

BYLAWS
for
PATHWAYS ADVISORY COMMITTEE
of
COLLIER METROPOLITAN PLANNING ORGANIZATION

**COLLIER COUNTY
PATHWAY ADVISORY COMMITTEE BYLAWS**

The following Bylaws guide the proper functioning of the Collier Metropolitan Planning Organization's (MPO) Pathways Advisory Committee. The intent is to provide procedures and policies to assist the Pathways Advisory committee to accomplish its purpose.

SECTION I: NAME

The name of this Committee shall be the Pathways Advisory Committee (hereinafter the "PAC") of the Collier Metropolitan Planning Organization (hereinafter, the "MPO").

SECTION II: PURPOSE

- A. The purpose of the PAC is to provide citizen input into the process of deliberation on pathway-related issues within the community, to motivate other concerned citizens, to make priority recommendations for pathway plans and program implementation, and to provide vision and recommendations to the development of the pathways program.
- B. The mission of the PAC is to promote walking and bicycling as integral components of local, regional and state recreational and transportation networks.
- C. The functions of the PAC shall include, but not be limited to, the following:
 - 1. To provide citizen input into the deliberation of pathway related issues within the community.
 - 2. To develop a Comprehensive Pathway Plan that is responsive to the needs of the community.
 - 3. To recommend policies and advise the MPO Board of opportunities that will improve the walking and bicycling environment in Collier MPO's planning area.
 - 4. To make priority recommendations for pathway projects and program implementations.
 - 5. To provide vision and recommendations regarding the development of the pathways network.
 - 6. To review and provide comments on draft MPO planning documents and priorities for State and Federal funds in respect to the promotion of walking and bicycling activities.

SECTION III: MEMBERSHIP, APPOINTMENT AND TERM OF APPOINTMENT, AND TERMINATION OF MEMBERSHIP

A. Voting Members:

The PAC shall be composed of Nine (9) citizens-at-large voting members.

B. Appointment and Term of Appointment:

1. All PAC members are appointed by the MPO for a fixed term of two (2) years.
2. Reappointment to additional term(s) may be approved by the MPO at the written request of the PAC member.

C. Termination of Membership:

If at any time, the MPO believes that any PAC member is not performing his or her duties in accordance with these bylaws, the MPO may remove that member from the PAC.

SECTION IV: OFFICERS, TERMS OF OFFICE, AND DUTIES

A. Officers and Terms of Office:

1. A Chair and a Vice-Chair of the PAC 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.
3. The Chair and Vice-Chair shall serve for a period of one (1) year or until a successor is elected.
4. The Chair and Vice-Chair shall be voting members of the PAC.

B. Chair Duties:

1. The Chair shall preside at all meetings and shall be responsible for the conduct of such meetings.
2. The Chair is empowered to call special meetings, establish the agenda for meetings, and act as a liaison with governmental bodies and other related committees.

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.

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 and C, it may recommend the removal of the Officer to the MPO.

SECTION V: MEETINGS

A. Regular Meetings:

The PAC shall meet as often as necessary in order to meet its responsibilities. A meeting schedule shall be developed annually, endorsed by the PAC and approved by the MPO.

B. Special Meetings:

Special meetings may be called by the Chair with a minimum of three (3) calendar days' 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 meetings. Agendas should be sent with meeting notices and, wherever 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 PAC meeting. Members may request to place items on the tentative agenda by notification to the MPO staff. Any item requiring PAC 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 PAC meeting, and upon receiving a majority vote in favor of adding the item to the agenda. The PAC shall decide if action is to be taken at that meeting or at a subsequent meeting.

E. Quorum:

1. A quorum shall consist of a majority of the voting members.
2. In the absence of a quorum, those members present may review the agenda items and make recommendations. These recommendations may be reviewed and considered for approval by the PAC at its next meeting where there is a quorum present.

F. Voting:

An affirmative vote of a majority of the PAC members on the active roster shall be necessary in order to take any action.

G. Public Meetings:

All meetings of the PAC are open to the public and all activities of the PAC are subject to the Florida Government in the Sunshine Law, Chapter 286, *Florida Statutes*, commonly known as the Sunshine Law.

H. Parliamentary Procedures:

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

I. Staff

1. The MPO shall provide the PAC with sufficient staff support and resources to enable it to fulfill its responsibilities.
2. MPO staff shall manage and oversee the operations of the PAC and assist in scheduling meetings, preparing agenda packets, and other necessary administrative duties as required by the PAC within the limits of the resources available.
3. Staff shall maintain the minutes and other records of the PAC. The minutes shall accurately reflect the proceedings of the PAC.

J. Attendance:

1. It is the intent and strong desire of the MPO that there be full attendance of the PAC members at all PAC meetings; recognizing, however, that it may be necessary for PAC members to be absent from a meeting due to unusual or emergency circumstances. Nevertheless, full attendance at PAC meetings is encouraged and necessary for the proper operation of the PAC, and in furtherance thereof, the following requirements are established.
2. Any PAC member who is absent from three consecutive OR four (4) out of six (6) regularly scheduled PAC meetings shall be deemed to have tendered his or her resignation from the PAC.
3. The MPO shall, as soon as practical after such resignation, declare the position to be vacant and shall promptly fill same.
4. No PAC member shall serve at any meetings after he/she is deemed to have tendered his/her resignation.

SECTION VI: AMENDMENTS

A. Amendments:

These Bylaws may be amended by an affirmative vote of the PAC, 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 PAC. 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 Pathways Advisory Committee.


C. Effective Date:

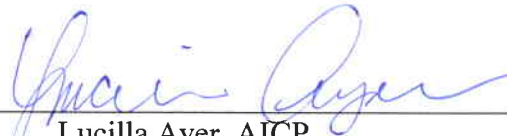
These Bylaws for the Pathways Advisory Committee of the Collier County Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on November 3, 2014 by the Pathways Advisory Committee and subsequently adopted by the Collier Metropolitan Planning Organization on December 12, 2014.

PATHWAY ADVISORY COMMITTEE

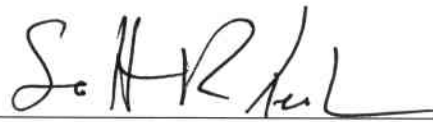
By: 
Dayna Fendrick
PAC Chair

**COLLIER COUNTY
METROPOLITAN PLANNING ORGANIZATION**

By: 
Councilman Sam J. Saad, III
MPO Chair

Attested by: 
Lucilla Ayer, AICP
MPO Executive Director

COLLIER COUNTY ATTORNEY

By: 
Scott R. Teach
Deputy County Attorney