

## **SECTION 2.0: BYLAWS OF THE MPO TECHNICAL ADVISORY COMMITTEE (TAC)**

A. The TAC shall consist of highway and transportation planners, professional engineers, or those personnel made available by the various municipalities and transportation agencies/authorities and may include but not be limited to the following members:

1. Director of Planning and Public Transportation, District Five, Florida Department of Transportation, or representative as a liaison to the TAC
2. Public Works Director or Traffic Engineer or the designee from Lake County
3. Public Works Director or Traffic Engineer or the designee from Sumter County
4. A representative from the Lake County School District
5. A representative from each of the 14 municipalities in Lake County
6. A representative from each of the general aviation airports in Lake County
7. A representative from Lake County Transit
8. A representative from Lake County Economic Growth
9. A representative from Sumter County Planning
10. A representative from the Sumter County School District
11. A representative from Sumter County Transit
12. A representative from each of the five municipalities in Sumter County
13. A representative of the Central Florida Expressway Authority

B. Each of the member municipalities in Lake County and Sumter County, the Boards of County Commissioners from Lake County and Sumter County, and the School Superintendents from Lake County and Sumter County shall each appoint one member to the TAC. Each member may be represented by an alternate or alternates designated in writing by the governing body of said governmental unit. Additionally, a representative from the Central Florida Expressway Authority, the Florida Department of Environmental Protection, and a representative from the Federal Highway Administration (FHWA), Planning and Research Engineer, or representative thereof shall be non-voting members of the TAC. Members and alternates shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies.

### **Section 2.1: OFFICERS AND DUTIES**

A. A chair and vice-chair shall be elected at the last scheduled meeting of each year and shall serve a term of one year, starting with the January meeting.

B. MPO staff will provide timely input/materials for the TAC agenda. The chair or vice-chair can request items be added to the agenda. FDOT representatives will provide timely input/materials to MPO Staff for agenda items.

### **SECTION 2.2: MEETINGS**

- A. Regular monthly meetings of the TAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the Committee (TAC) to accommodate holidays and/or other reasons.
- B. Special meetings may be called by the Chair, the Vice-Chair or the TAC. Reasonable notice must be provided to the members and alternates for special meetings.
- C. Six (6) of the voting members on the Committee (TAC) shall constitute a quorum for the transaction of business.
- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the TAC Board; no additions may be made after the four (4) day notice. Items not on the agenda may be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting, provided that all agenda changes are made in accordance with Section 6.0 ("MPO Public Participation Policy") below.
- E. Minutes shall be kept of all meetings.
- F. Meetings will be open to the public and media.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the TAC is operating under does not cover said item, then *Robert's Rule of Order* shall take precedence.

### **SECTION 2.3: PURPOSE, RESPONSIBILITIES AND FUNCTIONS OF THE TAC**

- A. The TAC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the MPO that are pertinent to the subject document. The TAC shall assist the MPO by providing technical resources as requested.
- B. The TAC is responsible for formal review of the List of Priority Projects.
- C. The TAC is responsible for considering Safe Access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the MPO on such matters.
- D. The TAC shall coordinate its actions with local school boards and local program and organizations within the metropolitan area which participate in school activities such as locally established community traffic safety teams.
- E. Local school boards must provide the MPO with information concerning future school sites and in the coordination of transportation service.
- F. The TAC recommendations to the MPO shall be based upon the technical sufficiency, accuracy, and completeness of studies and plans and/or programs.
- G. The TAC shall make priority recommendations to the MPO and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.

H. The TAC shall serve for the completion of all required transportation studies, plans, development, and programming recommendations required under the Public Laws pertaining to all modes of transportation and transportation support facilities.

I. The TAC shall serve as an advisory committee to any and all duly constituted area wide transportation authorities and/or boards, as well as area wide planning boards or councils for physical development, health, social, or comprehensive planning upon direct request of such authorities, boards, or councils.

J. The TAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the transportation planning process.

#### **SECTION 2.4: SUBCOMMITTEES**

A. Subcommittees may be designated by the TAC as necessary to investigate and report on specific subject areas of interest to the TAC. These may include but are not limited to:

1. List of Priority Projects
2. Airports
3. Highways
4. Mass Transit/Public Transportation
6. Directions for future growth (local Comprehensive Plan reviews)
7. Nominating Committees
8. Plans and Programs
9. Management and Operations
10. Air Quality
11. Freight and Goods Movement

B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures relating to the TAC. These may include:

1. Administrative matters
2. Bylaws