

**BYLAWS  
FOR THE  
CITIZENS ADVISORY COMMITTEE  
OF THE  
COLLIER METROPOLITAN PLANNING ORGRANIZATION**



**SECTION I. AUTHORITY, CREATION**

A Citizen Advisory Committee (CAC) for the Collier Metropolitan Planning Organization (MPO) is hereby created to serve as an advisory body to the MPO in the comprehensive, cooperative, and continuing transportation planning process. Section 339.175, Florida Statutes, establishes Florida's MPO's and defines their authority and responsibilities to carry out the transportation planning process required by Title 23 of the U.S. Code which includes, but is not limited to, the appointment of a Citizen's Advisory Committee to ensure citizen involvement in the transportation planning process.

**SECTION II. PURPOSE**

The purpose of the CAC, as representatives of the citizens of Collier County, shall be to advise the Collier MPO ("MPO") by reviewing, reacting to, and providing comment on transportation planning issues and needs. It shall be the function of the CAC to:

1. Assist the MPO in the formulation of goals and objectives for improving the urbanized area transportation system;
2. Conduct public information programs;
3. Provide for citizen's review of and comment on preliminary findings and recommendations of ongoing transportation planning efforts;
4. Provide for input on the area's transportation needs, transportation issues and on the priority of transportation projects including but not limited to the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP); and
5. Assist in other functions as requested by the MPO.

**SECTION III. MEMBERSHIP, APPOINTMENTS, REPLACEMENTS, TERM OF OFFICE, REMOVAL FROM OFFICE**

A. There shall be thirteen appointed members of the CAC apportioned as follows:

1. Nine citizens residing in the following areas:

Unincorporated Collier County (1 from each District) .....	5
City of Naples.....	2
City of Marco Island.....	1
City of Everglades City.....	1

2. Four at-large citizens residing in Collier County as follows:

- a. One representing the disabled or an advocate for the disabled community;
- b. One representing minorities; and
- c. Two representing civic, community and economic interests.

Each MPO voting member will be allocated one CAC seat that corresponds to the local governments and/or district that he/she represented on the MPO.

#### B. Vacancy Replacements/ Appointments

In the event a vacancy occurs, the MPO member from that area will be notified by MPO staff. It is up to the appropriate MPO member to nominate candidates to fill the vacancy. All records of CAC vacancies are kept at the MPO office and updated on a continual basis.

1. Nominations for CAC members are recommended by the corresponding MPO member and ratified by the MPO Board. Nominations for at-large seat vacancies can be made by any MPO member, subject to ratification by the MPO.
2. As vacancies occur, nominees will be chosen from applicants on file or from general solicitation through the local news media.
3. Members of the CAC shall not be elected officials or technical personnel employed by the MPO, its member local governments or any agency that is represented on the MPO.

#### C. Removal from Office

1. The term of office for CAC members shall be for three years. CAC members may be reappointed following the expiration of their term of office.
2. If a CAC member moves out of the area where he or she represents, such a move shall be considered as automatic resignation from the CAC. Such a CAC member can re-apply for CAC membership if he/she is moving into an area of Collier County that currently has a vacant seat on the CAC.
3. Each member of the CAC is expected to demonstrate his or her interest in the CAC's activities through active participation in scheduled meetings.
  - a. Any CAC member who is absent from three consecutive OR four (4) out of six (6) regularly scheduled CAC meetings shall be deemed to have tendered his or her resignation from the committee. The MPO shall, as soon as practical after such resignation, declare the position to be vacant and shall promptly attempt to fill the same.
  - b. No CAC member shall serve at any meetings after his/her position is declared vacant or that he/she has tendered his/her resignation.
4. All CAC Members serve at the pleasure of the MPO Board. If at any time, the MPO feels that a CAC member is not performing his/her duties in accordance with Section II, or as an adequate representative of his/her constituency, the MPO may, by a majority vote, remove that member from the CAC.

### SECTION IV. OFFICERS, DUTIES, AND TERMS OF OFFICE

1. The CAC shall at the first regularly scheduled meeting in a calendar year elect the following officers:
  - a. Chair
  - b. Vice Chair

2. Officers shall be elected by a majority of a quorum of the members of the CAC present.
3. Each member so elected shall serve for one year, or until he/she is re-elected or a successor is elected. The Chair's term of office shall be limited to two consecutive one-year terms.
4. Newly elected CAC officers shall be declared installed following their election.
5. The Chair shall preside at all meetings, call special meetings, appoint committees, establish the agenda for meetings, and act as a liaison with government bodies and other related committees.
6. The Vice Chair shall, during the absence of the Chair or the Chair's inability to serve, exercise all of the duties and powers of the Chair.

**SECTION V.            MEETINGS**

1. There shall be a minimum of one CAC meeting per quarter at a date, time and place acceptable to the majority of the membership.
2. Additional meetings may be called by the MPO or the CAC Chair as described in the MPO Public Involvement Plan to allow for public input into the transportation planning process.
3. A quorum shall consist of a majority of CAC members on the active roster at the time of the meeting. A quorum shall be required for the CAC to conduct official business and take action on issues before the committee.
4. In the absence of a quorum, those members present may review the agenda items and make recommendations that may be reviewed for approval by the CAC at its next meeting where there is a quorum present.
5. Regular meeting notices and agendas shall be sent to members at least seven calendar days prior to the meetings. Special meetings may be called by the Chairman with a minimum of three (3) calendar day's notice, indicating the reason for the meeting and notifying all members.
6. Meeting notices including the time and location of the meeting shall be transmitted to local news media via a press release and an announcement on the MPO Website at least seven days prior to a regular scheduled meeting. Special meeting notices including the time and location of the meeting shall be transmitted to local media via a press release and an announcement on the MPO Website at least three days prior to the special meeting. All meetings shall be open to the public to encourage public awareness and participation.
7. Minutes shall be taken at all CAC meetings.
8. The MPO staff shall be responsible for the preparation, duplication, and distribution of materials necessary for CAC meetings.
9. The CAC shall transmit to the MPO recommendations passed by a majority vote.

10. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

**SECTION VI. AMENDMENT TO BYLAWS**

1. These Bylaws may be amended by affirmative majority vote of the quorum provided a copy of the proposed amendment, which shall have been sent to every member at least seven (7) calendar days prior to the vote. All proposed amendments shall be voted on at regular meetings.
2. These Bylaws, and any and all amendments to the Bylaws, will become effective upon an affirmative vote of the majority of the quorum and subsequent endorsement of the MPO.

These Bylaws for the Citizen Advisory Committee of the Collier Metropolitan Planning Organization are hereby endorsed on December 2, 2014 by the Citizen Advisory Committee and subsequently adopted by the Collier Metropolitan Planning Organization on December 12, 2014.

**CITIZEN ADVISORY COMMITTEE**

By: Karen Homiak  
Karen Homiak, CAC Chair

**COLLIER METROPOLITAN PLANNING ORGANIZATION**

By: Sam J. Saad, III  
Councilman Sam J. Saad, III, MPO Chair

Attested by: Lucilla Ayer  
Lucilla Ayer, AICP, MPO Executive Director

**COUNTY ATTORNEY**

By: Scott Teach  
Scott Teach, Deputy County Attorney