

12. **COMMITTEES, BOARDS, COMMISSION**

- k. Discussion regarding appointment of a Sanibel resident to the Metropolitan Planning Organization (MPO) Citizen Advisory Committee (CAC) (according to the by-laws members of the CAC must be full-time Lee County residents)



CITIZEN'S ADVISORY COMMITTEE BYLAWS

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1926 Victoria Avenue
Fort Myers, Florida 33901
239-338-2550
Fax: 239-338-2560
www.mpo-swfl.org

SECTION I. CREATION, NAME AND AUTHORITY

A committee of citizens, which shall be known as the Citizen Advisory Committee (CAC), is hereby created at the direction of the Lee County Metropolitan Planning Organization (MPO), pursuant to Section 339.175 of the Florida Statutes and 23 CPR Part 450, Section 450.316 (b).

SECTION II. PURPOSE

It shall be the purpose of the CAC to assist the MPO in conducting effective public information and participation programs, and to act as a representative panel for the purpose of advising the MPO of public opinion on policy issues to be considered by the MPO.

SECTION III. FUNCTIONS

The functions of the CAC shall include:

1. Advising MPO staff on the development, refinement, and implementation of the *Public Involvement Plan*, including the planning of public information and involvement efforts during the development or amendment of the Long-Range Transportation Plan and the Transportation Improvement Program, and prior to soliciting proposals for funding of transportation enhancement activities.
2. Assisting the MPO in identifying transportation needs and issues, in formulating goals and objectives for the transportation planning process, and in setting priorities.
3. Providing opportunities for community organizations, special interest groups, and the general public to comment on alternatives and proposals under consideration by the MPO.
4. Advising and assisting MPO staff in maintaining a mailing list of organizations, interest groups, and news media and their spokespersons or contacts.

SECTION IV. RESPONSIBILITIES

1. CAC members should seek out opportunities to discuss transportation issues with other residents of the communities they have been appointed to represent, so as to familiarize themselves with the range of public opinion among residents of diverse social and economic backgrounds.
2. CAC members should seek to reflect the general public sentiment of their communities, and not merely their own personal views, in the advice they give to the MPO.
3. The CAC shall monitor the implementation of the *Public Involvement Plan*, identify any problem areas, and make recommendations for improving its effectiveness.
4. The CAC shall address itself to those tasks assigned to it by the MPO through the Unified Planning Work Program or through special request.

5. The CAC shall consider any issue brought before it by the public, its members, MPO staff, or the MPO's participating entities. If, in its opinion, action or further study is required, the CAC shall so report to the MPO or ask the MPO staff to refer the matter to the TAC or the appropriate agency.
6. CAC members shall familiarize themselves with the transportation planning process, the status of existing plans and programs, the responsibilities of the various participating agencies and officials, applicable legal requirements, and community involvement techniques. Although a general familiarity with the transportation planning process will be necessary, members are not expected to become experts in the technical aspects of transportation planning.

SECTION V. MEMBERSHIP

1. Each County Commissioner shall appoint two (2) members to the CAC from different communities within his or her district. Each of the other voting members of the MPO shall appoint one (1) member to the CAC who lives in his or her city. If a voting member is unable to find a volunteer to sit on the CAC that lives in his or her district the voting member may appoint someone who lives outside of their jurisdiction to represent their jurisdiction as long as the appointee live in Lee County. The MPO shall also appoint a transportation handicapped member on an at-large basis and two other at-large members that will be filled with low income and/or minority members of the community. The appointments are subject to ratification by a majority of members of the MPO at a regular MPO meeting at which a quorum is present. Members of the CAC shall serve at the pleasure of the MPO members who appointed them, or their successors.
2. CAC members shall be citizens and year-round residents of Lee County. CAC members shall not be elected officials or declared candidates for public office. Should the status of any CAC member change in such a way as to disqualify him from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for CAC membership shall provide written notice to the MPO staff, the CAC Chairman and the MPO member responsible for appointing their replacements.
3. Each member of the CAC is expected to demonstrate his interest in the CAC's activities through active participation in CAC meetings and public information and community involvement efforts. Should any member be absent from three (3) consecutive CAC functions, or from four (4) out of six (6) consecutive CAC functions regardless of cause, the MPO staff should notify the MPO member or members responsible for nominations to fill that member's seat of the attendance problem, and contact the member to discuss whether he or she wishes to continue to serve on the CAC and will be able to attend CAC functions on a regular basis. If he or she cannot, or if he or she should fail to attend two out of the next three CAC functions, or cannot be contacted by MPO staff, the MPO staff should notify the MPO member or members responsible for nominations to fill the member's seat of the attendance problem. By majority vote, the CAC membership may also recommend to the MPO the removal of one of its members for reasonable cause.

4. If, at any time, the MPO finds that any CAC member is not performing his or her duties or is impairing the ability of the CAC to meet its responsibilities under these bylaws, the MPO may, by majority vote, remove that member from the CAC.
5. Members of the public wishing to serve on the CAC shall submit a completed application which can be found at www.mpo.swfl.org. Applications are also available at the Lee MPO's office and can be requested by telephone at (239)-338-2550 Ext. 219. Completed applications will be forwarded to the eligible elected official within the jurisdiction from which the individual resides for endorsement. Endorsed applications will be forwarded to the MPO Board for approval.

SECTION VI. OFFICES, DUTIES AND TERMS OF OFFICE

1. The first regularly scheduled CAC meeting of each calendar year shall be an organizational meeting for the purpose of electing the following officers:
 - a. Chairman
 - b. Vice Chairman.
2. Officers shall be elected by a majority of the MPO-ratified members of the CAC present and voting at the annual organizational meeting, provided a quorum is present.
3. Each member so elected shall serve for one (1) year or until he or she is reelected or a successor is elected.
4. Newly elected CAC officers shall be declared installed following their election at the organizational meeting and will receive a follow-up letter and Certificate.
5. The Chairman shall preside at all meetings, call meetings, assign duties to members, appoint subcommittees, establish the agenda for meetings in consultation with the MPO staff, and act as a liaison with the MPO, its staff, government bodies, and other related committees.
6. The Vice Chairman shall, during the absence of the Chairman, have and exercise all of the duties and powers of the Chairman.
7. In the event of a vacancy in the office of Chairman, the Vice Chairman shall automatically assume the office of Chairman for the remainder of the unexpired term. In the event of a vacancy in the office of Vice Chairman, a new Vice Chairman shall be elected at the next meeting of the CAC to serve the remainder of the unexpired term.
8. In the event both Chairman and Vice Chairman expect to be absent from a CAC meeting, the Chairman shall appoint another member to serve as chairman pro tem. In the event no chairman pro tem was appointed, the members present shall elect one of their attending members to chair the meeting.

SECTION VII. SUBCOMMITTEES AND TASK FORCES

1. The CAC may create subcommittees by resolution to perform specific tasks in furtherance of the duties assigned it by the MPO, or as necessary to deal with administrative and procedural matters. Members of subcommittees shall be appointed by the CAC Chairman.

2. At the request of the MPO, the Chairman shall appoint CAC members to serve on joint task forces with representatives of other organizations.

SECTION VIII. MEETINGS

1. Meetings shall be scheduled by the MPO staff agency on a regular monthly basis, or as necessary to accomplish the tasks assigned the CAC by these bylaws, the Unified Planning Work Program, the *Public Involvement Plan*, or the MPO; or when requested by the MPO Chairman. The CAC shall meet at least once in any three (3) month period. Meetings shall be advertised a minimum of seven (7) calendar days prior to the meeting. A fourteen (14) day notice should be given for the cancellation, rescheduling, or relocation of regular meetings. Special meetings may be called by the Chair, or, when two or more signatory agencies request such a meeting. A special meeting should have a minimum of three (3) days notice, indicating the reason for the meeting and notifying all signatory agencies.
2. An agenda shall be prepared for each meeting by the MPO staff. At the conclusion of each meeting, the Chairman shall entertain suggestions from the membership for the next meeting's agenda.
3. A majority of the MPO-ratified members of the CAC shall constitute a quorum for the transaction of business. Vacant positions shall not be counted in determining the quorum requirement. Affirmative votes by a majority of the members present and voting at any meeting at which a quorum exists shall be necessary to adopt any measure.
4. Minutes shall be kept of all meetings, and summaries shall be made of all oral comments received from the public. Secretarial, duplication and mailing services will be provided to the CAC by the MPO staff.
5. Except as otherwise provided herein, *Robert's Rules of Order* shall be followed at all meetings.
6. The public attending a CAC meeting have the opportunity to address the Committee limiting their comments to three minutes each, unless this is extended by the Chair. If the speaker is reading from as prepared text, a copy should be provided to the recording secretary. The speaker should state their name and address and should direct questions to the Chairman only.
7. When a CAC member abstains from a vote due to a conflict they must complete Form 8B which is included in Attachment A. CAC member conflict of interest and compliance issues are guided by Section 112.3143 of the Florida Statutes.

SECTION IX. ADOPTION AND AMENDMENTS

1. These bylaws may be amended by the affirmative votes of two-thirds of the members, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) calendar days before it is voted upon. Written votes will be accepted from absent members.

2. These bylaws and any and all amendments hereto shall become effective upon ratification by the MPO.
3. These bylaws for the Citizen Advisory Committee to the Lee County Metropolitan Planning Organization were adopted on August 25, 1983, by the Citizen Advisory Committee and subsequently ratified by the Lee County Metropolitan Planning Organization on September 22, 1983. Amendments to the bylaws for the Citizen Advisory Committee were adopted on September 5, 1991, December 5, 1996, June 16, 2000, January 6, 2003, November 6, 2003 and February 7, 2008 by the CAC and subsequently ratified by the Lee County Metropolitan Planning Organization on October 18, 1991, December 20, 1996, June 16, 2000, January 17, 2003, January 23, 2004 and February 22, 2008 respectively.