

REVISED MARCH 28, 2011  
REVISED JULY, 2000

**BYLAWS**  
**for the**  
**TECHNICAL ADVISORY COMMITTEE**  
**of the**  
**SARASOTA/MANATEE**  
**METROPOLITAN PLANNING ORGANIZATION**

**Section 1. Name:**

The name of this Committee shall be the Technical Advisory Committee of the Sarasota/Manatee Metropolitan Planning Organization (Sarasota/Manatee MPO).

**Section 2. Purpose:**

- A. The Committee shall serve the Sarasota/Manatee MPO in an advisory capacity on technical matters.
- B. The functions of this Committee shall include, but not be limited to, the following:
  - 1. To promote communication among members of the MPO, TAC and CAC, in the identification and resolution of common transportation problems;
  - 2. To assist in developing transportation work programs;
  - 3. To promote the coordination of transportation planning and programming;
  - 4. To review the sufficiency, accuracy and completeness of appropriate studies, plans, programs or public information documents and advise the Sarasota/Manatee MPO thereof;
  - 5. To make priority recommendations to the Sarasota/Manatee MPO for transportation plans and program implementation based upon the needs as determined by technical studies;
  - 6. To review and make appropriate technical responses to requests from the Citizens Advisory Committee.
  - 7. Provide continuing liaison with local, state and federal agencies involved in the transportation planning process.
  - 8. To review and recommend annual plan certification.

**Section 3. Membership, Composition Appointment, Qualifications and Terms:**

- A. Membership of the Committee shall include, but not be limited to, operating departments and agencies with responsibility for the planning, control, development or improvement of transportation

within the Sarasota/Manatee Counties area, as approved by the Sarasota/Manatee MPO. Each member agency representative shall be duly appointed by the member agency prior to the first day of December of each year. Each Committee representative shall serve at the pleasure of his or her member agency. The Committee shall be notified in writing of the appointment, reappointment or replacement of a member agency's representative. A list of current Technical Advisory Committee member agencies shall be attached to these bylaws.

B. The Technical Advisory Committee shall be composed of 24 regular and alternate members appointed from each of the MPO's member agencies and 9 advisory agencies appointed from each of the advisory agencies as reflected in the attached agency list. Regular members shall be voting members. Advisory agencies shall be non-voting agencies.

C. Alternate representatives shall be designated to act on behalf of members and advisory agencies with all of the privileges accorded thereto, with the exception of serving as an officer, provided the alternate is an employee of the member agency. The Committee shall be notified in writing of the appointment, reappointment or replacement of a member or agency representative's alternate.

D. All Committee members, advisory agencies and alternates must identify themselves on the attendance roster as to the agency represented and voting or non-voting status.

E. The Executive Director will be responsible for maintaining a current list of the names of members, advisory agencies and alternates.

#### **Section 4. Officers and Duties:**

A. A Chair and a Vice Chair of the Committee shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the offices until their successors are elected.

B. Any member may nominate or be nominated as an officer. All elections shall be by the majority vote of members present.

C. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall also serve as a liaison between the Technical Advisory Committee and the

Sarasota/Manatee MPO whenever the need arises. In the absence of the Chair, the Chair's alternate may sit as a member of the Committee.

D. 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. The Vice Chair shall also perform such other duties as may be assigned by the Chair.

E. If both the Chair and Vice Chair are absent from a meeting, the meeting shall be chaired by the Executive Director, or MPO staff designee, who shall not vote. Any vacancy in office created by resignation or replacement of an Officer by the appointing member shall be filled by a majority vote of regular members.

The Officer so elected shall fill the remainder of the unexpired term of the vacant office. If, at any time, the Committee feels that an Officer is not performing duties in accordance with Section 4, Subsection C, that Officer may be removed from office by a two-thirds vote of the regular members present at a regular meeting, provided that an item to that effect has been discussed at a regular meeting to be voted on at the next regular meeting, and an agenda has been distributed in accordance with Section 5, Subsection B, of these Bylaws.

**Section 5. Meetings:**

A. The Committee shall meet monthly at a date, time and place acceptable to a majority of the regular membership. The date or time may be changed by a majority vote if ten (10) calendar days notice is given to the regular members.

B. A seven (7) calendar day notice shall be given for regular meetings. Special meetings may be called by the Chair with a minimum of three (3) calendar days notice, indicating the reason for the meeting and notifying all member agencies. Agendas shall be prepared prior to all meetings. Tentative agendas should be mailed with meeting notices and, whenever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting. Members may place items on the tentative agenda by notification of the Chair. Any

item requiring Committee action may be brought before the committee by any member, even though it is not on the agenda. The Committee shall decide if action is to be taken at that meeting or at a subsequent meeting.

C. Whenever reports are to be given, copies will be prepared for each member of the committee. When possible, said copies should be mailed with meeting notices.

D. Each member shall have one vote.

E. A quorum shall consist of a majority (13) of members or TAC alternates and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the Committee.

F. All meetings will be open to the public. Public participation shall be at the discretion of the Chair.

**Section 6. Amendments:**

These Bylaws may be amended by the affirmative vote of two-thirds of the members or alternates of the full committee, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) calendar days before it is to be voted on. All proposed amendments shall be voted on at regular meetings.

**Section 7. Prior Agreement:**

These Bylaws supersede and replace any and all Bylaws previously adopted by the Technical Advisory Committee.

**Section 8. Effective Date:**

These Bylaws and any and all amendments to the Bylaws will become effective upon endorsement of the Sarasota/Manatee MPO Technical Advisory Committee and MPO Board.

These revised Bylaws for the Technical Advisory Committee of the Sarasota/Manatee Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and

## **REGULAR MEMBER AGENCIES**

### **Manatee County**

Planning Department  
Transportation Department  
Community Services Department - Transit Division  
Manatee County School Board

### **Sarasota County**

Growth Management Business Center  
Public Works Business Center - Public Works Planning  
Public Works Business Center - Transit  
Sarasota County School Board

### **City of Bradenton**

Planning Department  
Public Works Department

### **Town of Longboat Key**

Community Services Department  
Planning, Zoning and Building

### **City of Palmetto**

Department of Public Works  
Department of Public Works Planning and Engineering

### **City of Sarasota**

Engineering Department  
Planning and Redevelopment Department

### **City of Venice**

Planning and Zoning Department  
Engineering Department

### **City of North Port**

Planning and Zoning Department  
Engineering Department

Island Transportation Planning Organization  
(Cities of Holmes Beach, Bradenton  
Beach and Anna Maria)

Public Works Department

### **Regional**

Sarasota Manatee Airport Authority  
Southwest Florida Regional Planning Council  
Tampa Bay Regional Planning Council  
Manatee County Port Authority

## **ADVISORY AGENCIES (non-voting)**

Manatee County

Environmental Management Department

Sarasota County

Natural Resources

Regional

Freight Movement Stakeholders  
The MPOs in FDOT's District One

District Florida DOT

District 1 Public Transportation Office  
District 1 Planning Department

State Florida DOT

Tallahassee Planning  
Governor's Energy Office

Transportation Disadvantaged Commission

Federal

Federal Highway Administration  
Federal Transit Administration

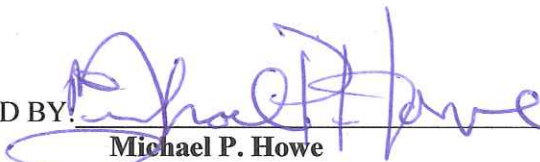
voting on March 14, 2011 by the Technical Advisory Committee and subsequently endorsed by the Sarasota/Manatee Metropolitan Planning Organization on March 28, 2011.

**TECHNICAL ADVISORY COMMITTEE**

By:   
George McKay  
TAC Chair

**METROPOLITAN PLANNING ORGANIZATION**

By:   
Commissioner David Garofalo  
MPO Chair

ATTESTED BY:   
Michael P. Howe  
MPO Executive Director

DATED this 28th day of March, 2011