



# **Bylaws for the North Florida TPO**

*Amended December 12, 2024*

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## Article I: Preamble

The following are the rules and procedures that shall guide the proper functioning of the North Florida Transportation Planning Organization (North Florida TPO), formerly known as the Metropolitan Planning Organization for the Jacksonville Urbanized Area in its oversight of the metropolitan planning process as defined in Section 23 Code of Federal Regulations (CFR), Part 450, Subpart C and Chapter 339, *Florida Statutes*.<sup>1</sup>

In 1998, the name was changed to the First Coast Metropolitan Planning Organization (First Coast MPO) to reflect the changing dynamic of the planning area as it continued to grow south. With the 2000 census the boundary expanded in Clay and St. Johns Counties. Portions of Nassau County were also added in 2004. In September, 2008, the name was changed to the North Florida Transportation Planning Organization (North Florida TPO) to better identify the organization's service area and responsibilities. In 2012 the boundary was expanded to include all of Clay, Nassau and St. Johns Counties. With the 2020 census update the Fernandina Beach-Yulee Urban Area was recognized and already contained within the TPO's planning boundary.

## Article II: Creation

The North Florida Transportation Planning Organization (hereinafter referred to as the North Florida TPO) is created under the authority of Section 339, *Florida Statutes*, to encourage and promote transportation systems embracing various modes that maximize the mobility of people and goods within and through the urbanized area, together with applicable regulatory government agencies, transportation-related fuel consumption and air pollution.

The North Florida TPO was created and is operated under the provisions of an inter-local agreement entered into with the Florida Department of Transportation and the governmental entities designated by the Governor for membership in 1978 pursuant to Section 163.01, *Florida Statutes*.

Section 339.175 (1), *Florida Statutes* provides that a metropolitan planning organization (MPO) shall be designated for each urbanized area of the state. Such designation shall be accomplished by agreement between the Governor and units of general-purpose local government representing 75 percent of the population of the urbanized area; however, the unit of general purpose local government that represents the central city or cities within the MPO jurisdiction, as defined by the United States Bureau of the Census, must be a party to the agreement.

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<sup>1</sup> The Policy Board voted to change the name to the First Coast MPO May 11, 2000. The Policy board voted to change the name to the North Florida Transportation Planning Organization June 12, 2008.

No more than one MPO may be designated within an existing metropolitan planning area unless the Governor and the existing TPO determine that the size and complexity of the existing metropolitan planning area makes designating more than one TPO for the area appropriate.

Specific Authority: Chapter 339.175, *Florida Statutes* and Section 163.01, *Florida Statutes*.

Article III: Boundary Section 339.175 (1), *Florida Statutes* and 42 U.S.C. ss. 7401 et seq.

## Article III: Boundary

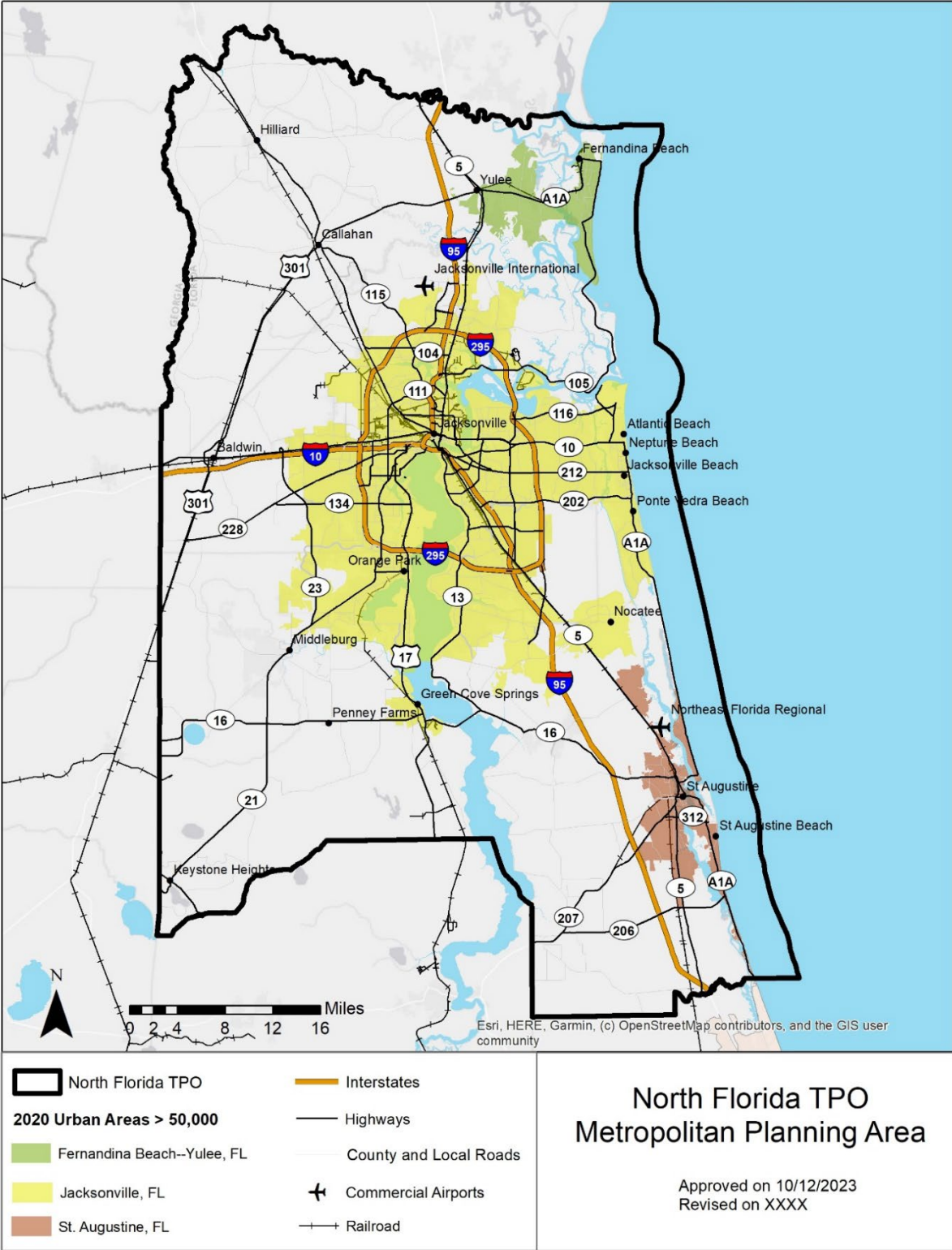
The North Florida TPO boundaries are determined by agreement between the Governor and the North Florida TPO. The boundaries must include at least the metropolitan planning area, which is the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, and may encompass the entire metropolitan statistical area or the consolidated statistical area.

Section 339.175, *Florida Statutes* further specifies that an urbanized area designated as a non-attainment area for ozone or carbon monoxide under the Clean Air Act, 42 U.S.C. ss. 7401 et seq., the boundaries of the metropolitan area in existence as of the date Section 339.175 (1) (d), *Florida Statutes* was adopted shall be retained, except that the boundaries may be adjusted by agreement of the Governor and affected TPO in the manner described in Section 339.175 (1) (d), *Florida Statutes*.

The North Florida TPO shall reassess its boundaries at least once every 10 years, in conjunction with the decennial census as prepared by the United States Department of Commerce, Bureau of the Census.

### Section 1: Current Boundary

The boundary adopted September 12, 2024 incorporates the Jacksonville, St. Augustine and Fernandina Beach-Yulee Urban Areas as designated by the U.S. Bureau of the Census in April 2021 and includes all of Clay, Duval, Nassau and St. Johns Counties as illustrated on **Map 1**.



## Article IV: Voting Membership

### Section 1: Voting Membership

The voting membership of the North Florida TPO shall consist of not less than five and not more than 25 members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulation. 23 U.S.C. provides the Governor the opportunity to provide TPO members who represent municipalities to alternate with representation from other municipalities within the metropolitan area that do not have members on the TPO. County commission members shall comprise not less than one-third of the TPO membership, except for a TPO with more than 15 members located in a county with a five-member county commission or any TPO with 19 members located in a county with no more than six county commissioners, in which case county commission members may compose not less than one-third of the TPO membership, but all county commissioners must be members. All voting members must be elected officials of general-purpose governments, a statutorily authorized planning board, an official or an official of an agency that operates or administers a major mode of transportation. The County Commission shall compose not less than 20 percent of the TPO membership if an official of an agency that operates or administers a major mode of transportation has been appointed to the TPO.

Section 339.175 (2), *Florida Statutes* further specifies that in metropolitan areas in which authorities or other agencies have been or may be created by law to perform transportation functions that are not under the jurisdiction of a general purpose local government represented on the TPO, shall be provided membership on the TPO.

In addition, Section 339.175, *Florida Statutes*, Section 163.01, *Florida Statutes* designates the District Secretary of the Florida Department of Transportation as a non voting advisor of the TPO.

Specific Authority: Section 339.175 (2), *Florida Statutes*, Section 163.01, *Florida Statutes*, Section 163.01(5) (c), *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

### Section 2: Alternate Members

Alternate members may be appointed and permitted to vote at meetings at which the regular members do not attend. An appointed alternate member must be an elected official representing the same governmental entity or area that the regular member serves. The governmental entity so designated shall appoint the appropriate number of members to the North Florida TPO from eligible officials. The City Council President shall designate the alternate members for the Jacksonville City Council. The Council President may designate one alternate member for each member designated or may designate one or more alternate members who may serve in place of any of the seven City Council members designated to serve on the North Florida TPO. The Chair of the Clay, Nassau and St. Johns County Commissions shall likewise select the alternate member from among the membership of their respective Commissions. The Chair of the Clay County Commission may choose to designate one County Commission member as the alternate for either of the two members designated to represent the



Commission on the North Florida TPO. The City of Jacksonville Mayor shall designate an alternate from among the City Council membership, selecting a member who is not already on the North Florida TPO. The alternate for the Mayor of the Beaches Communities shall be one of the other Mayors of the municipalities at the Beach. The alternate member for the Jacksonville Airport Authority, Jacksonville Port Authority and Jacksonville Transportation Authority shall be members of the appropriate board and appointed by the Board Chair. The North Florida TPO Chair must be notified in advance that an alternate member will attend a meeting on behalf of the member s/he represents.

### **Section 3: Membership Apportionment and Reapportionment**

The Governor shall review the composition of the North Florida TPO membership at least every ten (10) years and reapportion it as necessary. Reapportionment and the boundary of the urbanized area will be reviewed in conjunction with the decennial census undertaken by the United States Bureau of the Census, and reapportion it as necessary to comply with Section 339.175 (2), *Florida Statutes*.

### **Section 4: Current Membership**

North Florida TPO membership as approved October 9, 2003 is as follows:

Mayor, City of Jacksonville <sup>2</sup>	1
Three members, Jacksonville City Council <sup>3</sup>	3
Mayor of Atlantic Beach, Neptune Beach or Jacksonville Beach (rotate)	1
Two County Commissioners, Clay County	2
One Commissioner, St. Augustine or St. Augustine Beach	1
One County Commissioner, St. Johns County	1
Board Member, Jacksonville Aviation Authority	1
Board Member, Jacksonville Port Authority (JAXPORT)	1
Board Member, Jacksonville Transportation Authority	1
Board Member, St. Augustine-St. Johns County Airport Authority	1
One County Commissioner, Nassau County	1
Board Member, Nassau County Ocean Highway and Port Authority	1
<i>Total</i>	15

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<sup>2</sup> The City of Jacksonville Mayor and an alternate serving in his/her place shall have a weighted vote of 2 (two).

<sup>3</sup> The three members of the Jacksonville City Council and an alternate serving in their place shall each have a weighted vote of 2 (two).

Each member is entitled to one (1) vote with the exception of the Jacksonville Mayor and the three members of the Jacksonville City Council each of whom have a weighted vote of two. Under no circumstances will members with a weighted vote be permitted to separate their votes. Proxy votes and absentee ballots shall not be allowed.

The District II Secretary for the Florida Department of Transportation is a non-voting adviser.

The highest ranking representative of the United States Navy in Northeast Florida or his/her designee and a representative from Baker County are ex officio members.

## **Section 5: Membership Terms**

Except for the member who represents the Cities of Atlantic Beach, Jacksonville Beach and Neptune Beach, members of the North Florida TPO shall serve four-year terms. By mutual agreement of the Mayors of Atlantic Beach, Jacksonville Beach and Neptune Beach, the member's term may be shortened. A member may be re-appointed for more than one additional four-year term.

Statutory Authority: Section 339.175 (3), *Florida Statutes*.

## **Section 6: Terminating Membership**

The membership of a member who is a public official automatically terminates upon the member's leaving office or may be terminated by a majority vote of the total membership of a county or city governing entity represented by the member. The original appointing entity shall fill a vacancy.

Three consecutive absences in a 12-month period are considered cause to terminate membership. The North Florida TPO Board reserves the right to waive the attendance rule by vote upon written request by said member not in compliance.

Specific Authority: Section 339.175 (3) (b), *Florida Statutes*.

## **Section 7: Resigning Membership**

A member wishing to resign prior to the end of his/her term shall submit a resignation letter to the North Florida TPO Chair stating the effective date.

## **Section 8: Quorum of Voting Membership**

Board members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those members entitled to vote. Vacant seats will not be counted as eligible votes until filled. Conditions that deem a seat vacant include resignation, term limit, death, incapacitation or removal of any member by their corresponding commission, council or agency.

## **Section 9: Officers**

Officers of the North Florida TPO are Chair and Vice-Chair. These officers are members of the North Florida TPO duly elected by the body to serve a term of one year. Alternate members may not serve as officers of the North Florida TPO. The authority and duties of the North Florida TPO officers are as follows:

1. **Chair:** The Chair shall preside at all TPO meetings. S/he shall appoint all committee members and committee chairs and shall sign, on behalf of the TPO, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise, and shall perform such other duties as, may be assigned by the North Florida TPO. The Chair shall also have the authority to call special meetings of the TPO or to cancel any regularly scheduled meeting.
2. **Vice Chair:** The Vice Chair shall serve as Chair at TPO meetings in the Chair's absence. S/he shall have the further authority to call or cancel TPO meetings, either regular or special meetings, and assume the Chair's duties.
3. **Other Officers:** The North Florida TPO may elect such other additional officers, as it deems necessary, and prescribe their term, authorities and duties.

In the absence of the Chair, and Vice Chair at a regular or special TPO meeting, a temporary chair shall be elected by majority vote at said meeting to serve as Chair for this meeting alone.

Specific Authority: Section 163.01 *Florida Statutes*, Section 163.01(5) (c), *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

## **Section 10: Electing Officers; Terms; Vacancies**

1. Officers shall be elected at the December meeting by majority vote of the voting members present, and their terms become effective at the first meeting of the new calendar year.
2. Officers shall serve in such capacity no more than one consecutive full term/year. The term of office shall be for one calendar year (January – December).
3. No officer shall serve consecutive terms in the same position. The office of Chair shall rotate among all the counties represented on the board.
4. All voting members who are elected and not appointed are eligible to serve as board officers; however, it is strongly encouraged that a minimum of one year service on the board is a prerequisite for election as an officer.
5. There will be no nominating committee. All nominations shall be made from the floor at the December meeting.
6. The election of officers will take place in the following order:
  - a. The nomination process will begin by the current Chair accepting nominations for the office of Chair.
  - b. When nominations are complete, the Chair will accept a motion to close the nominations.
  - c. When only one person is nominated, that nominee shall be automatically declared elected to the office.

- d. When more than one person is nominated, election shall be by a secret ballot to be tabulated by staff and announced by the Chair.
  - i. If one candidate receives more than 50 percent of the vote, s/he will be declared elected to the office.
  - ii. If a nominated candidate does not receive at least 50 percent of the vote, ballots will be distributed to determine the winner between the top two candidates.
7. Upon completing the election of Chair, election for Vice, will take place in the manner described above.
8. If a tie vote occurs for any elections described herein, the winner shall be determined by the flip of a coin.
9. If the Chair is unable to complete his/her term, the Vice Chair will serve as Chair until the next regular election. Vacancy of the Vice Chair shall be filled by majority vote of the voting members present from the remaining North Florida TPO members for the term balance for said office.

Specific Authority: Section 163.01, *Florida Statutes*, Section 163.01(5) (c), *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

## **Section 11: Establishing Committees**

Each member may be appointed to one or more standing committee(s), responsible for a specific planning and coordination responsibility. The number and function of each committee shall be determined by the North Florida TPO; however, the number of members on any committee must be less than a quorum of the North Florida TPO. Any committee member shall serve at the pleasure of the Chair.

In addition, the North Florida TPO shall appoint such additional committees as it is required to appoint by federal, state or local laws, rule and regulation, and the North Florida TPO may also appoint such additional committees as it deems necessary or advisable. The duties, composition and duration of such committees shall be required or as otherwise determined by the North Florida TPO, respectively. Required committees include the Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC).

Specific Authority: Section 163.01, *Florida Statutes*, Section 163.01(5) (c), *Florida Statutes*, Section 120.53(1), *Florida Statutes* and Section 427, *Florida Statutes*

## **Section 12: Standing Committees**

The Chair shall appoint voting members to serve on one or more of the following standing committees. Members of standing committees will serve a one-year term. The Chair may create other committees as needed.

1. **Executive Committee:** This committee includes the Chair and Vice Chair. This committee shall be responsible to supervise and coordinate with the Executive Director.

2. **Legislative Committee:** This committee is appointed by the North Florida TPO Chair and is responsible to monitor the activities of the Florida Legislature and the United States Congress, drafting the annual legislative position of the North Florida TPO and apprising the Florida and Duval Delegations of these policies.
3. **Bylaws Committee:** This committee is appointed by the Chair to review the TPO Bylaws at least every two years on even numbered years and report their recommendations to the TPO.

## Article V: Appointing Advisory Committees

The North Florida TPO reserves the right to approve the Bylaws of all advisory boards and committees.

### Section 1: Technical Coordinating Committee

The North Florida TPO shall appoint a Technical Advisory Committee-(TAC) that includes planners; engineers; representatives of local aviation authorities, port authorities and public transit authorities; and other appropriate representatives of affected local governments. In addition to any other duties assigned to it by the North Florida TPO or by state or federal law, the Technical Advisory Committee-is responsible to identify projects contained in the Long Range Transportation Plan or Transportation Improvement Program which deserve to be classified as a school safety concern.

**Appendix A** includes the Bylaws of the Technical Advisory Committee.

### Section 2: Citizens Advisory Committee

The North Florida TPO shall appoint a Citizens Advisory Committee (CAC), the members of which serve at the pleasure of the North Florida TPO. The Citizens Advisory Committee must reflect a broad cross-section of local residents with an interest in developing an efficient, safe and cost-effective transportation system. The CAC membership must include representation of communities within the urbanized area, persons with disabilities, women, minorities and persons with low income.

**Appendix B** includes the Bylaws of the Citizens Advisory Committee.

### Section 3: Other Boards and Committees

The North Florida TPO has the authority to appoint other boards and committees as needed.

## Section VI: Public Participation in North Florida TPO and Its Committee Meetings

Persons have the opportunity to address the Board or Committee during a scheduled public hearing, at all regularly scheduled business meetings and when otherwise invited by the Chair. A time limit of three minutes will be allowed for comment unless extended by the Chair. If the speaker is reading from a prepared text, a copy should be provided for the recording secretary. The following guidelines should be observed when a speaker is addressing the Board or Committee:

1. When called upon, the speaker should come promptly to the podium (if available), speak clearly into the microphone (if available), and state name and address.

2. The speaker should identify the organization being represented, if any.
3. The speaker must limit remarks to three minutes.
4. The speaker may direct questions to the Chair only.
5. Members of the audience must refrain from audible comments and/or applause during the meeting. Under no circumstance may any audience member interrupt a speaker or otherwise attempt to intimidate or discourage a speaker from addressing the Board or Committee through audible comments or noise making.
6. No speaker may indulge in personal attacks on any Board, committee or staff member. The Chair will revoke the speaker's privilege to address the Board or Committee if this rule is violated.
7. Once a public hearing has been closed, no further audience participation is allowed or tolerated. Violating this rule may result in removing the violator from the meeting room.

## Article VII: TPO Administrative Services, Executive Director, Agency Clerk and Staff

### Section 1: Hosting Agency

With the exception of services provided by the hosting agency as specified in the approved hosting agreement, the North Florida TPO staff shall provide all administrative services for the organization.

### Section 2: Executive Director

The North Florida TPO Executive Committee with final board approval is responsible to select and evaluate an Executive Director who oversees the general administrative functions of the staff and other duties as specified in a contract between the Board and the Executive Director.

### Section 3: Agency Clerk

The Executive Director shall be the Agency Clerk of the North Florida TPO. The address and telephone number of the Executive Director and Agency Clerk shall be the same as the address and telephone number of the organization's principal office. The duties and responsibilities of the agency clerk shall be consistent with Section 120.59(2), *Florida Statutes* and applicable Florida Rules of appellate procedure, and shall be to send notices, correspondence, rules and orders; to certify true copies and actions; and to attest signatures of North Florida TPO officers.

Specific Authority: Section 163.01, *Florida Statutes*, Section 163.01(5) (c), *Florida Statutes*, Section 163.01(7)(b), *Florida Statutes*, Section 120.53 (1), *Florida Statutes*.

### Section 4: North Florida TPO Staff

The North Florida TPO staff shall be comprised of various level planners, a public affairs manager, a chief financial officer, and other specialists and support staff as needed. The Executive Director is responsible to hire and supervise staff, with the concurrence and oversight of the Executive Committee.

## Article VIII: North Florida TPO Staff Planning Services

The services provided by the staff include preparing and reviewing all plans, programs, documents, codes and regulations that the North Florida TPO may direct under its legal authority; review and coordinate plans and elements, codes, regulations and amendments developed or proposed by local, state, regional and federal governmental agencies; and such other duties as are incidental to the above referenced responsibilities. In addition, the North Florida TPO may have other staff services provided through staff services contracts(s) between the North Florida TPO and governmental agencies and/or professional consultants as are necessary or incidental to the TPO.

Specific Authority: Section 163.01, *Florida Statutes*, Section 163.01(5) (c), *Florida Statutes*, Section 163.01(7) (b), *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

## Article IV: General Information Concerning Agency

The principal office of the North Florida TPO is 980 N. Jefferson Street, Jacksonville, Florida 32209. North Florida TPO publications, forms and documents are available at the above referenced location from 8 a.m. to 5 p.m., Monday through Friday, except holidays. Copies are also available through the North Florida TPO web site at [www.northfloridatpo.com](http://www.northfloridatpo.com).

Specific Authority: Section 163.01, *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

## Article X: Annual Operating Budget

The Executive Director is responsible to develop a draft Unified Planning Work Program (UPWP) for the upcoming fiscal year to submit to the Policy Board for their approval at the May/June meeting.

## Article X: Annual Assessment of Member Governments and Authorities

Effective March 2, 2004, the North Florida TPO will assess each member local government on an annual basis not to exceed \$1 per capita. The rate will be determined annually and be subject to approval of the Policy Board. The assessment may be paid annually or in two installments subject to North Florida TPO approval. Authorities will be assessed annually as well the amount of which shall be equivalent to 6.25 percent of the total assessment of the local governments.

## Article XI: Statutory Chapters and Rules

The statutes and rules affecting the North Florida TPO operation includes 23 U.S.C. 134; 49 U.S.C. 1602 (a) (2), 1603 (a), 1604 (g) (1); 23 C.F.R. Section 450.100, et. Seq.; and Section 339.175, *Florida Statutes*.

Specific Authority: Section 339.175, *Florida Statutes*, Section 163.01, *Florida Statutes*, Section 120.53, *Florida Statutes*.

## Article XII: Public Information and Inspection of Records

All North Florida TPO documents, publications or recorded actions shall be public records and available for inspection and copying at the North Florida TPO principal office. Copies of such records shall be available at a charge for the service and the cost of copying such records. Some copies are also available on the North Florida TPO web site at [www.northfloridatpo.com](http://www.northfloridatpo.com). For those not found contact Marci Larson, Public Affairs Manager, at [mlarson@northfloridatpo.com](mailto:mlarson@northfloridatpo.com).

Specific Authority: Section 163.01, *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

## Article XIII: Public Access to the Agency

The public shall have access to all agency proceedings as outlined in the North Florida TPO's *Public Participation Plan*. Early and meaningful public participation in the metropolitan planning process and decision making is the intent of the North Florida TPO and the statute that governs it.

Public participation in meetings of the North Florida TPO and its Committees shall be as described in Article V: Section 16: Public Participation in North Florida TPO and its Committees.

Specific Authority: Section 163.01, *Florida Statutes*, Section 120.53(1), *Florida Statutes*.

## Article XIV: Agency Authority and Responsibility

### Section 1: Authority

The Agency's authority and responsibility is to manage a continuing, cooperative and comprehensive transportation planning process that results in developing plans and programs which are consistent, to the maximum extent feasible, with the approved local government comprehensive plans of the units of local government, the boundaries of which are within the metropolitan area of the North Florida TPO. The North Florida TPO is the forum for cooperative decision making by officials of the affected governmental agencies in developing the plans and programs required by subsection (5), (6), (7) and (8) of Section 339.175, Florida Statutes.

Specific Authority: Section 339.175 (4), Florida Statutes.

### Section 2: Powers, Duties and Responsibilities

The North Florida TPO, in cooperation with the State and with publicly owned operators of mass transportation services, airport and port related facilities, is responsible to develop transportation plans and programs for the Jacksonville and St. Augustine urbanized areas. These plans and programs must provide for integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area. The process to develop such plans and programs must provide for all transportation modes and be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of the transportation problems to be addressed.



All plans and programs required by Section 339.175, *Florida Statutes*, must be endorsed by the North Florida TPO pursuant to federal, state and local laws, rules and regulations.

### **Section 3: Required Plans and Programs**

The North Florida TPO, in cooperation with the Florida Department of Transportation, shall develop the following:

1. A long range transportation plan (LRTP)
2. An annually updated transportation improvement program (TIP)
3. An annual unified planning work program (UPWP)

The North Florida TPO shall also:

1. Prepare a congestion management system plan for the metropolitan area and collaborate with the Florida Department of Transportation to develop all other transportation management systems required by state or federal law;
2. Assist the Florida Department of Transportation in mapping transportation planning boundaries required by state or federal law;
3. Assist the Florida Department of Transportation in performing its duties relating to access management, functional classification of roads, and data collection;
4. Execute all certification agreements necessary to comply with applicable state or federal law;
5. Represent all the jurisdictional areas within the metropolitan area to formulate transportation plans and programs required by this section; and
6. Perform all other duties required by state or federal law.

Statutory Authority: Section 339.175 (5) (a) and (d).

**APPENDIX A**

**Rules of Procedure and Bylaws, Technical Advisory Committee**



## **Technical Advisory Committee Bylaws**

Approved March 7, 2001

Amended March 2, 2005

Amended May 2, 2008

Amended October 14, 2010

Amended October 13, 2011

Amended April 11, 2013

Amended June 13, 2018

Amended August 3, 2022

Amended October 4, 2023

Amended June 5, 2024

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## Article I: Preamble

### Preamble

The following sets forth the rules of Procedures and Bylaws of the Technical Advisory Committee (TAC) of the North Florida Transportation Planning Organization (North Florida TPO).

## Article II: Creation

### Creation

The North Florida TPO shall appoint the TAC that includes City and County planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities; and other appropriate representatives of affected federal, state and local government agencies.

## Article III: Responsibilities

### Responsibilities

1. The TAC is created to assist the North Florida TPO in effectively managing a continuing, cooperative and comprehensive planning process based upon prevailing principles, results in developing plans and programs, which are consistent, to the maximum extent feasible, with the approved comprehensive plans of the local governments within the TPO's jurisdictional boundaries.
2. The TAC is the forum for cooperative decision-making by representatives of the affected governmental entities in developing plans and programs required by law.
3. The TAC is also the forum to disclose previously unidentified locally and privately funded transportation improvements of regional significance. Identified improvements shall be included in the conformity analysis for the Transportation Improvement Program and the Long Range Transportation Plan when appropriate.
4. Members of the TAC may request that items be placed on the TAC Agenda. The information must be provided to the TPO Staff no later than 12 calendar days prior to the meeting date. If extenuating circumstances exist, e.g., outside scheduling/deadline hardships arise, the Chairman may approve the addition of an item to the final agenda. For any item added to the final agenda, efforts will be made to provide the item to the TAC members prior to the meeting.

## Article IV: Membership

### Section 1: Membership

The following governments/agencies shall have one representative on the TAC:

- CareerSource
- City of Atlantic Beach
- City of Fernandina Beach
- City of Green Cove Springs
- City of Jacksonville Planning and Development Department

- City of Jacksonville Department of Public Works
- City of Jacksonville Beach
- City of Keystone Heights
- City of Neptune Beach
- City of St. Augustine
- City of St. Augustine Beach
- Clay County Engineering Division
- Clay County Planning and Zoning Division
- Clay County Public Works Division
- Florida Department of Transportation District 2 (Planning)
- Jacksonville Aviation Authority
- JAXPORT
- Jacksonville Transportation Authority, Planning and Sustainability Department
- JEA
- St. Johns River Water Management District
- Nassau County Planning Department
- Nassau County Ocean, Highway and Port Authority
- Nassau County Public Works Department
- Northeast Florida Regional Council
- St. Augustine-St. Johns County Airport Authority
- St. Johns County Growth Management Department
- St. Johns County Public Works Department
- Town of Baldwin
- Town of Orange Park
- U. S. Navy
- Baker County Representative (Ex-Officio)

Each member is entitled to one vote. Absentee ballots shall not be allowed.

**Section 2: Adding New Members/Agencies**

An agency may be added to the voting governmental/agency membership of the TAC by approval of the TAC and of the North Florida TPO Board. Members from new governments/agencies, as well as new members replacing existing members, shall be appointed in writing by member governments and agencies. Notice shall be provided by the TPO Staff to the TAC and the North Florida TPO Board.

**Section 3: Alternate Members**

Alternates for voting members may be appointed and permitted to vote at meetings at which the regular members do not attend. An appointed alternate member must represent the same governmental entity or agency that the regular member serves. The designated governmental entity shall appoint the alternate member.

**Section 4: Membership Term**

A member shall serve at the will of the government entity or agency the member represents with no term limit.

**Section 5: Terminating Membership**

A member's term may be declared vacant by the North Florida TPO for either of the following causes:

1. The member is no longer employed by the agency/entity the member represents.
2. If an entity or agency is not represented by the appointed member or alternate for three (3) consecutive meetings, the entity or agency represented by the member will be contacted to designate a new member and alternate. If representation is not available, the seat will be declared vacant.

**Section 6: Resigning Membership**

A member wishing to resign shall submit a resignation letter to the TAC Chair stating the effective date of such resignation.

**Section 7: Officers**

Officers of the TAC are Chair and Vice Chair.

1. The Chair shall be elected and preside at all TAC meetings. The Chair shall appoint all subcommittee members and Chairs and shall have the authority to call special meetings or to cancel any regularly scheduled TAC meeting. The TAC Chair or designee shall attend TPO meetings and be available to answer questions.
2. The Vice Chair shall be elected, and during the absence of the Chair or the Chair's inability to serve, shall perform the duties as may be assigned by the TAC that are consistent with the Chair's authority. The Vice Chair will serve as the floor leader during meetings, moving motions for a vote.

**Section 8: Electing Officers**

1. The Chair and Vice Chair’s election shall be held at the last meeting of each calendar year and become effective at the first meeting of the new calendar year. The Chair shall represent an agency/entity within Jacksonville/Duval County, Clay, Nassau, and St Johns Counties according to the schedule set forth in the table below. The Chair may serve no more than one consecutive term.

COUNTY	2020	2021	2022	2023	2024	2025	2026	2027	2028
CLAY			X				X		
DUVAL				X				X	
NASSAU	X				X				X
ST. JOHNS		X				X			

2. Vacancies for either office shall be filled by majority vote of the voting members present from the remaining TAC members for the term balance for said office.

**Section 9: A Quorum of Voting Membership**

Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those members entitled to vote. (Committee vacant seats will not be counted as eligible votes until filled.)

**Section 10: Establishing Committees**

1. The Chair may establish committees on an as-needed basis.
2. The Chair will establish a Bylaws Committee at least every two years on even-numbered years to review the bylaws and report their recommendations to the TAC.

**Article V: Public Participation in TAC Meetings**

**Public Participation**

Members of the public attending a TAC meeting have the opportunity to address the Committee. The TAC meeting agenda shall include an agenda item for the sole purpose of public participation. Should a member of the public request to speak during another TAC agenda item, s/he may be allowed to do so at the Chair’s discretion. Prior to addressing the TAC, all speakers must fill out a speaker’s card. If the speaker is reading from a prepared text, a copy should be provided for the recording secretary.

The following standards shall be observed when a member of the public is addressing the Committee:

1. When called upon, the speaker should come promptly to the podium (if available), speak clearly into the microphone (if available), and state his/her name and address.
2. The speaker should identify the organization being represented, if any.
3. The speaker must limit remarks to three minutes, unless extended by the Chair.



4. The speaker may direct questions to the Chair only.
5. Members of the audience must refrain from audible comments and/or applause during the meeting. Under no circumstance may any audience member interrupt a speaker or otherwise attempt to intimidate or discourage a speaker from addressing the Committee through audible comments or noise making.
6. No speaker may indulge in personal attacks on any Committee or staff member(s). The Chair will revoke the speaker's privilege to address the Committee if this rule is violated.

## **Article VI: Administrative Services**

### **Administrative Services**

All general administrative services for the TAC shall be provided by the designated North Florida TPO staff members(s).

## **Article VII: General Information Concerning Agency**

### **Location of Offices**

The North Florida TPO is located at 980 North Jefferson Street, Jacksonville, Florida 32209. All North Florida TPO publications, forms and documents are available at this location from 8 a.m. to 5 p.m., Monday through Friday, except holidays.

**APPENDIX B**

**Rules of Procedure and Bylaws, Citizens Advisory Committee**



# **Citizens Advisory Committee Bylaws**

Approved 1/10/02

Amended 2/12/04

Amended 2/10/05

Amended 12/10/09

Amended 4/11/13

Amended 6/3/15

Amended 5/1/19

Amended 12/10/20

Amended 4/6/22

Amended June 5, 2024

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## Article I: Preamble

The following sets forth the Bylaws of the Citizens Advisory Committee (CAC) of the North Florida Transportation Planning Organization (North Florida TPO).

## Article II: Creation

The North Florida TPO shall appoint a Citizens Advisory Committee, the members of which serve at the pleasure of the North Florida TPO. The membership must reflect a broad cross-section of local residents with an interest in developing an efficient, safe and cost-effective transportation system. The membership must also include representation of communities within the urbanized area, persons with disabilities, women, minorities, and persons with low income.

## Article III: Purpose and Responsibilities

The Citizens Advisory Committee (CAC) provides citizen comments and views on the metropolitan planning process and serves in an advisory capacity to the **North Florida TPO** on matters related to transportation planning. Responsibilities of the CAC include:

1. Review and comment on proposed goals and policies for the transportation planning process,
2. Review and comment on developing the Long Range Transportation Plan (LRTP),
3. Review and comment on specific projects and corridor studies,
4. Review and comment on short range transportation planning, and
5. Carry out other tasks as requested by the North Florida TPO.

## Article IV: Membership

### Section 1: Appointing Members

The CAC shall be composed of no fewer than fifteen (15) and no more than thirty (30) members. Any person residing within the North Florida TPO geographical boundary is eligible for membership unless that person holds elective office or a non-elective position in any unit of state or local government having jurisdiction.

Members of the public wishing to serve on the CAC can do so in the following ways:

- Submit a letter of interest and a completed membership application available on the TPO website at [www.northfloridatpo.com](http://www.northfloridatpo.com) or picked up in person at the North Florida TPO offices. The form may also be requested by telephone or email. The TPO's Executive Assistant is the point of contact. S/he will then facilitate the completed paperwork with the appropriate elected officials from the respective county serving on the TPO Board.
- Citizens can also express interest through their respective counties by contacting a member of the Jacksonville City Council or the County Commission in Clay, Nassau and St. Johns Counties. The respective elected bodies then implement their processes and approve the member's application.

- A completed application and letter of interest should be sent to the TPO's Executive Assistant to continue the facilitation process. If vacancies persist, current CAC members can facilitate/recruit possible candidates from their geographic area following the same processes as outlined above.
- An interested candidate must attend at least one CAC meeting, preferably two so s/he fully understands the CAC's work. The TPO's Executive Assistant is the point of contact to answer questions.
- Once the candidate has met all the requirements, the application will be submitted to the CAC for their approval and then to the TPO Board for final approval.

Membership applications are accepted at any time and held for one year for consideration should a vacancy occur. Vacancies are posted on the website. In addition, the local governments in which the vacancy occurs may wish to nominate a member.

Every effort is made to ensure that the membership represents a socio-economic, racial and geographic cross section of the population within the North Florida TPO boundary.

Consistent with the apportionment of elected officials on the North Florida TPO Board, and to ensure compliance with **Title VI of the Civil Rights Act**, CAC membership is as follows:

**Clay County** (Maximum 4)

- The members may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

**Duval County** (Maximum 18)

- One (1) member representing the three Jacksonville Beaches communities (Cities of Atlantic Beach, Neptune Beach and Jacksonville Beach).
- The remaining members may include members of civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations. Every effort is made to ensure at least one (1) member from each Planning District (6).

**Nassau County** (Maximum 4)

- The members may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

**St. Johns County** (Maximum 4)

- At least one (1) member from the City of St. Augustine
- The remaining three (3) members may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

**Section 2: Membership Term**

Members shall serve a term of four years, can be reappointed for additional terms and serve in accordance with these bylaws.

**Section 3: Terminating Membership**

The Citizens Advisory Committee declares a member’s term vacant for either of the following causes:

1. The member no longer resides within the geographical boundaries s/he was appointed to represent.
2. Since a CAC member has no alternate there are no excused absences. If a member misses three meetings during the calendar year, s/he will be notified by staff via U.S. mail, email or phone advising the member of the absences to determine continued interest and/or availability as a member. A vacancy will be filled appropriately.

**Section 4: Resigning Membership**

A member wishing to resign prior to the end of their term shall submit a letter of resignation to the CAC Chair and/or the TPO’s Executive Assistant stating the effective date of such resignation.

**Article V: Electing Officers**

**Section 1: Electing Officers**

Officers of the Citizens Advisory Committee (CAC) are Chair and Vice Chair. Officers shall serve a one-year term starting January 1 annually with a one-term limit and be elected at the last meeting of the calendar year. The Chair and Vice Chair shall represent Clay, Duval, Nassau and St. Johns counties on a rotational basis according to the schedule set forth in the table below.

COUNTY	2025	2026	2027	2028	2029	2030	2031	2032	2033
CLAY	C			VC	C			VC	C
DUVAL	VC	C			VC	C			VC
NASSAU		VC	C			VC	C		
ST. JOHNS			VC	C			VC	C	

**Chair:** The Chair is elected from the CAC membership and shall preside at all CAC meetings. S/he shall appoint all subcommittee members and subcommittee chairs and shall have the authority to call special CAC meetings or to cancel any regularly scheduled CAC meeting.

1. **Vice Chair:** The Vice Chair, during the absence of the Chair or his/her inability to serve, shall perform the duties as may be assigned by the CAC that are consistent with the Chair’s authority. S/he shall appoint all subcommittee members and subcommittee chairmen and shall have the authority to call special CAC meetings or to cancel any regularly scheduled CAC meeting.

2. If for any reason the Chair is unable to complete his/her term, the Vice Chair will serve as Chair until the next regular election. Vacancy of the Vice Chair shall be filled by majority vote of the CAC members at the next meeting for the remaining balance of the term.

### **Section 2: Establishing Committees**

1. The Chair may establish committees from time to time on an as-needed basis.
2. The Chair will establish a Bylaws Committee at least every two years on even-numbered years to review the bylaws and report their recommendations to the CAC. The Bylaws Committee will be appointed within the first quarter of the even numbered year. The immediate past chair of the CAC shall chair the Bylaws Committee. If the immediate past chair is not available, then the current CAC chair will appoint the chair of the Bylaws Committee. The Bylaws Committee will include at least three CAC members.

## **Article VI: Meetings**

### **Section 1: Meetings**

Regular meetings are at 2 p.m. monthly on the first Wednesday, except January and July. When conflicting with a national, state or local holiday the meeting will move to the following Wednesday or as otherwise agreed to by the CAC by a majority vote. The meetings are in a facility that is readily accessible to all citizens including those with disabilities. **(The TPO does not determine the use of virtual platforms for its meetings; the Governor establishes the flexibility.)**

### **Section 2: Special Meetings**

The Chair may call special meetings, or a majority of the Committee members may call a meeting.

### **Section 3: A Quorum of Voting Membership**

A quorum shall consist of the majority of those members entitled to vote. (Committee vacant seats will not be counted as eligible votes until filled).

### **Section 4: Parliamentary Procedures**

The CAC will follow the most current edition of "Robert's Rules of Order," unless superseded by law or these bylaws.

## **Article VII: Public Participation in CAC Meetings**

Persons attending a CAC meeting have the opportunity to address the committee during a scheduled public hearing, at all regularly scheduled business meetings and when otherwise invited by the Chair. A time limit of three minutes is allowed for presentation unless extended by the Chair. If the speaker is reading from a prepared text, a copy is provided for the recording secretary. The following guidelines are followed when a speaker is addressing the Board or committee:

1. When called upon, the speaker should come promptly to the podium (if available), speak clearly into the microphone (if available), and state name and address.
2. The speaker should identify the organization s/he represents, if any.
3. The speaker must limit remarks to three minutes.



4. The speaker may direct questions to the Chair only.
5. Members of the audience must refrain from audible comments and/or applause during the meeting. Under no circumstance may any audience member interrupt a speaker or otherwise attempt to intimidate or discourage a speaker from addressing the committee through audible comments or noise making.
6. No speaker may indulge in personal attacks on any committee or staff member. The Chair will revoke the speaker's privilege to address the committee if this rule is violated.
7. Once a public hearing is closed, no further audience participation is allowed. Violating this rule may result in removing the violator from the meeting room.

## **Article VIII: Administrative Services**

Designated North Florida TPO staff will provide all general administrative services.

## **Article IX: General Information Concerning Agency**

### **Location of Offices**

The North Florida TPO office is located at 980 North Jefferson Street, Jacksonville, with telephone number 904-306-7500. The TDD number is 904-306-7502. All North Florida TPO publications, forms and documents are available at this location from 8 a.m. to 5 p.m., Monday through Friday, except holidays.