



**Bylaws
of the
Technical Advisory Committee**

**Pasco County
Metropolitan Planning Organization**

Adopted: August 8, 1994

Amended: July 6, 2015

Amended: March 09, 2023

**BYLAWS OF THE
TECHNICAL ADVISORY COMMITTEE
PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION**

ARTICLE I. NAME

The name of this committee shall be the Pasco County Metropolitan Planning Organization (MPO) Technical Advisory Committee, hereinafter called the "TAC," first created on August 8, 1994.

ARTICLE II. PURPOSE AND AUTHORITY

The purpose of these Bylaws is to establish and set forward the TAC's business, operations, delegation of authority, membership, and other related matters. The TAC 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)(d), Florida Statutes, requires the MPO to appoint a technical advisory committee which must include, whenever possible, planners, engineers, and representatives of (a) local aviation authorities or departments, (b) port authorities or departments, (c) public transit authorities or departments, (d) the Pasco County school superintendent, and (e) other appropriate affected local governments (collectively, the "Technical/Agency Representatives").

ARTICLE III. FUNCTIONS AND RESPONSIBILITIES

The TAC shall serve the Pasco County MPO in an advisory capacity on technical issues relating to transportation planning and programming.

- A. The functions and responsibilities of the TAC shall include, but not be limited to, the following tasks:
- 1) At the direction of the MPO Board, the TAC will review and make recommendations concerning transportation projects, studies, reports, plans, and/or programs. The TAC will also provide advice and assistance in the preparation of required documentation in maintaining certification of the MPO transportation planning process.
 - 2) Make project priority recommendations to the Pasco County MPO Board.

- 3) Present, when appropriate, technical responses to recommendations or requests made by the MPO Citizens' Advisory Committee.
- 4) Participate in the development and maintenance of the MPO Long-Range Transportation Plan, Unified Planning Work Program, Transportation Improvement Program, Public Participation Plan, and other work programs required by Federal, State, or local governments, or studies conducted by MPO staff or its consultants.
- 5) Provide a forum for the development, discussion, and exchange of techniques, technology, or methods utilized in transportation planning and decision making.
- 6) Promote communication among TAC members (subject to the limitations in Section 286.011, Florida Statutes) for the successful identification and resolution of common transportation problems and concerns; and
- 7) Provide continuing liaison with local, State, and Federal agencies involved in the transportation planning process.
- 8) Consider safe access to schools in the TAC's review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and advise the MPO Board on such matters.
- 9) Coordinate the TAC's actions with the Pasco County School Board and other local programs and organizations within Pasco County which participate in school safety activities, such as locally established community traffic safety teams.

ARTICLE IV. MEMBERSHIP, COMPOSITION, AND TERMS

- A. TAC membership shall be composed of Technical/Agency Representatives, which include, but are not limited to, technically qualified professional staff employed by, or associated with, a public or semi-public agency with expertise in urban and regional planning, roadway design, traffic engineering, school planning, public transit, economic development, aviation, shipping/ports, and other parties responsible for the control, development, or improvement of the transportation facilities and services within Pasco County's boundaries. Because TAC members are appointed based on their technical or agency expertise, TAC members are not required to be residents of Pasco County or own a business or property in Pasco County.
- B. The TAC membership shall be composed of a minimum of nine (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 TAC in a non-voting capacity.
- D. Prospective regular and alternate TAC members must be recommended for appointment by the MPO Executive Director and subsequent appointment by the MPO Board.
- E. Regular and alternate TAC members shall serve terms of indefinite length at the pleasure of the MPO Board.
- F. Three (3) absences during any one-year period by any TAC member (and their alternate) are grounds for dismissal of that TAC member (and their alternate) by the TAC 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 TAC member may be removed by majority vote of the MPO Board, with or without cause.
- G. TAC members, including alternates:
 - 1) shall not reside in the same household with another current TAC member.
 - 2) shall not be part of the immediate family of another current TAC member.
 - 3) shall not hold an elected public office.
 - 4) shall not be a current member of another standing MPO committee.

ARTICLE V. OFFICERS AND THEIR DUTIES

- A. A TAC chairperson and a vice-chairperson shall be elected at the first regularly scheduled TAC meeting of each calendar year and shall hold office until their successors are elected.
- 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 TAC 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 TAC correspondence and disseminating information releases based on TAC actions.
- B. MPO staff shall serve as liaison between the TAC and the MPO Policy Board. Whenever the need arises, subcommittees may be appointed by the TAC chairperson with the approval of the TAC. All TAC 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 TAC 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 TAC 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 TAC 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 TAC meeting may be changed by the chairperson. MPO staff shall provide notice 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 TAC 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 TAC to consider at a scheduled meeting, or (c) the Governor or Board of County Commissioners declare a state of emergency of any type, the TAC 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 TAC chairperson may call a special or emergency TAC meeting as needed or desired when requested by the MPO Executive Director, two (2) or more TAC members, or by a majority of the MPO Board.
- D. A meeting quorum shall consist of the physical presence of a majority of the TAC 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) TAC positions have been filled, the required quorum shall be five (5) members; if an even number of TAC 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 TAC agenda shall count toward the required quorum, even if such member abstains from voting on such matter. Virtual attendance and voting by TAC voting members is permitted only where (a) a quorum of the TAC is physically present at the meeting, (b) the TAC or MPO Board has determined that extraordinary circumstances, such as an illness, prevent the TAC voting member from physically attending the meeting, and (c) the TAC 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 TAC taking any vote or other official action but shall not be required for the TAC 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 members 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



Attested by Jessica S. Popplewell, dc

Nikki Alvarez-Sawles, Esq.
Pasco County Clerk & Comptroller

Dated this 23rd day of March,

MPO 03-09-2023, 1km3, mP023-0043