members to the MPO. The designated local governmental entities and their appointment by the Governor are stipulated by the approved Lake~Sumter MPO Apportionment Plan on December 9, 2003, and incorporated into this document by reference.

The Clerk of the MPO is the Executive Assistant to the Executive Director of the MPO, whose address is 1616 South 14th St., Leesburg, FL 34748, telephone number 352-315-0170. The duties of the Clerk include, but are not limited to, assisting the Executive Director and the MPO Governing Board in day – to-day operations of the MPO, ensuring compliance with public meeting notice requirements, distribution of and posting of public meeting agendas, maintaining public meeting minutes, attesting resolutions and other documents, and recording of documents when required.

SECTION 1.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. There shall be thirty (30) governing board member positions of the MPO, with sixteen (16) of those possessing voting privileges. The voting positions consist of fourteen (14) permanent voting positions and two (2) rotating At-Large Representative municipal voting positions; one (1) Lake County and one (1) Sumter County. In addition to the voting positions, the MPO Governing Board consists of ten (10) non-voting positions and four (4) ex-officio non-voting positions.
- B. The fourteen (14) permanent voting positions shall be assigned to (number of votes in parentheses): Clermont (1), Eustis (1), Lady Lake (1), Leesburg (1), Minneola (1), Mount Dora (1), Tavares (1), Sumter County (2) and Lake County (5), which possesses a voting position for each of the five county commissioners.

- C. The seven (7) governing board positions among which the At-Large Representative voting privilege shall rotate for Lake County shall be those of: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. The at-large position shall be subject to a one year term beginning on January 1, changing each year, and rotating in alphabetical order. Astatula was the first rotating member government with an at-large term beginning January 1, 2005.
- D. The five (5) governing board positions among which the At-Large Representative voting privilege shall rotate for Sumter County shall be those of: Bushnell, Center Hill, Coleman, Webster and Wildwood. The at-large position shall be subject to a one year term beginning on January 1, changing each year, and rotating in alphabetical order. Bushnell shall be the first rotating member government with an at-large term beginning January 1, 2011.
- E. 1. In the event a municipality declines to participate as an At-Large Representative for either Lake County or Sumter County, the rotating voting privilege shall, upon action by the Governing Board, rotate to the next specified municipality in the alphabetical rotation and shall remain with that municipality for the remaining of the term, which is until the end of the calendar year. The At-Large Representative voting privilege shall rotate the following calendar year to the next municipality in the alphabetical rotation.
2. In the event that neither the municipal representative nor the alternate representative currently possessing At-Large voting privileges is present at a meeting of the MPO Governing Board, voting privileges - for that meeting only - shall revert to the municipal representative or alternate representative possessing At-Large voting privileges the previous term.
- F. Ex-officio non-voting members include: Florida Central Railroad, Lake County School Board, Sumter County School Board, and the Central Florida Expressway Authority.
- G. MPO Governing Board members, both primary and alternate, shall be designated by the elected body of the member government or by the board of the member entity. Documentation of designation shall be provided to the MPO Executive Assistant in the form of minutes from the meeting at which the designation occurred. Alternate designees shall be entitled to the right to participate in meetings. However, if a primary and an alternate representing a voting member government are both present, only one may vote on action items. All members, whether voting members or not, shall have the right to participate in the discussion of items to come before the MPO Governing Board.
- H. The MPO Governing Board members shall serve four (4) year terms. 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 a county or city governing body represented by the member. Vacancies shall be filled by the original appointing body. Members may be reappointed for one (1) or more additional four (4) year terms.

- I. Code of Ethics. Members, Officers, and Employees are required to comply with Florida Statute 112, Part III, Code of Ethics for Public Officers and Employees. Members are expected to abide by the ethical rules which govern their service on the organization they represent.
- J. All MPO Governing Board members (designated or alternate) shall avoid any professional conflict of interest and prevent the appearance of undue influence. Any 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, and/or file a conflict of interest form into the record.
- K. The MPO's procedures for complying with federal requirements associated with Title VI of the Civil Rights Act of 1964 are outlined in the organization's Title VI Nondiscrimination Plan and Limited English Proficiency Plan. Additionally, more information on the Title VI Complaint Procedure is contained in Addendum II of the MPO's Title VI Program.

SECTION 1.2: OFFICERS AND DUTIES

- A. The following officers shall be elected each year:
 - 1. Chair
 - 2. Chair-Elect
 - 3. 1st Vice Chair / Secretary
 - 4. 2nd Vice Chair
- B. Officers shall be voting members on the MPO Governing Board. Officers shall be elected by a majority of the voting members present at the last scheduled organizational meeting of the year and shall serve a term of one (1) year, starting with the January meeting.
- C. The Chair shall preside at all meetings and in the event of his/her absence or at his/her direction, the Chair-Elect shall assume the powers and duties of the Chair.
- D. The 1st Vice-Chairman/Secretary shall be responsible for ensuring the minutes and records of the MPO are kept in proper order,
- E. Officers shall pursue at least one continuing education opportunity each year through the MPO Advisory Council or other acceptable forum.
- F. Should an officer position become vacant, the MPO Governing Board shall fill the position through election at the next regularly scheduled meeting.
- G. All official contracts, agreements and other documents approved for action by the MPO shall be signed by the Chair or a designee approved by the Governing Board.

SECTION 1.3: EXECUTIVE COMMITTEE AND DUTIES

- A. The following board members shall comprise the Executive Committee:
 - 1. Chair

2. Chair-Elect
 3. 1st Vice Chair / Secretary
 4. 2nd Vice Chair
 5. Immediate Past Chair
 6. At-Large Representative for Lake County
 7. At-Large Representative for Sumter County
- B. The Immediate Past Chair shall be eligible to serve on the Executive Committee until such time that a change in Chair results in a new Immediate Past Chair.
 - C. The At-Large Representative for Lake County holds the voting privilege rotating annually among: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla.
 - D. The At-Large Representative for Sumter County holds the voting privilege rotating annually among: Bushnell, Center Hill, Coleman, Webster and Wildwood.
 - E. The purpose of the Executive Committee is recommend agenda items for Governing Board consideration and to efficiently address matters not feasible to be heard by the full MPO Governing Board in a timely fashion.
 - F. The MPO Governing Board may refer items to the Executive Committee for action or recommendation.
 - G. The Chair may convene the Executive Committee for items deemed appropriate for Executive Committee review or action.
 - H. To provide balanced representation on the Executive Committee among counties and municipalities, the MPO Governing Board, at the time of the election of officers, shall attempt to fill, if feasible, officer positions by rotating between municipal and county representatives as officers are advanced, when feasible, to the next level of elected office.

SECTION 1.4: APPOINTMENTS

- A. The Chair, Chair-Elect, 1st Vice Chair, 2nd Vice Chair, Immediate Past Chair and one voting member elected by the MPO Governing Board shall be appointed to serve as the three primary and three alternate appointments to the Central Florida MPO Alliance. The Executive Committee shall designate which of the aforementioned positions shall serve in a primary capacity and which shall serve in an alternate capacity.
- B. The Chair shall automatically serve as the primary appointment to the Florida MPO Advisory Council. The Chair-Elect and 1st Vice Chair shall automatically serve as alternates.
- C. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Lake County Transportation Disadvantaged Coordinating Board.

- D. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Sumter County Transportation Disadvantaged Coordinating Board.
- E. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Bicycle & Pedestrian Advisory Committee.
- F. Should an elected appointment position become vacant, the appointment shall be filled by election at the next regular meeting of the MPO Governing Board.

SECTION 1.5: MEETINGS

- A. All meetings of the MPO Governing Board and advisory committees shall be open to the public and opportunities for public comments shall be provided. All public meetings and hearings shall be held in locations that are accessible to people with disabilities.
- B. In accordance with the provisions of federal and state laws, public meetings that are part of the public participation plan will be conducted at convenient and accessible locations at convenient times. In addition, MPO will utilize visualization techniques to describe the plans and make public information available, when possible, in an electronically accessible format and in plain language.
- C. Regular meetings of the MPO shall typically be held on the 4th Wednesday of each applicable month at a time and place to be designated by the Chair. Regular meeting dates and times may be changed by action of the MPO to accommodate holidays and/or other reasons. MPO Governing Board shall meet at least four times a year at a time and location designated by the Governing Board.
- D. Special meetings may be called by the Chair, by the Chair-Elect, or the MPO Governing Board. Reasonable notice must be provided to the members and alternates for special meetings.
- E. A majority of voting members on the MPO Governing Board shall constitute a quorum for the transaction of business. MPO Governing Board members must be present to cast a vote. Any business transacted by MPO Governing Board must be approved by not less than a majority of the votes cast.
- F. Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Long Range Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order
- G. An agenda shall be prepared for each meeting. Items may be placed on the agenda by any voting or non-voting member, the TAC, the CAC, the BPAC, or the staff. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting.

Agenda changes may be made at any meeting by two-thirds (2/3) vote of the MPO Governing Board, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.

- H. Advance notification of all meetings, both regular business and special, shall be provided as required by applicable law.
- I. The MPO’s public involvement process shall provide for early and continuing involvement in the transportation planning and programming process to all segments of the community. As specifically stated in the federal legislation, these segments are freight shippers, users of public transit, citizens, providers of transportation, affected public agencies, representatives of transportation agency employees, other interested parties, and segments of the community affected by transportation plans, programs, and projects. The process shall also provide for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households which may face challenges accessing employment and other amenities.
- J. Minutes shall be kept of all meetings.
- K. If the Bylaws do not address a particular issue that comes before the MPO, and if the statute that the MPO is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 1.6: RESPONSIBILITIES AND FUNCTIONS OF THE MPO

- A. The MPO is charged with the overall responsibility for preparation, approval, and implementation of the intermodal urban transportation planning and programming process for the Lake-Sumter MPO area and all plans and programs that are developed through the process. The MPO is responsible for defining transportation related goals and objectives and ensuring that the transportation planning process embodies these goals and objectives.
- B. The MPO is responsible for the preparation and publication of the following:
 - 1. Annual Report of MPO Accomplishments and activities for the purpose of disseminating information to the public at the January meeting each year.
 - 2. Certification Document for the purpose of obtaining the transportation planning program for the next fiscal year.
- C. Citizen Involvement:
 - 1. The MPO shall guide and assist the MPO Citizens’ Advisory Committee (CAC) in their activities and shall be responsible for public involvement programs undertaken by the study.
 - 2. The MPO shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the urban transportation planning process.

3. The public may obtain information or make submissions or requests concerning MPO Governing Board matters to the Executive Director, Lake~Sumter MPO 1616 South 14th Street, Leesburg, Florida 34748, by calling 352-315-0170 or emailing TJFish@LakeSumterMPO.com.

SECTION 1.7: SUBCOMMITTEES

- A. Subcommittees may be designated by the MPO as necessary to investigate and report on specific subject areas of interest to the MPO. These may include but are not limited to:
 1. Airports
 2. Highways
 3. Mass Transit (Public Transportation)
 4. Transportation needs of "transportation disadvantaged" groups
 5. Directions for future growth (local Comprehensive Plan reviews)
- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures. These may include:
 1. Administrative topics
 2. Bylaws
 3. Nominating
 4. Legislative Issues

SECTION 1.8: EMERGENCY REVISIONS AND AMENDMENTS

- A. Establishment of Need for Emergency Revisions or Amendments

In circumstances in which the MPO is notified by a state or federal agency that an immediate minor revision is necessary for clarification of a plan document or an amendment is required to a program document to maintain consistency with state or federal programs, and if the time constraint is such that action at the next regularly scheduled meeting of the MPO Governing Board would significantly delay progress on a project previously supported by the MPO, the Terms for Emergency Revisions and Amendments may be invoked by the Chair.

- B. Terms for Emergency Revisions and Amendments
 1. If the Chair and Executive Director concur on the need for an Emergency Revision, the Chair shall call an emergency meeting of the Governing Board. An emergency meeting of the Governing Board shall meet all Sunshine Law requirements and shall be held in accordance with the requirements of Section 2.0 ("Public Notification") below, unless the emergency action or proposition under consideration is exempted therein.
 2. If an emergency meeting of the Governing Board is deemed infeasible due to a severe time constraint or due to an inability to verify a quorum for the emergency meeting, the Chair may convene the Executive Committee for the purpose of reviewing, approving

and executing an emergency resolution. An emergency meeting of the Executive Committee shall meet all Sunshine Law requirements and shall be held in accordance with the requirements of Section 2.0 (“ Public Notification ”) below, unless the emergency action or proposition under consideration is exempted therein. In the event of Executive Committee action on an emergency resolution, the resolution may be transmitted with signature to state and federal agencies, with the provision that the resolution shall come before the Governing Board for ratification at the next regularly-scheduled meeting. Should the Governing Board take action to disapprove the resolution, state and federal agencies shall be notified by the end of the following business day of the Governing Board’s action.

3. If an emergency meeting of the Executive Committee is deemed infeasible due to a severe time constraint or due to an inability to verify a quorum for the emergency meeting, the Chair may sign the emergency resolution. In the case of the Chair’s execution of an emergency resolution, the resolution may be transmitted with signature to state and federal agencies, with the provision that the resolution shall come before the Executive Committee for recommendation and the Governing Board for ratification at the next regularly-scheduled meetings. Should the Governing Board take action to disapprove the resolution, state and federal agencies shall be notified by the end of the following business day of the Governing Board’s action.

SECTION 2.0: BYLAWS OF THE MPO TECHNICAL ADVISORY COMMITTEE (TAC)

- A. The TAC shall consist of highway and transportation planners, professional engineers, or those personnel made available by the various municipalities and transportation agencies/authorities and may include but not be limited to the following members:
 1. Director of Planning and Public Transportation, District Five, Florida Department of Transportation, or representative as a liaison to the TAC
 2. Public Works Director or Traffic Engineer or the designee from Lake County
 3. Public Works Director or Traffic Engineer or the designee from Sumter County
 4. A representative from the Lake County School District
 5. A representative from each of the 14 municipalities in Lake County
 6. A representative from each of the general aviation airports in Lake County
 7. A representative from Lake County Transit
 8. A representative from Lake County Economic Growth
 9. A representative from Sumter County Planning
 10. A representative from the Sumter County School District
 11. A representative from Sumter County Transit
 12. A representative from each of the five municipalities in Sumter County
 13. A representative of the Central Florida Expressway Authority

- B. Each of the member municipalities in Lake County and Sumter County, the Boards of County Commissioners from Lake County and Sumter County, and the School Superintendents from Lake County and Sumter County shall each appoint one member to the TAC. Each member may be represented by an alternate or alternates designated in writing by the governing body of said governmental unit. Additionally, a representative from the Central Florida Expressway

Authority, the Florida Department of Environmental Protection, and a representative from the Federal Highway Administration (FHWA), Planning and Research Engineer, or representative thereof shall be non-voting members of the TAC. Members and alternates shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies.

SECTION 2.1: OFFICERS AND DUTIES

- A. A chair and vice-chair shall be elected at the last scheduled meeting of each year and shall serve a term of one year, starting with the January meeting.
- B. MPO staff will provide timely input/materials for the TAC agenda. The chair or vice-chair can request items be added to the agenda. FDOT representatives will provide timely input/materials to MPO Staff for agenda items.

SECTION 2.2: MEETINGS

- A. Regular monthly meetings of the TAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the Committee (TAC) to accommodate holidays and/or other reasons.
- B. Special meetings may be called by the Chair, the Vice-Chair or the TAC. Reasonable notice must be provided to the members and alternates for special meetings.
- C. Six (6) of the voting members on the Committee (TAC) shall constitute a quorum for the transaction of business.
- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the TAC Board; no additions may be made after the four (4) day notice. Items not on the agenda may be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.
- E. Minutes shall be kept of all meetings.
- F. Meetings will be open to the public and media.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the TAC is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 2.3: PURPOSE, RESPONSIBILITIES AND FUNCTIONS OF THE TAC

- A. The TAC 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 MPO that are pertinent to the subject document. The TAC shall assist the MPO by providing technical resources as requested.

- B. The TAC is responsible for formal review of the List of Priority Projects.
- C. The TAC is responsible for considering Safe Access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the MPO on such matters.
- D. The TAC shall coordinate its actions with local school boards and local program and organizations within the metropolitan area which participate in school activities such as locally established community traffic safety teams.
- E. Local school boards must provide the MPO with information concerning future school sites and in the coordination of transportation service.
- F. The TAC recommendations to the MPO shall be based upon the technical sufficiency, accuracy, and completeness of studies and plans and/or programs.
- G. The TAC shall make priority recommendations to the MPO and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- H. The TAC 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.
- I. The TAC shall serve as an advisory committee to any and all duly constituted area wide transportation authorities and/or boards, as well as area wide planning boards or councils for physical development, health, social, or comprehensive planning upon direct request of such authorities, boards, or councils.
- J. The TAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the transportation planning process.

SECTION 2.4: SUBCOMMITTEES

- A. Subcommittees may be designated by the TAC as necessary to investigate and report on specific subject areas of interest to the TAC. These may include but are not limited to:
 - 1. List of Priority Projects
 - 2. Airports
 - 3. Highways
 - 4. Mass Transit/Public Transportation
 - 6. Directions for future growth (local Comprehensive Plan reviews)
 - 7. Nominating Committees
 - 8. Plans and Programs

- 9. Management and Operations
- 10. Air Quality
- 11. Freight and Goods Movement

B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures relating to the TAC. These may include:

- 1. Administrative matters
- 2. Bylaws

SECTION 3.0: BYLAWS OF THE MPO CITIZENS’ ADVISORY COMMITTEE (CAC)

The citizens of the area shall be involved in the transportation planning process by the establishment of a Citizens’ Advisory Committee. The purpose shall be to seek reaction to planning proposals and to provide comment with respect to the concerns of various segments of the population in regard to their transportation needs. It shall be the function of the CAC to:

- 1. Assist the MPO in the formulation of goals and objectives for shaping the urban environment.
- 2. Conduct public information programs.
- 3. Provide an effective citizens’ review of transportation proposals that emerge through the transportation planning process.
- 4. Assist in other functions as deemed desirable by the MPO or TAC.
- 5. Review the List of Priority Projects.
- 6. Review the Long Range Transportation Plan
- 7. Review the five-year Transportation Improvement Program.
- 8. Provide recommendation to the MPO Governing Board.

SECTION 3.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Each voting and non-voting member of the MPO Governing Board shall appoint a CAC representative. The School Superintendents from Lake County and Sumter County shall each appoint in writing one (1) representative to serve on the committee. The appointments should reflect a broad cross section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.
- B. Voting members of the Committee (CAC) shall not be elected officials or directly involved in transportation planning in Lake County.
- C. A representative of FDOT District Five shall be a liaison to the CAC.
- D. The term of office for a CAC representative shall be for two (2) years with all terms ending in the month of December. Terms shall be staggered with half ending December 31st of an odd year and half ending December 31st of an even year so approximately one-half (1/2) of the

terms end each year. If a vacancy occurs mid-term for any reason, the reappointment will complete that particular unexpired term.

Term expirations will be as follows:

| <u>December 31-Odd year</u> | <u>December 31-Even year</u> |
|-----------------------------|------------------------------|
| Lake County D1 | Lake County D2 |
| Lake County D3 | Lake County D4 |
| Lake County D5 | Sumter County (1) |
| Astatula | Sumter County (2) |
| Bushnell | Center Hill |
| Coleman | Clermont |
| Eustis | Fruitland Park |
| Groveland | Howey-in-the-Hills |
| Lady Lake | Leesburg |
| Mascotte | Minneola |
| Montverde | Mount Dora |
| Tavares | Umatilla |
| Wildwood | Webster |
| Lake County Schools | Sumter County Schools |

- E. If any member of the CAC fails to attend three (3) consecutive meetings, the member will be notified, as will the member government, that a fourth (4th) consecutive absence will result in automatic vacancy. At that point, the elected body must take action to re-appoint.
- F. Any vacancies in membership shall be filled through a process acceptable to the member government and acted upon by the local governing body. Such appointment shall be documented with the MPO in the form of minutes from the meeting at which the appointment was made.
- G. A chair and vice-chair shall be elected at the last scheduled meeting of each year and shall serve a term of one year, starting with the January meeting.

SECTION 3.2: MEETINGS

- A. Regular meetings of the CAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the Committee (CAC) to accommodate holidays and/or other reasons.
- B. Special meetings may be called by the Chair, the Vice-Chair or the CAC. Reasonable notice must be provided to the members and alternates for special meetings.
- C. Six (6) of the voting members on the Committee (CAC) shall constitute a quorum for the transaction of business.

- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the CAC; no additions may be made after the four (4) day notice. Items not on the agenda may be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.
- E. Minutes shall be kept of all meetings.
- F. Meetings will be open to the public and press.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the CAC is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 3.3: RESPONSIBILITIES AND FUNCTIONS OF THE CAC

- A. The Committee (CAC), composed of citizens from the study 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 Committee (CAC) shall be charged with the following:
 1. Recommendations to the MPO Governing Board regarding general plan proposals and specific projects designed to implement plans.
 2. Determination of the effect of a plan or project, as proposed, upon the various segments of the population.
 3. Based on its findings, the CAC shall note the plans or projects that appear to be harmful or helpful to segments of the population. These recommendations and findings shall be transmitted in report form to the MPO Governing Board for consideration.
 4. The CAC may hold public meetings to elicit public reaction and to determine the degree of acceptance that a plan or project proposal may have by all segments of the public, regardless of color, creed, religion, age, sex, or national origin.
- C. The CAC shall transmit to the MPO Governing Board, in written form, the findings of all public information programs, citizen comments on study recommendations, and other representative concerns expressed by the general public regarding the transportation planning process.
- D. 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 3.4: SUBCOMMITTEES

- A. Subcommittees may be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the Committee (CAC). These may include but are not limited to:
1. Airports
 2. Highways
 3. Mass Transit/Public Transportation
 4. Transportation of "transportation disadvantaged" groups
 5. Directions for future growth
- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures related to the CAC. These may include:
1. Administrative matters
 2. Bylaws

SECTION 4.0: BYLAWS OF THE MPO BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)

The citizens of the Lake-Sumter Region shall be involved in the transportation planning process by the establishment of a Bicycle & Pedestrian Advisory Committee (BPAC). The BPAC shall be a formal advisory body to the MPO. The purpose shall be to seek reaction to planning proposals and to provide comment with respect to the concerns of various segments of the population in regard to their alternative transportation needs. It shall be the function of the BPAC to:

1. Assist the MPO in the formulation of goals and objectives for shaping the urban and rural environments through the effective planning for bicycle and pedestrian facilities.
2. Conduct public information programs on bicycle and pedestrian needs, projects and plans.
3. Provide a broad-based review of the preliminary findings and recommendations of planning efforts of the MPO.
4. Assist in other functions as deemed desirable by the MPO, TAC or CAC.

SECTION 4.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Each voting and non-voting member of the MPO Governing Board shall appoint a BPAC representative. The appointments should consist of local residents with an interest in the development of an efficient, safe, and cost-effective alternative transportation system. Minorities, the elderly, and the physically challenged must be adequately represented. BPAC members may be staff, citizens or non-MPO elected officials representing the member governments of the MPO.
- B. A representative of FDOT District Five shall be a liaison to the BPAC.

- C. Potential membership of the BPAC may be expanded through approval by the BPAC in cases involving the appointment of a non-governmental representative, such as, but not limited to:
 1. A person who is recognized by the Florida Association for Community Action representing the economically disadvantaged in Lake County and/or Sumter County.
 2. A person over 60 years of age representing the elderly in Lake County and/or Sumter County.
 3. A person with a disability representing the disabled in Lake County and/or Sumter County.
 4. A citizen’s advocate representative of Lake County and/or Sumter County.

- D. The term of office for a BPAC representative shall be for two (2) years with all terms ending in the month of December. If a vacancy occurs mid-term for any reason, the reappointment will complete that particular unexpired term.

Term expirations will be as follows:

| <u>December 31-Odd year</u> | <u>December 31-Even year</u> |
|-----------------------------|------------------------------------|
| Lake County D1 | Lake County D2 |
| Lake County D3 | Lake County D4 |
| Lake County D5 | Sumter County (1) |
| Astatula | Sumter County (2) |
| Bushnell | Center Hill |
| Coleman | Clermont |
| Eustis | Fruitland Park |
| Groveland | Howey-in-the-Hills |
| Lady Lake | Leesburg |
| Mascotte | Minneola |
| Montverde | Mount Dora |
| Tavares | Umatilla |
| Wildwood | Webster |
| Lake County Schools | Sumter County Schools |
| | BPAC non-governmental appointments |

- E. If any member of the BPAC fails to attend three (3) consecutive meetings, the member will be notified, as will the member government, that a fourth (4th) consecutive absence will result in automatic vacancy. At that point, the elected body must take action to re-appoint.

- F. Any vacancies in membership shall be filled through a process acceptable to the member government and acted upon by the local governing body. Such appointment shall be documented with the MPO in the form of minutes from the meeting at which the appointment was made.

- G. The chair of the BPAC shall be an elected official serving on the MPO Governing Board and appointed by the board. The vice-chair shall be a BPAC member elected by the BPAC at the last scheduled meeting of the year and shall serve one (1) year, starting with the January meeting.

SECTION 4.2: MEETINGS

- A. Regular meetings of the BPAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the BPAC to accommodate holidays and/or other reasons. The approved schedule shall be made available to the public and regular meetings shall be properly noticed to the public.
- B. Special meetings may be called by the Chair, the Vice-Chair or the BPAC. Reasonable notice must be provided to the members and alternates for special meetings. The public shall be properly noticed of special meetings.
- C. Six (6) of the voting members on the Committee (BPAC) shall constitute a quorum for the transaction of business.
- 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.
- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the BPAC members present, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.
- E. The agenda for the BPAC includes presentations and actions required to support recommendations for the MPO Board as set by the Executive Committee and transportation-related items of interest identified by members. MPO staff and presenters will provide timely input/materials for the BPAC agenda.
- E. The Lake~Sumter MPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The MPO shall furnish a Recording Secretary for all BPAC meetings.
- F. Meetings will be open to the public and media 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.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the BPAC is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 4.3: RESPONSIBILITIES AND FUNCTIONS OF THE BPAC

- A. The BPAC shall be composed of citizens, staff, and/or officials representing the various member governments of the MPO or representing the various segments of the populace. The

BPAC should actively represent all segments of the general public and their interests in the alternative transportation planning process.

- B. The BPAC shall be charged with the following:
 - 1. The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the Lake~Sumter MPO planning area and for making recommendations to the MPO Board that are pertinent to these subjects.
 - 2. Determination of the effect of a plan or project, as proposed, upon the various segments of the population.
 - 3. Based on its findings, the BPAC shall note the plans or projects that appear to be harmful or helpful to segments of the population. These recommendations and findings shall be transmitted in report form to the MPO Governing Board for consideration.
 - 4. The BPAC may hold public meetings to elicit public reaction and to determine the degree of acceptance that a plan or project proposal may have by all segments of the public, regardless of color, creed, religion, age, sex, or national origin.
 - 5. The BPAC shall advise the MPO Governing Board on bicycle and pedestrian needs, on what needs should be addressed by the initiation and programming of a public project, on the prioritization of approved projects, and on the means by which to secure funding for public projects.

- C. The BPAC shall transmit to the MPO Governing Board, in written form or on the public record at MPO Governing Board meetings, the findings of all public information programs, citizen comments on study recommendations, and other representative concerns expressed by the general public regarding the alternative transportation planning process.

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

SECTION 4.4: SUBCOMMITTEES

- A. Subcommittees may be designated by the BPAC as necessary to investigate and report on specific subject areas of interest to the BPAC. These may include but are not limited to:
 - 1. Schools
 - 2. Highways
 - 3. Mass Transit/Public Transportation
 - 4. Multi-use trails
 - 5. Growth Impacts

- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures related to the BPAC. These may include:
 - 1. Administrative matters
 - 2. Bylaws

SECTION 5.0: GENERAL POLICIES OF THE MPO

General Policies shall apply to all committees and participants of the MPO.

- A. The adoption of reports, studies, plans, and programs must be by resolution of the MPO. The MPO may consider the review and recommendation by the TAC, CAC, and BPAC.
- B. Recommended changes in the Bylaws require a simple majority vote of the members at any meeting, providing that all members have received written copies of proposed amendments at least ten (10) days prior to the meeting.
- C. 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 6.0: MPO PUBLIC PARTICIPATION POLICY

- A. Right to be Heard. Pursuant to Section 286.0114, Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before official action is taken by any Lake~Sumter MPO Board or Committee. Such opportunity to be heard need not be provided at the same meeting in which official action on the proposition is to be made, but shall be provided at a meeting during the decision making process that is within a reasonable proximity in time to the meeting in which the Board or Committee takes official action. Public input shall be limited to three (3) minutes per speaker, with the Chair of the Board or Committee having the option of allowing additional time. This right does not apply to:
 - 1. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the MPO to act;
 - 2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - 3. A meeting that is exempt from Section 286.011, Florida Statutes; or
 - 4. A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.
- B. Request to be Heard. Members of the public who wish to provide comment at an MPO meeting shall come before the Board or Committee during the designated period of time on the agenda.

Members of the public requesting to be heard on a proposition may designate a representative to speak for them individually, or to speak on behalf of a group of concerned citizens. Members of the public addressing an MPO Board or Committee shall provide, in an audible voice, their full name and address on the record for the Board or Committee. All remarks shall be addressed to the Board or Committee as a whole, and not to any one member thereof.

- C. Agenda. All MPO Boards and Committees shall have an agenda that is available at least four (4) days in advance of any meeting. Unless exempted as set forth under subsection (A) above, official action on a proposition cannot be taken at a meeting unless it was included in such agenda. Items not on the agenda may still be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting so as to provide the public a reasonable opportunity to be heard.