

BYLAWS
for
Congestion Management System/Intelligent Transportation System Committee
of
COLLIER METROPOLITAN PLANNING ORGANIZATION



The following Bylaws guide the proper functioning of the Collier Metropolitan Planning Organization's (MPO) Congestion Management System/Intelligent Transportation System (CMS/ITS) Committee. The intent is to provide procedures and policies to assist the CMS/ITS Committee to accomplish its purpose.

SECTION I NAME

The name of this Committee shall be the Congestion Management System/Intelligent Transportation System (CMS/ITS) Committee of the Collier Metropolitan Planning Organization (MPO).

SECTION II PURPOSE

- A. The CMS/ITS Committee shall serve the MPO in an advisory capacity on technical matters relating to the MPO's Congestion Management System and the ITS architecture.
- B. The functions of this CMS/ITS Committee shall include, but not be limited to, the following:
 1. To promote coordination among the MPO, Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Pathways Advisory Committee (PAC) and CMS/ITS Committee in the identification and resolution of common transportation problems;
 2. To identify potential multimodal projects that will reduce congestion on the network and/or improve the intelligent transportation system;
 3. To review studies, plans, programs, or public information documents for potential impacts to congestion on the network and/or impacts to the intelligent transportation system and advise the MPO thereof;
 4. To make priority recommendations for CMS/ITS projects to the MPO;
 5. To review and update the Congestion Management Process (CMP) as needed;
 6. To help review and update the Congestion Management Process component of the Long- Range Transportation Plan;
 7. To assist in the development and evaluation of performance measures of potential priorities, and
 8. To monitor CMS/ITS projects' performance after implementation.

SECTION III MEMBERSHIP APPOINTMENT AND TERM OF APPOINTMENT

A. Members:

The CMS/ITS Committee shall consist of voting and non-voting members. Each voting member shall have one vote.

B. Appointment and Term of Appointment:

Each member agency representative shall be duly appointed by the member agency and shall serve at the pleasure of his or her member agency. The MPO Staff shall be notified by the Department Director/Administrator of the member agency in writing including electronic communication of the appointment or replacement of a member agency's representative.

C. Alternate Member:

An official alternate member can be designated by the affected voting- member agency by providing such designation in writing to the MPO. The so designated alternate member has to be another employee of the member agency and has the capacity to act on behalf of the voting member. Except in extraordinary circumstances, the MPO staff shall be notified in writing (including email) of the attendance of the alternate member due to the absence of the official CMS/ITS Committee member at least seven (7) days in advance of any Committee meeting. The alternate member may vote only in the absence of the official voting member on a one-vote-per-member basis.

D. The Voting and Non-Voting Member Agencies are as follows:**1. VOTING MEMBER AGENCIES**

Collier County Growth Management Division
 Transportation Planning Department
 Traffic Operations Department

Collier County Public Services Division
 Public Transit & Neighborhood Enhancement (PTNE) Department

Collier County
 Emergency Management

Collier County Public Schools
 Transportation Department

City of Naples
 Engineering/Planning
 Traffic Operations

City of Marco Island
 Public Works Department

City of Everglades City
 Mayoral Appointment

Collier MPO's Citizen Advisory Committee

Collier MPO's Pathways Advisory Committee

2. NON-VOTING MEMBER AGENCIES

Lee County MPO

Florida Highway Patrol

Collier County Emergency Medical Services

Collier County Sheriff's Office

City of Marco Island Police Department

City of Naples Police Department

City of Naples Fire Rescue Department

Big Corkscrew Island Fire & Rescue District

East Naples Fire District

Golden Gate Fire Control & Rescue District

Immokalee Fire Control District

North Naples Fire Control & Rescue District

Ochopee Fire Control & Rescue District

Isles of Capri Fire & Rescue District

The MPO staff will be responsible for maintaining a current list of the names of voting and non-voting members.

SECTION IV OFFICERS, DUTIES AND TERMS OF OFFICE

A. Officers and Terms of Office:

1. A Chair and a Vice-Chair of the CMS/ITS Committee shall be elected at the first regularly scheduled meeting of each calendar year when a quorum is attained and shall hold the offices until their successors are elected.
2. Any voting member may nominate or be nominated as an officer. All elections shall be held by the majority vote of voting members present.

B. Chair Duties:

1. The Chair and Vice-Chair shall be voting members of the CMS/ITS.
2. The Chair shall preside at all meetings and shall be responsible for the conduct of such meetings. In the absence of the Chair or Vice-Chair, the respective alternate may only act as a regular voting member of the Committee.

C. Vice-Chair Duties:

1. The Vice- Chair shall, during the absence of the Chair, have and exercise all of the duties and powers of the Chair.
2. The Vice- Chair shall also perform such duties as may be assigned by the Chair.

D. Absenteeism of an Officer:

If both the Chair and Vice-Chair are absent from a meeting, the Committee shall elect a voting member present to be the Chair for that meeting. No Alternate member of the Chair or Vice-chair can assume the responsibilities of his/her official roles.

1. Any vacancy in an office created by a resignation or replacement of an Officer shall be filled by a majority vote of voting members.
2. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.
3. If, at any time, the Committee believes that an Officer is not performing his/her duties in accordance with Section IV, Subsection B, it may recommend the removal of the Officer to the MPO.

SECTION V MEETINGS

A. Regular Meetings:

The CMS/ITS Committee shall meet bimonthly at a date, time and place acceptable to a majority of the voting membership. The date or time may be changed by a majority vote if seven (7) calendar days notice is given to the voting members.

B. Special Meetings:

Special meetings may be called by the Chair with a minimum of three (3) calendar day's notice, indicating the reason for the meeting and notifying all member agencies.

C. Notice of Meetings:

A minimum of seven (7) calendar days notice shall be given for regular meeting . Agendas should be sent with meeting notices and, whenever possible , minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting.

D. Agendas:

MPO staff is responsible for preparing agendas for each CMS/ITS Committee meeting. Members may request to place items on the tentative agenda by notification to the MPO staff. Any item requiring CMS/ITS Committee action may be brought before the Committee by any member, even though it is not on the agenda, by making a request prior to the approval of the agenda for the CMS/ITS Committee meeting, and upon receiving a majority vote in favor of adding the item to the agenda. The CMS/ITS Committee shall decide if action is to be taken at that meeting or at a subsequent meeting.

E. Quorum:

1. A quorum shall consist of five (5) voting CMS/ITS Committee members.
2. A majority of the quorum shall be necessary to act on an item brought before the CMS/ITS Committee.
3. In the absence of a quorum, those members present may review the agenda items and make recommendations by consensus. These recommendations may be reviewed and considered for approval by the CMS/ITS Committee at its next meeting where there is a quorum present.

SECTION VI AMENDMENTS

A. Amendments

These Bylaws may be amended by an affirmative quorum vote of the CMS/ITS Committee, provided a copy of the proposed amendment(s) shall have been sent to every member at least seven (7) calendar days prior to a vote for endorsement by the CMS/ITS Committee. All proposed amendments shall be voted on at regular meetings. Any and all amendments to the Bylaws will become effective upon endorsement by the Collier MPO.


B. Prior Agreement:

These Bylaws supersede and replace any and all Bylaws previously adopted by the Congestion Management System/Intelligent Transportation System Committee.

C. Effective Date:

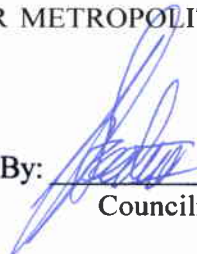
The Bylaws for the Congestion Management System/Intelligent Transportation System Committee of the Collier Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on September 17, 2014 by the Congestion Management System/ Intelligent Transportation System Committee and subsequently endorsed by the Collier Metropolitan Planning Organization on October 10, 2014.

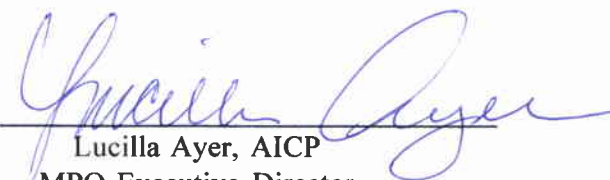
CONGESTION MANAGEMENT SYSTEM/
INTELLIGENT TRANSPORTATION SYSTEM COMMITTEE

By: 
Anthony Khawaja
CMS/ITS Committee Chair


10/15/14

COLLIER METROPOLITAN PLANNING ORGANIZATION

By: 
Councilman Sam J. Saad, III
MPO Chair

ATTESTED BY: 
Lucilla Ayer, AICP
MPO Executive Director

COUNTY ATTORNEY

By: 
Scott R. Teach
Deputy County Attorney

