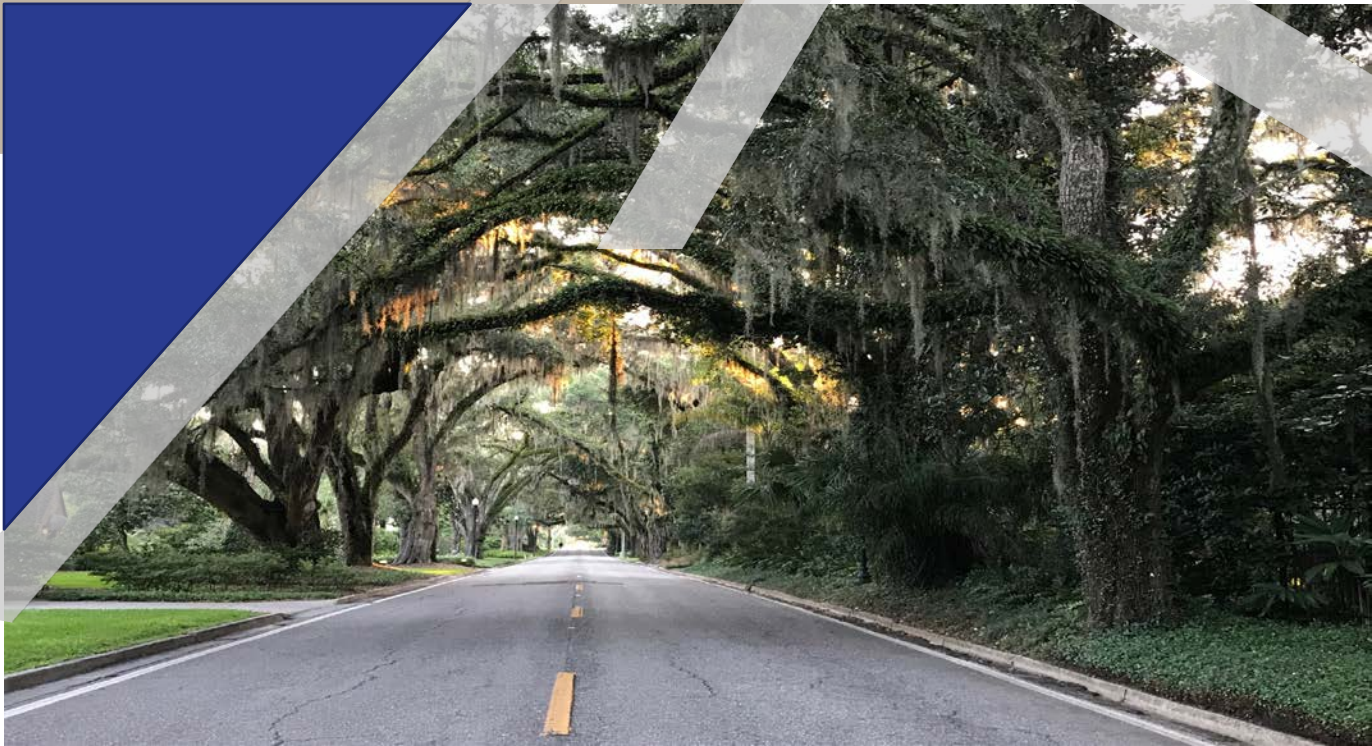




Website: [Ocalamariontpo.org](http://Ocalamariontpo.org)

# Bylaws of the Citizens Advisory Committee (CAC)



Adopted: October 29, 2019



## **Purpose**

- ❖ The purpose of the CAC is to offer a citizen's perspective on transportation related documents, issues, and plans of the TPO. The citizen's perspective is crucial to the TPO's successful implementation of the local communities' goals and objectives, as well as meeting state and federal requirements.

## **Membership**

- ❖ The CAC shall include local citizens involved with a variety of different interest and advocacy groups, including those from the following organizations:
  - A minimum of six (6) and a maximum of nine (9) members at-large, with preferred representation from the following types of organizations and associations, or from individuals with educational or career experience in similar fields:
    - Environmental and/or Conservation groups/associations
    - Cycling and/or Trails advocacy group/associations
    - Governor's West Ocala Neighborhood Revitalization Council or other neighborhood groups/associations
    - Business community groups/associations
    - An equine group/association
    - The transportation disadvantaged community
  - Six (6) members that are residents of the TPO area
- ❖ An emphasis of diversity will be taken to ensure broad socioeconomic, racial, ethnic and geographic representation. This includes an emphasis on minority participation as part of the total membership makeup.
- ❖ Ocala Marion TPO will provide staff support for the meetings

## **Appointment & Terms of Office**

- ❖ Membership shall be for a two-year period with an opportunity to be reappointed for additional term(s).
- ❖ The TPO Board will review and approve all membership nominations

## **Officers and Duties**

- ❖ At the last regular meeting for the calendar year, the CAC shall elect a chairperson and a vice-chairperson.
- ❖ Officers will be elected by a majority (based on the minimum) of the voting members. The term shall be for one (1) calendar year. An officer may be re-elected, but may not serve more than two (2) consecutive terms.
- ❖ The chairperson shall preside at all meetings. In the event of their absence or at their direction, the vice-chairperson shall assume the powers and duties of the chairperson.

- ❖ If a committee member misses three (3) consecutive absences without notifying TPO staff, they will be removed from the committee.

## **Meetings**

- ❖ Regular meetings of the CAC shall be held at least quarterly. At the last regular meeting of each year, the CAC will approve the following year's meeting schedule.
- ❖ Regular meeting dates and times may be changed by the chairperson or vice-chairperson to accommodate special circumstances such as holidays.
- ❖ Roberts Rules of Order shall be used as a guideline to conduct all meetings
- ❖ A quorum will consist of a majority of the voting members, based on the minimum. No official action shall be taken without quorum.
- ❖ In the absence of the chairperson and vice-chairperson, the TPO staff representative will determine whether a quorum is present and in that event will call for election of a temporary chairperson. Upon the arrival of the chairperson, or vice-chairperson, the temporary chairperson will relinquish the chair upon conclusion of the business immediately before the TPO
- ❖ Agenda meeting notices and packets will be provided to CAC members and the public at least seven (7) days prior to the regularly scheduled meeting.
- ❖ TPO staff will record and summarize the minutes for all CAC meetings.
- ❖ All meetings will be open to the public.

## **Amendments**

- ❖ These bylaws may be amended by an affirmative vote of two-thirds of the voting members or their designated alternate, provided the proposed amendment has been sent to every member at least seven (7) calendar days before voted on.

## **Sunshine Law and Public Records Law**

- ❖ The CAC and all proceedings shall be governed by the Florida Sunshine Law, Chapter 286 and Florida Statutes, Chapter 119.