

BYLAWS  
for  
Congestion Management Committee  
of  
COLLIER METROPOLITAN PLANNING ORGANIZATION

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

## **SECTION I        NAME**

The name of this Committee shall be the Congestion Management Committee (CMC) of the Collier Metropolitan Planning Organization (MPO).

## **SECTION II        PURPOSE**

- A. The CMC shall serve the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management Process (CMP) and the coordination of the CMP with regional Congestion Management System and Intelligent Transportation System architecture.
- B. The functions of this CMC shall include, but not be limited to, the following:
  - 1. To promote coordination among the MPO, Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle and Pedestrian Advisory Committee (BPAC) and CMC 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,
  - 8. To monitor CMS/ITS projects' performance after implementation.

## **SECTION III        MEMBERSHIP APPOINTMENT AND TERM OF APPOINTMENT**

### **A. Members:**

The CMC shall be composed of eleven (11) voting members appointed by the division, department or agency that they represent. CMC voting members may designate an alternate to replace them in their absence.

**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 the capacity to act on behalf of the voting member. The alternate member may vote only in the absence of the official voting member on a one-vote-per-member basis.

**D. The Voting Member Agencies are as follows:**

**1. VOTING MEMBER AGENCIES**

*Collier County Growth Management Department*  
Transportation Planning Division  
Traffic Operations Division

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

*Collier County Administrative Services Department*  
Emergency Management Division

*Collier County Public Schools*  
Transportation Department

*City of Naples*  
Engineering/Planning Representative  
Traffic Operations Representative

*City of Marco Island*  
Public Works Department

*Collier MPO's Citizen Advisory Committee*

*Collier MPO's Bicycle and Pedestrian Advisory Committee*

*Lee County MPO*

The MPO staff will be responsible for maintaining a current list of the names of 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 CMC 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 CMCS/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. An officer may be removed from office by the MPO Board at a regular MPO meeting by a simple majority vote.

## **SECTION V      MEETINGS**

### **A. Regular Meetings:**

The CMC 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 CMC meeting. Members may request to place items on the tentative agenda by notification to the MPO staff.

**E. Quorum:**

1. A quorum shall consist of five (5) voting CMCS/ITS Committee members.
2. A majority of the quorum shall be necessary to act on an item brought before the CMC.

**SECTION VI AMENDMENTS**

**A. Amendments**

Recommended amendments to these Bylaws may be endorsed by an affirmative quorum vote of the CMC, 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 CMC. All proposed amendments shall be voted on at regular meetings. Any and all amendments to the Bylaws will become effective upon adoption by the Collier MPO.

**B. Prior Agreement:**

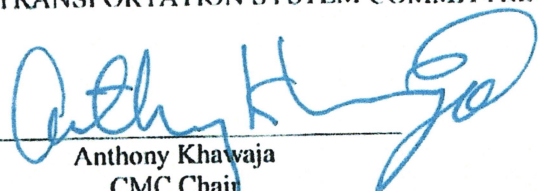
These Bylaws supersede and replace any and all Bylaws previously adopted by the Congestion Management System/Intelligent Transportation System Committee.

**C. Effective Date:**

The Bylaws for the Congestion Management Committee of the Collier Metropolitan Planning Organization were hereby endorsed in an open session with a quorum present and voting on September 16, 2020 by the Congestion Management Committee and subsequently adopted by the Collier Metropolitan Planning Organization on November 13, 2020.


CONGESTION MANAGEMENT SYSTEM/  
INTELLIGENT TRANSPORTATION SYSTEM COMMITTEE

By: \_\_\_\_\_

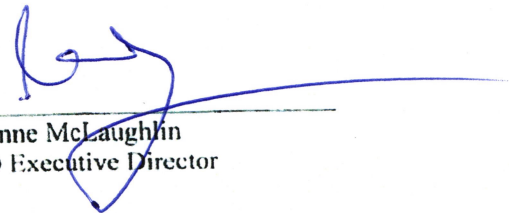
  
Anthony Khawaja  
CMC Chair

COLLIER METROPOLITAN PLANNING ORGANIZATION

By: \_\_\_\_\_


  
Councilwoman Elaine Middelstaedt, Esq.  
MPO Chair

ATTESTED BY: \_\_\_\_\_

  
Anne McLaughlin  
MPO Executive Director

COUNTY ATTORNEY

By: \_\_\_\_\_

  
Scott R. Teach  
Deputy County Attorney