

REVISED AND ADOPTED JUNE 25, 2007

**BYLAWS OF THE
CITIZEN ADVISORY COMMITTEE
FOR THE
SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION**

SECTION I. AUTHORITY, CREATION

A Citizen Advisory Committee (CAC) for the Sarasota/Manatee Metropolitan Planning Organization (MPO) is hereby created to serve as a review and advisory body to the MPO in the comprehensive, cooperative, and continuing transportation planning process. Section 339.175, Florida Statutes, establishes Florida's MPOs and defines their authority and responsibilities to carry out the transportation planning process required by Title 23, of the U.S. Code which includes, but is not limited to the appointment of a Citizen's Advisory Committee to ensure citizen involvement in the transportation planning process.

SECTION II. PURPOSE

The purpose of the CAC, as representatives of the citizens of Sarasota and Manatee Counties, shall be to advise the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs. It shall be the function of the CAC to:

1. Assist the MPO in the formulation of goals and objectives for improving the urbanized area transportation system;
2. Conduct public information programs;
3. Provide for citizen's review of and comment on preliminary findings and recommendations of the ongoing transportation planning efforts;
4. Provide for input on the areas' transportation needs and on non-routine priority transportation issues; and
5. Assist in other functions as requested by the MPO.

SECTION III. MEMBERSHIP, APPOINTMENTS, REPLACEMENTS, TERM OF OFFICE, REMOVAL FROM OFFICE

A. There shall be twenty-seven appointed members of the CAC apportioned as follows:

1. Fifteen citizens residing in the following areas:

Unincorporated-Manatee County	3
Unincorporated-Sarasota County	3
City of Bradenton	2
City of Sarasota	2
Town of Longboat Key	1
City of Palmetto	1
City of Venice	1
Island Transportation Planning Organization (ITPO)	1
City of North Port	1

2. Twelve citizens at large, six residents appointed from each county to include the following representation:

- a. A minimum of one citizen for each county representing the disabled;
- b. A minimum of one citizen for each county representing minorities; and
- c. Four members appointed from each county to ensure adequate representation from all geographic areas of the region, and to include groups having civic, community and economic interests.

B. Appointments and Vacancy Replacements Appointments and Replacements:

The following local governmental departments are notified when any CAC membership term is to expire, or a vacancy is created due to resignation or non-attendance.

<u>DEPARTMENT</u>	<u>CONTACT</u>
● Town Longboat Key	Town Clerk
● Sarasota County	Board Records
● City of Sarasota	City Auditor/Clerk
● (Anna Maria Island) Island Transportation Planning Organization (ITPO)	The Office of the MPO Member Designated by the ITPO
● City of Venice	City Clerk's Office
● City of North Port	City Clerk's Office
● Manatee County	MPO Office
● City of Bradenton	City Clerk's Office

These governmental departments are notified by phone when a CAC member's term is to expire or a vacancy occurs followed up by a letter from the MPO office. The CAC member is also requested to send a letter to the MPO, or the appropriate member government, indicating his/her desire to be reappointed. If the letter is sent to the MPO, a copy is then forwarded to the appropriate member government. In the event a vacancy occurs, it is up to the member governmental agencies to advertise for candidates to fill the vacancy. An example of the suggested advertising form requesting applicants to fill CAC vacancies may be obtained from the MPO staff if so desired by the governmental departments. All records of the CAC member terms and vacancies are kept at the MPO office and updated on a continual basis.

1. Nominations for CAC members are recommended by the member governments for ratification by the MPO Board.
2. As vacancies occur, nominees will be chosen from applicants on file or from general solicitation through the local news media.
3. Members of the CAC shall not be elected officials or technical personnel directly involved in the Sarasota Manatee Area Transportation Study.

C. Term of Office and Removal from Office

1. The term of office for CAC members shall be three years.
2. If a CAC member moves out of the area he or she represents, such a move shall be considered as an automatic resignation from the CAC.
3. Each member of the CAC is expected to demonstrate his or her interest in the CAC's activities through active participation in scheduled meetings. The MPO Executive Director will advise the MPO Board of any CAC member's three unexcused absences from regularly scheduled meetings within a calendar year recommending whether the said CAC member should be retained or removed.

If the MPO Board approves the removal of said member, the MPO Executive Director shall notify the County or Municipality of the vacancy and request a candidate for appointment.

4. If, at any time, the CAC feels that any CAC member is not performing his or her duties in accordance with Section II or as an adequate representative of his or her constituency, the CAC may, by majority vote, request that the MPO Executive Director recommend to the MPO Board the removal of that member from the CAC.

SECTION IV. OFFICE, DUTIES, AND TERMS OF OFFICE

1. The CAC shall hold an annual organizational meeting for the purpose of electing the following officers:
 - a. Chair
 - b. Vice Chair
2. The Chair and Vice Chair shall not be residents of the same county.
3. Officers shall be elected by a majority of a quorum of the members of the CAC present at the annual organizational meeting.
4. Each member so elected shall serve for one year or until he or she is re-elected or a successor is elected. The Chair's term of office shall be limited to two consecutive one year terms.
5. New elected CAC officers shall be declared installed following their election at the organizational meeting.
6. The Chair shall preside at all meetings, call special meetings, appoint committees, establish the agenda for meetings, and act as a liaison with government bodies and other related committees.
7. The Vice Chair shall, during the absence of the Chair or the Chair's inability to serve, have and exercise all of the duties and powers of the Chair.

SECTION V. EXECUTIVE COMMITTEE AND SUBCOMMITTEES

1. The government and management of the CAC shall be vested in an Executive Committee.
2. There shall be six members of the Executive Committee as follows:

- a. CAC Chair;
 - b. CAC Vice Chair;
 - c. Two CAC members residing in Sarasota County inclusive of its municipalities;
 - d. Two CAC members residing in Manatee County inclusive of its municipalities.
3. The members of the Executive Committee designated in V.2.c. and V.2.d. shall be appointed for one year terms at the annual organizational meeting.
 4. The Executive Committee may meet and act for and on behalf of the full CAC in situations necessitating immediate action.
 5. The Executive Committee shall perform other duties as requested by the Chair or the majority of a quorum of the full CAC.
 6. The Chair or the Executive Committee may appoint subcommittees to further examine particular issues of the ongoing transportation planning process.

SECTION VI. MEETINGS

1. There shall be a minimum of one CAC meeting per quarter. The annual organizational meeting shall be held at one of these four quarterly meetings.
2. Additional meetings may be called by the MPO Board, the CAC Chair, the Executive Committee, or the MPO Executive Director as required to allow for public input into the transportation planning process.
3. A quorum shall consist of a majority of CAC members on the active roster at the time of the meeting. A quorum shall be required to conduct all official business. A majority of the quorum shall be necessary to decide an issue before the committee.
4. Notices and tentative agendas shall be sent to members within seven calendar days prior to meetings.
5. Meetings shall be legally advertised in both counties' major newspapers at least seven days prior to a regular scheduled meeting. All meetings shall be open to the public and news media to encourage public awareness and participation.
6. Minutes shall be taken at all CAC meetings.
7. The MPO staff shall assist the CAC in preparation, duplication, and distribution of materials necessary for CAC meetings.

8. The CAC shall transmit to the MPO Board recommendations passed by a majority vote.
9. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

SECTION VII. AMENDMENT TO BYLAWS

1. These Bylaws may be amended by the affirmative vote of two-thirds of the quorum provided a copy of the proposed amendment shall have been sent to every member at least ten calendar days before it is voted. All proposed amendments shall be voted on at regular meetings.
2. These Bylaws and any and all amendments to the Bylaws will become effective upon an affirmative vote of two thirds of the quorum and subsequent endorsement of the Sarasota/Manatee MPO Board.

These Bylaws for the Citizen Advisory Committee of the Sarasota/Manatee Metropolitan Planning Organization are hereby endorsed on June 8, 2007 by the Citizen Advisory Committee and subsequently adopted by the Sarasota/Manatee Metropolitan Planning Organization on June 25, 2007.

CITIZEN ADVISORY COMMITTEE

By: _____
Kafi Benz, CAC Chair

**SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION**

By: _____
Fred E. Tower III, MPO Chair

Attested by: _____
Michael P. Howe, MPO Executive Director