



**North Florida  
Transportation Planning Organization**

# **Bylaws**

## **Technical Advisory Committee**

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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 that 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:

- City of Atlantic Beach
- City of Fernandina Beach

- City of Green Cove Springs
- City of Jacksonville Neighborhoods Department
- 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
- Clay County School Board
- Duval County School Board
- Florida Department of Environmental Protection
- Florida Department of Transportation District 2 (Planning)
- Jacksonville Aviation Authority
- Jacksonville Port Authority
- Jacksonville Transportation Authority, Strategic Planning Department
- JEA
- Keystone Heights Airport Authority
- Nassau County Growth Management Department
- Nassau County Ocean, Highway and Port Authority
- Nassau County Public Works Department
- Nassau County School Board
- National Park Service

- Northeast Florida Regional Council
- St. Augustine-St. Johns County Airport Authority
- St. Johns County Growth Management Department
- St. Johns County Public Works Department
- St. Johns County School Board
- Town of Baldwin
- Town of Callahan
- Town of Hilliard
- Town of Orange Park
- U. S. Navy
- WorkSource
- Baker, Flagler and Putnam Counties Representatives (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 agency is not represented by the appointed member or alternate for three (3) consecutive meetings, the entity or agency represented by the member shall be contacted and asked to designate a new member and alternate.

**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 the 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 and 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. The Vice Chair shall be from the county in the following year.

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**

The voting members present shall constitute a quorum. A simple majority of the voting members constituting the quorum shall be required to approve an item on the agenda.

**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.