

BYLAWS
for
TECHNICAL ADVISORY COMMITTEE
of
COLLIER
METROPOLITAN PLANNING ORGANIZATION

Section 1. Name

The name of this Committee shall be the Technical Advisory Committee (TAC) of the Collier Metropolitan Planning Organization (MPO).

Section 2. Purpose

- A. The TAC shall serve the MPO in an advisory capacity on technical matters.
- B. The functions of this Committee shall include, but not be limited to, the following:
 - 1. To review and provide technical analysis of the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP) as part of the MPO Planning Process;
 - 2. To promote coordination among the MPO, Citizens Advisory Committee (CAC), Pathways Advisory Committee (PAC) and Congestion Management System/Intelligent Transportation System (CMS/ITS) Committee in the identification and resolution of common transportation problems;
 - 3. To promote the coordination of transportation planning and programming;
 - 4. To review the sufficiency, accuracy and completeness of appropriate studies, plans, programs or public information documents and advise the MPO thereof;
 - 5. To make priority recommendations to the MPO for transportation plans and program implementation based upon the needs as determined by technical studies;

6. To review and make appropriate technical analyses (on transportation planning issues) in response to requests from the MPO, CAC, PAC and the CMS/ITS Committee;
7. To provide continuing liaison efforts with local, state and federal agencies involved in the transportation planning process.

Section 3. Membership, Appointments, Qualifications and Terms:

- A. Membership of the TAC shall include, but not be limited to, representatives from departments and agencies with responsibilities for the planning, operating and/or development of transportation facilities and services within the Collier County area, as approved by the MPO. 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 in writing of the appointment, reappointment or replacement of a member agency's representative.
- B. The TAC shall be composed of voting and non-voting members.
- C. 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 TAC 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.

4/5

The Voting and Non-Voting Member Agencies are as follows:

VOTING MEMBER AGENCIES

Collier County

- Growth Management Division – Transportation Engineering and Construction Management
- Growth Management Division - Transportation Planning

Collier Area Transit

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

Collier County Airport Authority

- Airport Authority

City of Naples

- Engineering
- Planning

City of Naples Airport Authority

- Airport Authority-Engineering and Planning

City of Marco Island

- Community Development Department
- Public Works Department

City of Everglades City

- Mayoral Appointment

Regional

- Lee County Metropolitan Planning Organization

NON-VOTING MEMBER AGENCIES

Collier County School District

- Transportation or Planning

A Representative From A Local Environmental Agency

- Planning

Regional

- Southwest Florida Regional Planning Council

Freight

- Representative of freight providers or the freight community

- D. All TAC members (voting, non-voting, and alternates) must identify themselves on the attendance roster as to the member agency represented and type of membership.
- E. The MPO staff will be responsible for maintaining a current list of the names of voting, non-voting and alternate members.

Section 4. Officers and Duties:

- A. A Chair and a Vice-Chair of the TAC shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the offices until their successors are elected.
- B. Any voting member may nominate or be nominated as an officer. All elections shall be by a majority vote of voting members present.
- C. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall also serve as a liaison between the TAC and the MPO and its other advisory committees whenever the need arises. In the absence of the Chair, his/her alternate may sit only as a voting member of the Committee.
- D. The Vice-Chair shall, during the absence of the Chair or his/her inability to serve, have and exercise all of the duties and powers of the Chair. The Vice-Chair shall also perform such duties as may be assigned him/her by the Chair.
- E. 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. Any vacancy in an office created by a resignation or replacement of an Officer shall be filled by a majority vote of voting members. The Officer so elected shall fill the remainder of the unexpired term of the vacant office. If, at any time, the TAC concludes that

an Officer is not performing his/her duties in accordance with Section 4, Subsection C, it may recommend removal of that Officer to the MPO.

Section 5. Meetings:

- A. The TAC shall meet monthly 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. A seven (7) calendar day notice shall be given for regular 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 members. Agendas shall be prepared by the MPO staff prior to all meetings. 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.
 1. Any item requiring immediate Committee attention may be brought before the committee by any TAC Member or MPO Staff member, even though it is not on the agenda by making a request any time prior to the approval of the agenda during a TAC Meeting, and upon receiving a majority vote in favor of adding the item to the agenda. The TAC shall decide if action is to be taken at that meeting or at a subsequent meeting.
 2. Members of the public may request to place items on an agenda by notification to the MPO Staff fourteen (14) days before the scheduled meeting. The Chair shall decide if action is to be taken at that meeting or at a subsequent meeting.

- C. Each voting member shall have one vote.
- D. A quorum shall consist of a majority of voting TAC members, or their designated alternates, and shall be required to conduct all official business. A majority of the quorum shall be necessary to decide an issue before the TAC.
- E. In the absence of a quorum, those members present may review the agenda items and discuss recommendations to the TAC. Those recommendations may be reviewed and considered for approval by the TAC at its next meeting where there is a quorum present.
- F. All meetings will be open to the public.
- G. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

Section 6: Amendments:

These Bylaws may be amended by an affirmative vote of two-thirds of the voting TAC or their designated alternate members of the full committee, provided a copy of the proposed amendment shall have been sent to every member at least seven (7) calendar days before it is to be voted on. 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.


Section 7: Prior Agreement:

These Bylaws supersede and replace any and all Bylaws previously adopted by the Technical Advisory Committee.


Section 8. Effective Date:

These Bylaws for the Technical Advisory Committee of the Collier Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on October 20, 2014 by the Technical Advisory Committee and subsequently endorsed by the Collier Metropolitan Planning Organization on December 12, 2014.

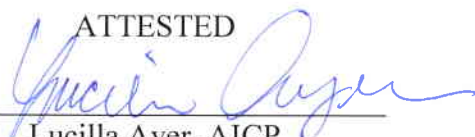
TECHNICAL ADVISORY COMMITTEE

By: 
Michelle Arnold
TAC Chairman


METROPOLITAN PLANNING ORGANIZATION

By: 
Councilman Sam J. Saad, III
MPO Chairman

ATTESTED

By: 
Lucilla Ayer, AICP
MPO Executive Director

COUNTY ATTORNEY

By: 
Scott Teach
Deputy County Attorney

529