



St. Lucie Transportation
Planning
Organization

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BY-LAWS, RULES, AND PROCEDURES

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1.0 OVERVIEW

1.1 ESTABLISHMENT

The St. Lucie Transportation Planning Organization (TPO) is created pursuant to 23 U.S.C. Section 134, 49 U.S.C. Sections 5303-5307, 23 C.F.R. Section 450.310, Florida Statutes Section 339.175, and the *Interlocal Agreement for Creation of the Metropolitan Planning Organization*, dated September 13, 2006 (Creation Agreement). The parties to the Creation Agreement are as follows:

City of Fort Pierce
City of Port St. Lucie
St. Lucie County
St. Lucie County School Board
Council on Aging of St. Lucie, Inc.
Florida Department of Transportation (FDOT)

1.2 PURPOSE

The TPO was created for the purpose as described in Article 2 of the Creation Agreement. The purpose of the By-Laws, Rules, and Procedures contained herein are to establish rules and procedures that effectuate the powers, responsibilities, and obligations enumerated in the Creation Agreement.

1.3 AUTHORITY

The TPO is provided with the general and specific authorities specified in Article 5 of the Creation Agreement. The By-Laws, Rules, and Procedures contained herein are established pursuant to Article 5 of the Creation Agreement.

The State and Federal Authorities are further enumerated as follows:

163.01 F.S.; 339.175 F.S.; 23 USC Sections 134 as amended by 49 USC Sections 1602(a) (2) and (e) (1), 1603(a), 1604(g) (1) and (1); 23 CFR, Part 450. Law Implemented Sections 163.01, F.S.; 120.54 F.S.; 339.175 F.S., 23 USC Section 134 as amended by 49 USC Sections 1602(a) (2) and (e) (1), 1603(a), 1604(g) (1) and (1); 23 CFR, Part 450. History - New.

2.0 STRUCTURE

2.1 BOARD

2.1.1 Composition, Membership, Terms of Office

The composition, membership, and terms of office of the Governing Board (Board) of the TPO are specified by Article 4 of the Creation Agreement.

2.1.2 Alternates

A TPO member agency may appoint, by action at an official meeting of the agency, an alternate for one (1) or more of its appointed members according to the following terms:

- (i) The alternate member must be an elected official or serve the same agency that the regular member serves as defined in Section 339.175(3), Florida Statutes.
- (ii) The alternate member's term shall be for no longer than the term of the member he or she represents as defined in Section 339.175(3), Florida Statutes.

The member agency shall notify the TPO staff in writing or by email that the appointed individual may act as an alternate member in accordance with Section 339.175(3), Florida Statutes, if the regular member cannot attend a meeting.

The TPO shall maintain the records of such appointment and provide copies of the notification upon request.

2.1.3 Officers

The Board shall elect a Chairperson and a Vice Chairperson of the Board at its first meeting in December. The Chairperson and Vice Chairperson shall serve for a period of one (1) year or until a successor is elected. The Chairperson and Vice Chairperson shall be voting members of the Board. The Chairperson shall call and preside at all meetings of the Board. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected by the Board for the meeting.

2.1.4 Minutes

The staff of the TPO shall maintain the minutes and other records of the Board. The minutes shall accurately reflect the proceedings of the Board.

2.1.5 Voting

As long as it does not constitute a conflict of interest, all members of the Board that are present, including the Chairperson, shall be required to vote on any question involving TPO action.

An affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

2.1.6 Quorum

A majority of the voting members of the Board must be present for the TPO to conduct business.

2.2 COMMITTEES

Committees are established that are advisory to the Board and include the following:

2.2.1 Technical Advisory Committee (TAC)**(a) Duties and Responsibilities**

The responsibility of the TAC shall be to serve the TPO in an advisory capacity on technical matters including promoting communication among members, promoting coordination of transportation planning and programming, reviewing technical sufficiency, accuracy, and completeness of appropriate studies, making recommendations for the transportation plan and program implementation, and providing technical responses on other transportation planning issues.

(b) Membership

The TAC shall consist of the following voting members:

St. Lucie County Planning and Development Services
Department

Fort Pierce Planning Department

Port St. Lucie Planning Department

St. Lucie County Public Works Department

Fort Pierce Engineering Department

Port St. Lucie Public Works Department

Treasure Coast International Airport
St. Lucie County School District
Community Transit
St. Lucie County Fire District
St. Lucie TPO Area Freight Representative
St. Lucie County Sheriff's Office
St. Lucie County Transit Management

In addition, the TAC shall include a non-voting advisor who is a representative of FDOT.

Each TAC member may designate an alternate to replace them in their absence.

(c) Officers

The TAC shall elect a Chairperson and a Vice Chairperson of the TAC at its first meeting of the calendar year. The Chairperson and Vice Chairperson shall serve for a period of one (1) year or until a successor is elected. The Chairperson and Vice Chairperson shall be voting members of the TAC. The Chairperson of the TAC shall call and preside at all meetings of the TAC. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected by the TAC for the meeting. During joint meetings with the Citizens Advisory Committee and the Bicycle-Pedestrian Advisory Committee, the officers of the joint meeting shall rotate among the officers of the advisory committees.

(d) Minutes

The staff of the TPO shall maintain the minutes and other records of the TAC. The minutes shall accurately reflect the proceedings of the TAC.

(e) Quorum

A majority of the voting members of the TAC must be present for the TAC to conduct business.

During joint meetings with the Citizens Advisory Committee and the Bicycle-Pedestrian Advisory Committee, a majority of the

voting members of all three committees must be present for business to be conducted at the joint meeting.

(f) Voting

An affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

During joint meetings with the Citizens Advisory Committee and the Bicycle-Pedestrian Advisory Committee, an affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

2.2.2 Citizens Advisory Committee (CAC)

(a) Duties and Responsibilities

The function of the CAC is to advise the TPO by reviewing, reacting to, and providing comment, including original suggestions, on transportation planning issues and needs.

(b) Membership

The CAC shall consist of the following voting members appointed by the Board:

Two (2) City of Fort Pierce Residents

Two (2) City of Port St. Lucie Residents

Two (2) Unincorporated St. Lucie County Residents

Two (2) Minority Residents of St. Lucie County

Two (2) At-Large Residents of St. Lucie County

One (1) Disabled Resident of St. Lucie County

Each CAC member may designate an alternate, who is of the same membership type as the member, to replace them in their absence.

(c) Officers

The CAC shall elect a Chairperson and Vice Chairperson of the CAC at its first meeting of the calendar year. The Chairperson and Vice Chairperson shall serve for a period of one (1) year or until a successor is elected. The Chairperson and Vice Chairperson shall be voting members of the CAC. The Chairperson of the CAC shall call and preside at all meetings of the CAC. The Vice Chairperson shall

serve as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected by the CAC for the meeting. During joint meetings with the TAC and the Bicycle Pedestrian Advisory Committee, the officers of the joint meeting shall rotate among the officers of the advisory committees.

(d) Minutes

The staff of the TPO shall maintain the minutes and other records of the CAC. The minutes shall accurately reflect the proceedings of the CAC.

(e) Quorum

A majority of the CAC members must be present for the CAC to conduct business.

During joint meetings with the TAC and the Bicycle Pedestrian Advisory Committee, a majority of the voting members of all three committees must be present for business to be conducted at the joint meeting.

(f) Attendance

A voting member shall be considered to have voluntarily resigned their membership after two (2) consecutive unexcused absences by the voting member and/or their designated alternate from regular CAC meetings.

(g) Voting

An affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

During joint meetings with the TAC and the Bicycle-Pedestrian Advisory Committee, an affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

2.2.3 Bicycle-Pedestrian Advisory Committee (BPAC)

(a) Duties and Responsibilities

The function of the BPAC is to provide recommendations regarding the bicycle and pedestrian planning and programming activities for the St. Lucie TPO and to work with local and State government agencies to coordinate bicycle and pedestrian planning and programming activities.

(b) Membership

The BPAC shall consist of the following voting members:

St. Lucie County Parks and Recreation Department

City of Port St. Lucie Parks and Recreation Department

City of Fort Pierce Public Works Department

St. Lucie County Environmental Resources Department

In addition, the BPAC shall consist of the following voting members appointed by the Board:

One (1) Resident of St. Lucie County Experiencing or Representing a Disability

Two (2) Resident Bicycling Representatives

Two (2) Resident Running/Hiking Representatives

In addition, the BPAC shall include a non-voting advisor who is a representative of the FDOT.

Each BPAC voting member may designate an alternate, who is of the same membership type as the voting member, to replace them in their absence.

(c) Officers

The BPAC shall elect a Chairperson and Vice Chairperson of the BPAC at its first meeting of the calendar year. The Chairperson and Vice Chairperson shall serve for a period of one (1) year or until a successor is elected. The Chairperson and Vice Chairperson shall be voting members of the BPAC. The Chairperson of the BPAC shall call and preside at all meetings of the BPAC. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected for the meeting. During joint meetings with the TAC and CAC, the officers of the joint meeting shall rotate among the officers of the advisory committees.

(d) Minutes

The staff of the TPO shall maintain the minutes and other records of the BPAC. The minutes shall accurately reflect the proceedings of the BPAC.

(e) Quorum

A majority of the BPAC voting members must be present for the BPAC to conduct business.

During joint meetings with the TAC and CAC, a majority of the voting members of all three committees must be present for business to be conducted at the joint meeting.

(f) Attendance

A voting member appointed by the Board shall be considered to have voluntarily resigned their membership after two (2) consecutive unexcused absences by the voting member and/or their designated alternate from regular BPAC meetings. An absence by a voting member appointed by the Board shall be considered as excused or unexcused by an affirmative vote, as defined in Section 2.2.3(g), of the BPAC at the meeting at which the member is absent.

(g) Voting

An affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

During joint meetings with the TAC and CAC, an affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

2.2.4 Executive Committee

(a) Duties and Responsibilities

The function of the Executive Committee is to provide recommendations to the Board regarding the operations, tasks, and activities of the St. Lucie TPO.

(b) Membership

The Executive Committee shall consist of the following five (5) voting members:

Current Chairperson of the Board

Current Vice Chairperson of the Board

Past Chairperson of the Board

One representative each appointed by the Board from the City of Fort Pierce, City of Port St. Lucie, St. Lucie County, St. Lucie County School Board, or Council on Aging of St. Lucie, Inc. that is not represented by the Current Chairperson, Current Vice Chairperson, or the Past Chairperson.

(c) Officers

The current Chairperson of the Board shall serve as Chairperson of the Executive Committee. The current Vice Chairperson of the Board shall serve as the Vice Chairperson of the Executive Committee. The Chairperson of the Executive Committee shall call and preside at all meetings of the Executive Committee. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected for the meeting.

(d) Minutes

The staff of the TPO shall maintain the minutes and other records of the Executive Committee. The minutes shall accurately reflect the proceedings of the Executive Committee.

(e) Quorum

A majority of the Executive Committee members must be present for the Executive Committee to conduct business.

(g) Voting

An affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

3.0 OPERATING PROCEDURES

3.1 ADMINISTRATIVE OPERATIONS

The administrative operations of the TPO shall be in accordance with the *Interlocal Agreement between the St. Lucie Transportation Planning Organization and St. Lucie County for Administrative Support Services*; applicable State and federal regulations; and as directed by the Board or delegated by the Board to the Executive Director of the TPO.

3.2 PUBLIC ACCESS

All public records of the TPO are available for inspection and examination in accordance with applicable State and federal regulations. Public records inquiries may be submitted during regular business hours to the offices of the St. Lucie TPO located at 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953 or via email to TPOAdmin@stlucieco.org. All public records inquiries shall be forwarded by the TPO Staff to the TPO Attorney.

All meetings, workshops and proceedings shall be open to the public. Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the TPO at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

3.3 NOTICE OF MEETINGS AND WORKSHOPS

Except in the case of emergency meetings or workshops, the TPO shall provide generally at least seven (7) days public notice of Board and Committee meetings and workshops by posting an agenda of the meeting or workshop at the TPO office and on the TPO website and forwarding the agenda of the meeting or workshop to the local jurisdictions for posting. In addition, the TPO shall provide generally at least seven (7) days public notice in a newspaper of general circulation in the St. Lucie County area of any Board meeting or Board workshop at which policy-making decisions will be made. The notice of such meeting or workshop shall provide the following information:

- (i) The date, time, and location of the meeting or workshop.
 - (ii) A brief description of the agenda or of the nature of the meeting or workshop.
 - (iii) Contact information where interested persons may obtain a copy of the agenda.
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3.4 AGENDA

The Board and Committee agendas shall list the items in the general order they are to be considered provided, however, that for cause stated in the record by the Chairperson, items may be considered at the Board or Committee meeting out of their listed order. The agenda shall be specific as to items to be considered. All matters involving the exercise of Board discretion and policy making shall be listed on the agenda.

Any person desiring to have an item placed on the agenda of a regular meeting shall request of the Board or Committee in person or in writing that the item be considered for placement on the agenda. Requests in person shall be made at a regular meeting, and the Board or Committee will consider whether to place the item on the agenda for a subsequent regular meeting. Requests in writing must be received by the TPO at least fourteen (14) days in advance of a scheduled regular meeting and must describe and summarize the item. The written requests shall be emailed or delivered to the TPO at the address specified in Section 3.2. The Board or Committee then will consider at the scheduled regular meeting whether to place the item requested in writing on the agenda for a subsequent regular meeting.

Upon approval by the Chairperson, Board, or Committee, additional items not included on the meeting agenda may be considered at a meeting of the Board for the purpose of acting upon matters affecting the public health, safety, or welfare or which are in the best interests of the public.

3.5 EMERGENCY MEETINGS AND WORKSHOPS

The TPO may conduct an emergency meeting or workshop for the purpose of acting upon matters affecting the public health, safety, or welfare or which are in the best interests of the public. Whenever an emergency meeting or workshop is scheduled to be held, the TPO shall provide public notice of such meeting or workshop as soon as possible using the methods specified in Section 3.3.

3.6 MEETING RULES AND PROCEDURES

All meetings of the Board and the Committees shall be governed by the rules and procedures contained in Robert's Rules of Order which are applicable and which are not inconsistent with these By-Laws, Rules, and Procedures or with any special rules of order that the Board may adopt.

3.7 AMENDMENTS

These By-Laws, Rules, and Procedures may be amended at any Board meeting by the affirmative vote of the majority of the voting members of the Board provided that a copy of the proposed amendment(s) shall have been mailed or e-mailed to each Board member at least four calendar days prior to the meeting.
