



**BYLAWS
OF THE
TECHNICAL ADVISORY COMMITTEE (TAC)
OF THE HERNANDO/CITRUS MPO**

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION**

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BYLAWS

TECHNICAL ADVISORY COMMITTEE (TAC) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

A. PURPOSE - FUNCTION

1. 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. The Technical Advisory Committee (TAC) is appointed by the Hernando/Citrus MPO Board in cooperation with the Florida Department of Transportation and shall consist of, whenever possible, professional, and technical planners, engineers, school representatives, local transit, aviation, and port authorities/representatives, and other appropriate employees of the signatory local governments of the Interlocal Agreement creating the MPO, and other designated agencies.
2. The TAC works cooperatively at the direction of the Metropolitan Planning Organization, in an advisory capacity on technical matters relating to transportation planning and programming.
3. The functions of the TAC shall include, but are not limited to, the following:
 - a. to provide a forum for development, discussion, coordination and exchange of new techniques, technology or methods utilized in transportation
 - b. to promote communication and coordination among members for the successful identification of transportation improvements
 - c. to review and make recommendations concerning transportation studies, reports, plans, amendments and/or programs
 - d. to make priority recommendations to the Hernando/Citrus MPO Board based on the agreed transportation needs of the area
 - e. to provide continuing liaison with local, state, and federal agencies involved in the transportation planning processes

B. MEMBERSHIP

1. The TAC shall be comprised of 12 regular members and three (3) non-voting advisors, as designated herein.
2. The directors of the public agencies and local government departments and/or divisions identified below shall each appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation system. Each member will have one (1) vote.
 - a. Hernando County Planning Department
 - b. Citrus County Planning Department
 - c. Hernando County of Public Works
 - d. Citrus County Public Works Department
 - e. Hernando County School District

- f. Citrus County School District
- g. City of Brooksville
- h. City of Inverness
- i. City of Crystal River
- j. Hernando County Transit
- k. Citrus County Transit
- l. Tampa Bay Regional Planning Council

Alternate representatives may be designated to act on behalf of the represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate representatives must be employed by the represented agency and meet the qualifications herein.

Agency members and alternates shall serve term lengths at the pleasure of their respective governmental bodies or agencies.

- 3. Non-voting staff advisors may be appointed by the Brooksville-Tampa Bay Regional Airport, by the Citrus County Port Authority, and by the Citrus County Aviation Section.
- 4. The TAC members may be requested to serve on short-term/temporary ad hoc committees.
- 5. TAC members, including alternates, shall not reside in the same household with another current TAC member, shall not be part of the immediate family of another current TAC member, and shall not hold an elected public office.
- 6. A list of membership and attendance of the TAC shall be maintained and updated by the MPO staff.

C. OFFICERS

- 1. A Chair and Vice Chair shall be elected at the first regularly scheduled meeting of a calendar year and shall serve for that calendar year or until the next election is held. The jurisdictional representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.
- 2. Any regular member may nominate or be nominated as Chair or Vice Chair. All elections shall be by the majority vote of the regular members present.
- 3. The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.
- 4. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair by the appointing agency shall be filled by majority vote of members present at the next regularly scheduled meeting. The new office holder will fill the remainder of the unexpired term of the vacant office.

D. MEETINGS

1. The TAC will generally meet quarterly beginning in January. The meetings shall rotate quarterly between locations in Hernando County and Citrus County, based on meeting location availability, at locations approved by the MPO Executive Director, with the initial location being Hernando County. The MPO Board will approve an annual meeting calendar for date, time, frequency, and location of the TAC meetings, by simple majority vote.

The TAC Chair shall have the authority to cancel a scheduled committee meeting when requested by the MPO Executive Director. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least (12) hours before the scheduled time of the meeting.

2. Each regular member present will have a single vote. A vote on an issue or decision is by a simple majority of the regular members present. Alternate members may be counted and act in place of a regular member for that meeting only.
3. A quorum shall consist of the physical presence of a majority of the current voting membership.
4. Meetings will be open to the public. Public participation provision will be available on each agenda.
5. The MPO staff duties shall include agenda preparation as well as the recording, preparation, and distribution of the minutes. Agendas for meetings and minutes of the previous TAC meeting will be transmitted via email to members at least five (5) days before meetings.
6. Except as otherwise provided in these Bylaws, the following guidelines shall generally be followed as a means of establishing the order of meetings:
 - a. The Committee shall approve the order of the agenda at the meeting.
 - b. Agendas and minutes shall be the responsibility of the MPO staff.
 - c. Any business transacted by the Committee must be approved by not less than a simple majority of votes cast.
 - d. All votes shall be by voice vote.
 - e. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the proponents thereof.

E. AMENDMENTS

Recommended changes in the Bylaws require a majority vote of the current TAC members at any meeting, provided that all voting members have received written copies of proposed amendments with the regular agenda prior to the meeting. The TAC recommended changes must be presented to the MPO Board for review and approval.