



**Bylaws  
of the  
Citizens' Advisory Committee**

**Pasco County  
Metropolitan Planning Organization**

Adopted: September 28, 1994

Amended: February 9, 2005

Amended: March 4, 2015

Amended: March 9, 2023

**BYLAWS OF THE  
CITIZENS' ADVISORY COMMITTEE  
PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION**

**ARTICLE I. NAME**

The name of this committee shall be the Pasco County Metropolitan Planning Organization (MPO) Citizens' Advisory Committee, hereinafter called the "CAC," first created on September 28, 1994.

**ARTICLE II. PURPOSE AND AUTHORITY**

The purpose of these Bylaws is to establish and set forward the CAC's business, operations, delegation of authority, membership, and other related matters. The CAC will follow Federal, State, and local laws and requirements set forth for transportation planning for all modes of travel.

Section 339.175, Florida Statutes, specifies the authority and responsibility of the MPO to engage in a continuing, cooperative, and comprehensive transportation planning process with the State of Florida, for the Pasco County Urbanized Area that is consistent with the Federal laws and regulations. Section 339.175(6)(e)1., Florida Statutes requires the MPO to appoint a citizens' advisory committee which (a) reflects a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system, and (b) has adequate representation of minorities, the elderly and the handicapped.

**ARTICLE III. FUNCTIONS AND RESPONSIBILITIES**

The CAC shall serve the Pasco County MPO in a review and advisory capacity relating to transportation planning and programming.

- A. The functions and responsibilities of the CAC shall include, but not be limited to, the following tasks:
- 1) At the direction of the MPO Board, the CAC will review and make recommendations concerning transportation projects, studies, reports, plans, and/or programs. If questions of a technical nature arise, the CAC will seek the expertise of the Technical Advisory Committee (TAC) in interpretation of these questions.
  - 2) Evaluate and propose solutions and alternatives on major transportation proposals and critical transportation-related issues.
  - 3) Provide a forum for the discussion of community needs and values relative

to planning goals and to future land use and transportation decisions.

- 4) Promote communication among CAC members (subject to the limitations in Section 286.011, Florida Statutes) for the successful identification and resolution of common transportation problems and concerns.
- 5) Promote comprehension and understanding of the transportation planning process.
- 6) Disseminate committee knowledge of the transportation planning process to local citizens.
- 7) Assess general citizen attitudes and response to transportation planning and programming proposals.

**ARTICLE IV. MEMBERSHIP, COMPOSITION, AND TERMS**

- A. CAC membership shall be composed of at least nine (9) appointed persons whose membership shall consist of a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. The CAC members shall be nominated by each MPO Board voting member. All members must be residents of Pasco County, and the members identified in Table 1 shall be a resident of the commission district or municipality of the MPO Board member that nominated such member. The number of CAC members appointed by the local governments of Pasco County is presented in Table 1, Government Membership.

<b>TABLE 1 GOVERNMENT MEMBERSHIP</b>	
<b>Pasco County</b>	<b>5</b>
<b>New Port Richey</b>	<b>1</b>
<b>Dade City</b>	<b>1</b>
<b>Port Richey</b>	<b>1</b>
<b>Zephyrhills</b>	<b>1</b>

The local government membership shall consider the following representations illustrated in Table 2, CAC Membership Representation.

<b>TABLE 2 CAC MEMBERSHIP REPRESENTATION</b>	
<b>TYPE OF REPRESENTATION</b>	<b>NUMBER OF MEMBERS</b>
<b>Physically challenged citizens</b>	<b>1 or more</b>
<b>Minority citizen</b>	<b>1 or more</b>
<b>Elderly citizen (age 55 or older)</b>	<b>1 or more</b>

If the minimum representation illustrated in Table 2 is not met by the local government membership indicated in Table 1, the MPO Board shall expand the CAC Membership by adding at-large members to serve on the CAC in the deficient representation category. The MPO Board shall approve all members of the CAC.

<b>Suggested, But Not Required, Representation</b>	<b>Number of Members</b>
<b>Representative of the Pasco Economic Development Council</b>	<b>1</b>

- B. The CAC membership shall be composed of a minimum of 9 members. All members shall be voting members.
- C. One alternate representative may be appointed to act on behalf of a regular member with the privileges accorded thereto. Alternate members may only vote on behalf of the single regular member for which they have been appointed to serve as an alternate and may not vote on behalf of any other regular member. However, alternate members may attend any meeting of the CAC in a non-voting capacity.
- D. Nominations for all CAC members in Table 1 shall be submitted for final approval at a regularly scheduled meeting of the MPO Board by the MPO member representing the commission district or municipality that the CAC member would be representing. In the event that any MPO Board member leaves their elected office or ceases to be on the MPO Board, their nominee to the CAC (or alternate) shall remain on the CAC until the end of the CAC member's term (as set forth below), or until their successor on the MPO Board nominates a replacement CAC member (or alternate).
- E. Nominations of at-large members (or their alternates) to satisfy the minimum representation in Table 2 shall be made by the MPO Executive Director. The MPO Executive Director's nominations of at-large members, or their alternates, shall be presented to the entire MPO Board at a regularly scheduled meeting of the MPO Board, who may accept or reject such nominations. If a nomination is accepted by majority vote of the MPO Board, the at-large member (or alternate) shall be considered a voting member (or alternate) of the CAC as of the date of the vote. If the nomination is rejected by majority vote of the MPO Board, the MPO Executive Director shall nominate alternative at-large candidates until the minimum representation in Table 2 has been satisfied. The MPO Executive Director shall generally not have any obligation to find or nominate alternates for the at-large members and shall only provide nominations for at-large member alternates at the request of the MPO Board or the CAC.

- F. Nominations for any Pasco Economic Development Council representative (or alternate) shall be made by the President of the Pasco Economic Development Council, and shall be submitted for final approval at a regularly scheduled meeting of the MPO Board, who may accept or reject such nominations.
- G. As Table 1 vacancies occur, a nominee will be brought forward by the MPO Board member representing the commission district/municipality in which the vacancy occurs, and approved by a majority of the MPO Board. If the Board member does not have a nominee, the MPO Executive Director will provide a recommendation to the MPO Board member for approval. If the MPO Executive Director has no recommendations, solicitation of recommendations may be made by the CAC, TAC, BPAC, or, if necessary, a general solicitation through the local news or other social media may be used.
- H. Regular and alternate members shall serve terms of 3 years from the date of their initial appointment. CAC members may be reappointed by the MPO Board following expiration of their term of office. Three (3) absences during any one-year period by any CAC member (and their alternate) are grounds for dismissal of that CAC member (and their alternate) by the CAC chairperson, who may unilaterally exercise such right prior to any vote or other official action being taken at the meeting, if necessary to obtain a quorum, provided that such dismissal is included in the minutes of the meeting. In addition, any CAC member may be removed by majority vote of the MPO Board, with or without cause.
- I. If a CAC member moves out of the commission district or municipality he or she represents, such a move shall be considered as an automatic resignation from the CAC and the position shall become vacant.
- J. CAC members, including alternates:
  - 1) shall not reside in the same household with another current CAC member.
  - 2) shall not be part of the immediate family of another current CAC member.
  - 3) shall not hold an elected public office.
  - 4) shall not be a current member of another standing MPO committee.
  - 5) shall not be elected officials or technical personnel directly involved in the transportation planning process.

## **ARTICLE V. OFFICERS AND THEIR DUTIES**

- A. A CAC chairperson and a vice-chairperson shall be elected at the first regularly scheduled CAC meeting of each calendar year. The term of office shall commence upon election at such meeting and shall continue for one (1) year thereafter. No officers shall serve more than two (2) consecutive years in the same office.
- B. Any regular member may nominate, or be nominated as, a chairperson or vice-chairperson. Officers shall be elected by the majority vote of the members present.
- C. The chairperson shall conduct all meetings. During the absence of the chairperson or his/her inability to serve, the vice-chairperson shall exercise all the duties and powers of the chairperson. The vice-chairperson shall also perform such other duties as may be assigned by the chairperson.
- D. If both the chairperson and vice-chairperson are absent from a meeting, a temporary chairperson, as selected by majority vote of the members present, shall chair the meeting.
- E. If, at any time, the CAC feels that an officer is not properly performing his/her duties, that officer may be removed from office by a two-thirds vote of the members present at a regular meeting, provided that an item to that effect has been placed on the meeting agenda and has been distributed to the committee membership at least seven (7) days prior to the meeting.
- F. To replace a vacancy created by the resignation or replacement of a committee officer, a majority of the members present may request, at any meeting, an election of officers to fill a vacancy or vacancies.

## **ARTICLE VI. MPO STAFF RESPONSIBILITIES**

- A. MPO staff shall be responsible for performing pertinent CAC correspondence and disseminating information releases based on CAC actions.
- B. MPO staff shall serve as liaison between the CAC and the MPO Policy Board. Whenever the need arises, subcommittees may be appointed by the CAC chairperson with the approval of the CAC. All CAC subcommittee meetings shall be in accordance with the requirements of these Bylaws and Sections 286.011 and 286.0114, Florida Statutes.
- C. MPO staff shall prepare meeting agendas, agenda items and agenda packets and distribute via e-mail to the membership at least seven (7) days prior to any scheduled CAC meeting.

- D. MPO staff shall publish committee meeting notices, agendas, and agenda packets to the MPO website at least seven (7) days prior to the meeting.
- E. MPO staff shall ensure that written minutes are prepared after each committee meeting or workshop in accordance with Section 286.011, Florida Statutes and distributed to the committee membership at least seven (7) days prior to the next regularly scheduled meeting.
- F. The “seven (7) days prior” requirement in paragraphs C., D. and E. above may be waived by the chairperson in the event (a) an emergency meeting of the CAC is called by the chairperson, or (b) an emergency or technical difficulty prevents compliance with such requirements. However, in no event shall the information required by paragraphs C., D. and E. be published and distributed less than twenty-hour (24) hours in advance of the meeting.

## **ARTICLE VII. MEETINGS**

- A. The CAC shall generally attempt to meet no earlier than 14 calendar days prior to each regularly scheduled MPO Board meeting. The day, time, or place of the CAC meeting may be changed by the chairperson. MPO staff shall provide notice of such change(s) via email to all committee members and known visitors no later than five (5) business days prior to the meeting.
- B. In the event (a) the chairperson becomes aware that the CAC is unlikely to obtain a quorum for a scheduled meeting, (b) the MPO Executive Director advises the chairperson that there are no matters for the CAC to consider at a scheduled meeting, or (c) the Governor or Board of County Commissioners declare a state of emergency of any type, the CAC chairperson shall have the authority to cancel a scheduled committee meeting. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least twelve (12) hours before the scheduled time of the meeting.
- C. The CAC chairperson may call a special or emergency CAC meeting as needed or desired when requested by the MPO Executive Director, two (2) or more CAC members, or by a majority of the MPO Board.
- D. A meeting quorum shall consist of the physical presence of a majority of the CAC members (or their officially designated alternates) on the filled membership roster at the time any vote or official action is taken at the meeting. If nine (9) CAC positions have been filled, the required quorum shall be five (5) members; if an even number of CAC positions have been filled, the required quorum shall be fifty percent (50%) of the filled positions. Members with a voting conflict pertaining to any matter on the CAC agenda shall count toward the required

quorum, even if such member abstains from voting on such matter. Virtual attendance and voting by CAC voting members is permitted only where (a) a quorum of the CAC is physically present at the meeting, (b) the CAC or MPO Board has determined that extraordinary circumstances, such as an illness, prevent the CAC voting member from physically attending the meeting, and (c) the CAC voting member attending virtually is able to be both seen and heard when speaking at the meeting, and is able to see and hear the other meeting attendees. Each regular member, or their officially designated alternate, will have an equal vote. A quorum shall be required prior to the CAC taking any vote or other official action, but shall not be required for the CAC members to merely receive information or reports. Except where these Bylaws require a two-thirds vote, a vote, decision or recommendation on any matter will be determined by a simple majority voice vote of the members present, not counting any member with a declared voting conflict. If the chairperson is having difficulty determining whether a majority (or two-thirds, if applicable) vote was obtained on any matter based on the voice vote, the chairperson may request a roll call vote on the matter. In the event of a tie vote on any matter, the matter shall either (a) be automatically continued to the next CAC meeting if the matter is not time sensitive, or (b) if the matter is time sensitive, transmitted to the MPO Board with no recommendation as the result of a tie vote.

- E. All committee meetings shall be open to the public. Public participation at all meetings shall be conducted at the direction of the chairperson and in accordance with Section 286.0114, Florida Statutes.
- F. Members may request items to be placed on the meeting agenda by notification to MPO staff in writing at least 14 days prior to the meeting date.
- G. Except as otherwise provided in these Bylaws, meeting protocols contained in the latest edition of "*Roberts Rules of Order*" shall be followed at all meetings.

#### **ARTICLE VIII. REVISIONS**

- A. The CAC Bylaws may be revised by an affirmative vote of two-thirds of the CAC committee and an affirmative vote by a majority vote of the MPO Board. The proposed revision(s) shall be provided to all members at least five (5) business days prior to the meeting.
- B. These Bylaws and all revisions to the Bylaws will supersede any previous versions and become effective upon an affirmative vote of two-thirds of the CAC committee and an affirmative vote by a majority vote of the MPO Board.



PASCO COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
CITIZENS ADVISORY COMMITTEE

Bundy Graves 3/1/23  
Chairperson Date  
Citizens Advisory Committee

PASCO COUNTY METROPOLITAN PLANNING  
ORGANIZATION BOARD

for Chairperson, Matt Murphy 03/09/2023  
Pasco County MPO Board Date



Attested by: Associa S Popplewell, dc  
for Nikki Alvarez-Sowles, Esq.  
Pasco County Clerk & Comptroller

Dated this 9th day of March,  
2023.