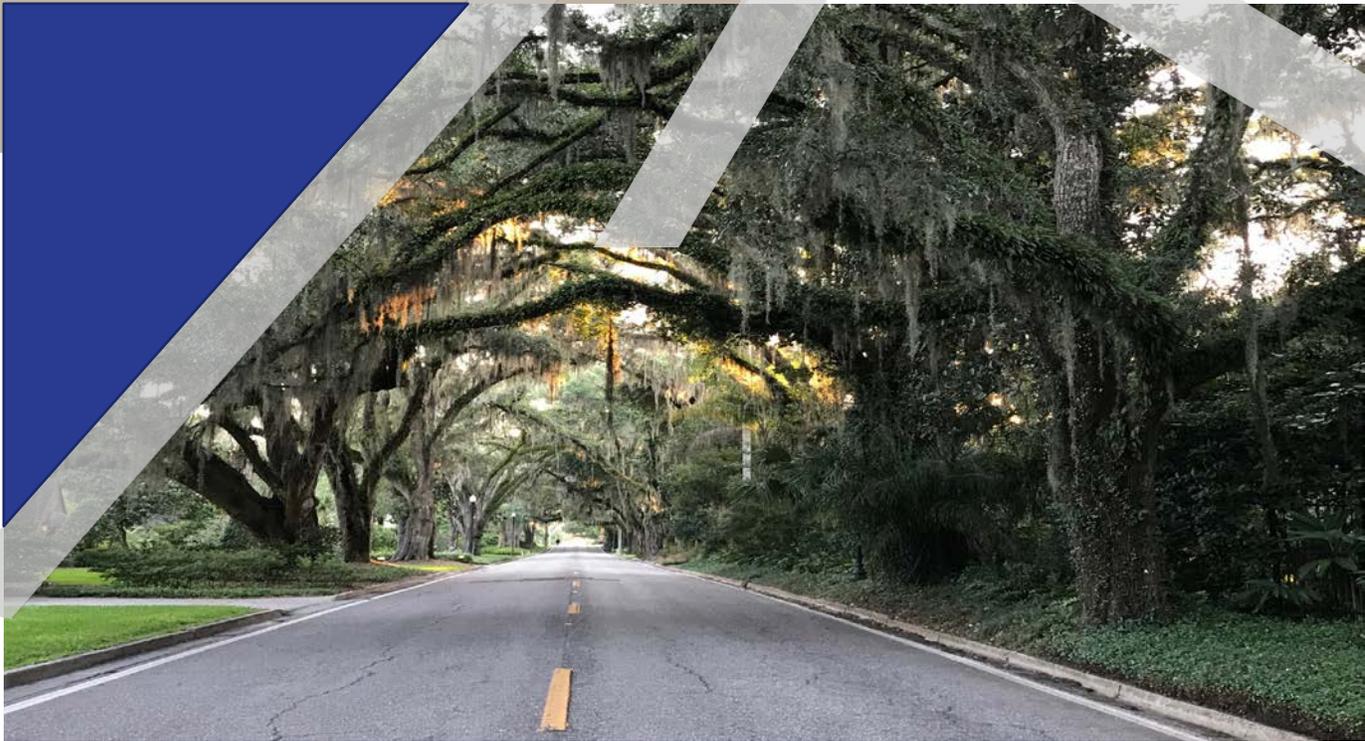




Website: [Ocalamariontpo.org](http://Ocalamariontpo.org)

# Bylaws of the Technical Advisory Committee (TAC)



Adopted: October 29, 2019



## **Purpose**

- ❖ The purpose of the TAC shall be to offer advice, critique, and feedback to TPO staff on a variety of transportation planning programs, studies, and reports. Ultimately, the TAC will make recommendations to the TPO Board based on their expertise and once reaching consensus on the items staff puts before them.

## **Membership**

- ❖ The TAC shall include local engineers, planners, and a variety of other professionals throughout the County. The following includes the voting members of the TAC:
  - Two (2) representatives from Marion County
  - Two (2) representatives from the City of Ocala
  - One (1) representative from the City of Belleview
  - One (1) representative from the City of Dunnellon
  - One (1) representative from SunTran as assigned by the City of Ocala
  - One (1) representative from the Marion County School District
  - One (1) representative from Greenways and Trails
  - One (1) representative from Marion County Tourism
- ❖ A representative from the Florida Department of Transportation (FDOT) District 5, will serve as a non-voting advisor.
- ❖ Ocala Marion TPO will provide staff support for the meeting.

## **Appointment & Terms of Office**

- ❖ Each member requires consent from the governing body of the jurisdiction in which they represent. All members appointed shall have an alternate if desired. If an alternate is determined the governing body must formalize in writing to the TPO. Alternate members may only vote in the absence of the official member.
- ❖ The TPO Board will be informed of committee membership on an annual basis.
- ❖ It is requested that the jurisdiction and/or municipality be mindful to select individuals within departments with keen expertise in all matters transportation. This will help ensure that the plans and documents the TPO proposes will have adequate feedback and help guide the transportation system throughout Marion County as a whole.
- ❖ Each member is expected to fulfill their requirements in terms of feedback, but also in terms of attendance. If a member cannot make it to a meeting, it is expected that they arrange for their alternate to attend if at all possible. In the event a member or their alternate misses three meetings in a calendar year, TPO staff will notify their governing body of their attendance record.
- ❖ Member and their alternates may serve an undetermined amount of time at the pleasure of their governing bodies.

## **Officers and Duties**

- ❖ At the last regular meeting for the calendar year, the TAC shall elect a chairperson and a vice-chairperson.
- ❖ Officers will be elected by a majority 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.

## **Meetings**

- ❖ Regular meetings of the TAC shall be held at least quarterly. At the last regular meeting of each year, the TAC 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 majority of the whole number of voting members of the TAC shall constitute a quorum. 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 TAC
- ❖ Agenda meeting notices and packets shall be provided to TAC members and the public at least seven (7) days prior to the regularly scheduled meeting.
  - Special meetings may be called by the Chair with a minimum of a three (3) calendar day notice, and indication of the reason for the meeting.
- ❖ TPO staff will record and summarize the minutes for all TAC 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 TAC and all proceedings shall be governed by the Florida Sunshine Law, Chapter 286 and Florida Statutes, Chapter 119.