

Technical Advisory Committee

NUMBER: 1.2

APPROVED: January 25, 2021

REVIEW BY: February 2023

1. References

- a. Transportation Finance and Planning, FS Chapter 339.175(6)(d)

2. Name

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

3. 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 Sarasota/Manatee Metropolitan Planning Organization (MPO) Board, Technical Advisory Committee (TAC), Bicycle Pedestrian Trails Advisory Committee (BPTAC), Public Transportation Task Force (PTTF) and Community Action Network (CAN), 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 MPO Board, CAN, BPTAC and PTTF;
- (7) Provide continuing liaison with local, state, and federal agencies involved in the transportation planning process;
- (8) To review and recommend annual plan certification;
- (9) To consider safe access to schools when considering transportation plans and projects. §339.175(6)(d), F.S; and
- (10) To perform such other tasks as may be referred to the TAC by the MPO Governing Board or the Executive Director.

4. 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. Each Committee representative shall serve at the pleasure of his or her Member agency. The Committee shall be notified in writing by the Member agency of the appointment, reappointment, or replacement of a Member agency's representative. A list of current Technical Advisory Committee member agencies is set forth in Policy 1.2 9., and the individual members shall be posted on the MPO website.
- b. The Technical Advisory Committee shall be composed of 23 regular and alternate Members appointed from each of the MPO's Member agencies, additionally there shall be non-voting advisors appointed by various other agencies as reflected in Policy 1.2 9. Regular Members shall be voting Members. Advisory agencies shall be non-voting, non-member 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, that the alternate must be an employee of the Member agency. The Committee shall be notified in writing by the Member agency of the appointment, reappointment, or replacement of the Member agency's alternate representative.
- 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 Agency Clerk, or an assistant clerk will be responsible for maintaining a current list of the names of Members, advisory agencies, and alternates, for keeping all TAC public records, preparing, and issuing notices of meetings, in consultation with the Executive Director and the TAC Chair, preparing agendas and agenda packages, distributing agenda packages, and preparing minutes of all TAC meetings and workshop meetings.

5. 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. The Chair and Vice Chair shall alternate annually between Sarasota and Manatee County, inclusive of municipalities and transportation authorities, within each county.
- c. Any regular Member may nominate or be nominated as an officer. All elections shall be by the majority vote of Members present and voting.
- d. 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 Governing Board, whenever the need arises. In the absence of the Chair, the Chair's alternate may sit as a Member of the Committee.
- e. 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.
- f. If both the Chair and Vice Chair are absent from a meeting or are otherwise unable to preside, the meeting shall be chaired by the MPO Executive Director, or MPO staff designee, who shall not vote.

Any vacancy in the office of TAC Chair or Vice Chair created by resignation or replacement of an Officer by the Officer's Member agency shall be filled by a majority vote of regular Members present and voting. The Officer so elected shall fill the remainder of the unexpired term of the vacant office. If, at any time, the Committee desires to elect a new Officer during that Officer's service year, it may do so with a two-third vote of the Members present.

6. Meetings

- a. The Committee shall meet in advance of MPO Board Meetings at a date, time, and place acceptable to the Executive Director (or the Executive Director's designee) in consultation with the Committee Chair. The date or time may be changed by the Executive Director (or the Executive Director's designee) in consultation with the Committee Chair in seven (7) calendar days' notice is given to the regular Members. All meetings will be open to the public, held at publicly accessible locations, and properly noticed by MPO Staff.
- b. A seven (7) calendar day notice before the day of the meeting 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 emailed 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. Notice of regular meetings, and if possible, notice of special meetings, shall be given to newspapers of general circulation in Sarasota and Manatee Counties, as defined in Section 50.031, F.S., advertising the time, place, and date of the meeting, providing a disclaimer pursuant to Section 286.0105, F.S., and advising that the public may attend and be heard. The notice should advise persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge) should contact the Title VI Coordinator at 941-359-5772 at least seven (7) days in advance between 8:00 AM and 5:00 PM, Monday through Friday. See §286.28, F.S. A similar notice shall be posted on the MPO's website and said notice shall include a copy of the proposed agenda for the meeting. Press releases to the media shall also be issued. Members may place items on the tentative agenda by notification of the Chair or MPO Staff. 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. Each voting Member shall have one vote.
- d. A quorum shall consist of ten (10) Members (or alternates) and shall be required to vote to approve or otherwise act on any action item, unless a Member has a voting conflict of interest, or in the case of *quasi*-judicial items, is biased or prejudiced. §§112.3143 and 286.012, FS. The Committee may discuss any issue at a meeting even absent a quorum and may therefore report the substance of those discussions in draft minutes to the MPO Governing Board so that the Governing Board would at least have the benefit of those discussions in making subsequent decisions.
- e. Under extraordinary circumstances or a Declared State of Emergency, a quorum shall consist of seven (7) Members (or alternates) and shall vote to approve action items as aforementioned in 6.d.
- f. The Chair or presiding officer shall, pursuant to Florida Statutes § 286.0114, ensure that prior to voting on any action item (other than the approval of minutes, the election of officers, or other purely ministerial items) the floor shall be opened for public comment by any person in attendance. Unless the Committee adopts different time frames, the time limits for speakers used by the MPO Governing Board shall be the time limits used by the Committee for such presentations.

- g. The Chair, or presiding officer, may maintain good order and manage the agenda, and in so doing may ask persons in attendance to comply with speaking time limits, to refrain from personal attacks, derogatory comments, or profanity, and to speak to the topic under discussion, and the Chair may in furtherance of this authority request non-compliant persons to either sit down and be quiet or to leave the room. The Chair, or presiding officer, may summon assistance from law enforcement in exceptional circumstances, and every effort should be made to permit citizen participation.
- h. Rescheduled meeting dates. Prior to the advertised public meeting, if the Executive Director determines that a quorum physically present at the meeting site cannot be obtained, the Executive Director (or the Executive Director's designee), after consultation with the Chair, may direct that the meeting will be continued to a specific location, date, and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the location, date, and time to which the meeting was continued, and prior to the meeting, notice must be conspicuously posted on the MPO's internet website.
- i. If a quorum physically present at the advertised public meeting location is not obtained at the time of the advertised public meeting, the Chair, Executive Director, (or the Executive Director's designee), may publicly announce the continuance of the meeting and all items on the agenda without further notice; provided, that the location, date, and time of the continuance or deferral is announced at the originally scheduled meeting. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, s.286.011, Florida Statutes, must be given prior to the continued public meeting date, and notice must be promptly posted in a conspicuous location on the MPO's internet website of the location, date, and time to which the public meeting has been continued.
- j. The Agency Clerk, or an assistant clerk will be responsible for maintaining a current list of the names and addresses of Members, advisory agencies, and alternates, for keeping all TAC public records, preparing, and issuing notices of meetings, in consultation with the Executive Director, (or the Executive Director's designee) and the TAC Chair, preparing agendas and agenda packages, distributing agenda packages, and preparing minutes of all TAC meetings and workshop meetings.
- k. Except as otherwise provided in these policies, Robert's Rules of Order, most current edition, shall be followed at all meetings.

7. Amendments

- a. This policy may be recommended to the MPO Governing Board for amendment by the affirmative vote of a majority of the TAC Members (or alternates) present and voting; however, no such amendments may be voted on until the proposed amendment has been reviewed by MPO General Counsel and has been published to the full Committee at least seven (7) days prior to the meeting at which the vote to amend will be taken. If the Committee votes to amend its policy, the MPO Staff shall then transmit the proposed amendments to the Chair of the MPO Governing Board, who will place the proposed amendments on a subsequent MPO board meeting for review and action. The effective date of any amendments to this policy shall be the date upon which they are approved by the MPO Governing Board and signed by the MPO Chair. The MPO Governing Board reserves the right to initiate amendments to this policy if it is determined that such amendments are required to comply with the law or is otherwise in the best interest of the MPO.

8. Prior Agreement

- a. This policy supersedes and replaces any and all bylaws, resolutions, or policies previously adopted.

9. Regular Member Agencies

Manatee County

Building and Development Services Department
Public Works Department – Traffic Management
Public Works Department – Transit Division
Manatee County School Board

Sarasota County

Planning & Development Services
Public Works - Transportation Planning
Sarasota County Area Transit (SCAT)
Sarasota County School Board – Planning Department

City of Bradenton

Planning Department
Public Works Department

Town of Longboat Key

Public Works Department
Planning, Zoning and Building

City of Palmetto

Department of Public Works
Department of Public Works Planning and Zoning

City of Sarasota

Transportation Engineering Division
Planning Department

City of Venice

Planning and Zoning Division
Engineering Department

City of North Port

Neighborhood Development Services – Planning & Zoning Division
Public Works - Engineering Division

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

Public Works Department

Regional

Manatee County Port Authority
Sarasota Manatee Airport Authority

10. Advisory Agencies (non-voting)

Manatee County

Environmental Management Department

Sarasota County

Environmental Protection Division

Regional

Southwest Florida Regional Planning Council

Tampa Bay Regional Planning Council

Tampa Bay Area Regional Transit Authority

Freight Movement Stakeholders

The MPOs in FDOT's District One

District Florida DOT

District 1 Public Transportation Office

Transportation Disadvantaged Commission Federal

Federal Highway Administration

Federal Transit Administration