

**Bylaws of the
Polk Transportation
Planning Organization**



Revised October 13, 2005

Section 1. Name

The name of this organization shall be the Polk Transportation Planning Organization (TPO).

Section 2. Purpose and Organization

A. The Transportation Planning Organization in cooperation with the State of Florida shall be responsible for carrying out the Metropolitan Transportation Planning Process in the Lakeland/Winter Haven Urbanized Areas (Polk County Transportation Study). The TPO shall provide the forum for cooperative decision-making by principal elected officials of general purpose local government.

B. The functions of the TPO shall include, but not be limited to, the following:

1. To assure eligibility of the Lakeland/Winter Haven Urbanized Areas for receipt of Federal capital and operating assistance.
2. To promote the coordination of transportation planning and programming in accordance with Title 23 U.S. Code, Section 339.175, Florida Statutes; and Sections 163.3161-163.3211, the Local Government Comprehensive Planning Act and Section 163.01, Florida Statutes.
3. To adopt transportation work programs.
4. To develop and adopt a transportation plan as a product of and subject to modification by the continuous, comprehensive and cooperative transportation planning process.

C. The TPO shall have two standing advisory committees: the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC).

D. The Polk County Board of County Commissioners, under a Staff Services Agreement with the Transportation Planning Organization, shall serve as staff to the Board and its committees.

E. To promote the coordination and integration of land use and transportation planning, the TPO shall sponsor a "Land Use and Transportation Forum." The purpose and structure of this forum is outlined in Section 13.

Section 3. TPO Board Membership

A. Membership shall include principal elected officials of general purpose local governments and representatives from the Florida Department of Transportation as designated by the Governor of Florida.

B. Members shall serve by virtue of office held and at the pleasure of the Governor.

C. There shall be nineteen (19) voting members on the TPO Board. These voting members are apportioned as follows:

Jurisdiction	Voting Members
Polk County	5
City of Aubumdale	1
City of Bartow	1
City of Haines City	1
City of Lakeland	6
City of Lake Wales	1
City of Winter Haven	2
South County Bloc (Shared Voting Membership)	
Fort Meade	1
Mulberry	
Frostproof	
East County Bloc (Shared Voting Membership)	
Lake Alfred	1
Dundee	
Eagle Lake	
Davenport	
Polk City	
Lake Hamilton	

D. The Florida Department of Transportation shall appoint a representative to serve as a non-voting member on the TPO Board. When not serving as voting members, the representatives from the South County Bloc and East County Bloc shall participate in TPO Board Meetings as non-voting members. See Section 4.

E. The governmental body of each governing entity so designated shall appoint the number of members to the TPO Board from eligible officials. A copy of the government entity's minutes of the meeting when the member(s) was appointed shall accompany written notification of the appointment(s). The Governor shall appoint individual members only when the local entity involved fails to appoint a member as required by law. TPO members shall serve a term of four (4) years. Membership shall be terminated upon the member leaving elective office for any reason or by a majority vote of the appointing governmental body. Vacancies shall be filled by the original appointing body. Members may be appointed for one or more additional four-year terms.

F. If a member is absent for three (3) consecutive meetings, the TPO Chairman shall send a letter to said member and the mayor of the government (s)he represents. This letter shall indicate that meeting attendance is imperative for proper representation on the Board and request consideration be given to the appointment of a replacement member.

Section 4. Shared Voting Membership – South County Bloc and East County Bloc

A. The South County Bloc and East County Bloc will each share one (1) voting membership on the TPO Board as outlined in Section 3C.

B. The shared voting membership for the South Bloc and East Bloc shall be rotated annually among the jurisdictions comprising each voting bloc. This rotation shall occur at the first TPO Board Meeting of each calendar year.

C. The order of rotation for the South Bloc shall be as follows: Fort Meade, Mulberry and Frostproof. The order of rotation for the East Bloc shall be as follows: Lake Alfred, Dundee, Eagle Lake, Davenport, Polk City, and Lake Hamilton.

D. If the voting member (or their alternate) for a voting bloc is absent from a TPO Board Meeting, then another representative from that voting bloc may participate as a voting member. This substitute voting member shall be identified from among the other members of the voting bloc in attendance according to the order of rotation set forth in Section 4C.

Section 5. Alternate Membership

A. A TPO Board member government may appoint, by action taken at an official meeting of the governmental entity, an alternate for one or more of its appointed TPO Board members.

B. The alternate member must be an elected official and serve the same governmental entity or area that the regular member serves.

C. An alternate voting member's term shall be for no longer than the term of the voting member he or she represents.

D. Alternate members may vote in place of absent voting members serving the same governmental entity at any TPO meeting that an alternate member attends in place of a regular member.

E. The member government entity shall notify the TPO Chairman in writing that the appointed individual may act as an alternate member if the regular member cannot attend a meeting. A copy of the government entity's minutes of the meeting when the alternate member was appointed shall accompany this written notification.

F. The TPO Board shall acknowledge the appointment of each alternate member by reading the notification of appointment into the minutes of the first TPO Board meeting following notification by the governmental entity.

Section 6. Officers and Duties

This section shall apply to the TPO Board and its standing committees, the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC).

_____A. A Chairman and Vice Chairman shall be elected from the voting members at the first scheduled meeting of each calendar year and shall hold office no more than two consecutive years.

B. Any voting member may nominate or be nominated as an officer. All officers shall be elected by a majority vote at a meeting where a quorum is present.

C. The Chairman shall preside at all meetings. The Chairman shall be responsible for pertinent correspondence and information releases. The Chairman shall assure that agendas are transmitted at least seven (7) calendar days prior to any regularly scheduled meeting.

D. The Vice Chairman shall, during the Chairman's absence or inability to serve, have and exercise all the duties and power of the Chairman. The Vice Chairman shall also perform such other duties as may be assigned by the Chairman.

E. If both the Chairman and the Vice Chairman are absent from a meeting, a temporary Chairman shall be selected by a majority vote of the members present. The temporary Chairman shall serve only until either the arrival of an officer or the end of the meeting.

F. Any vacancy in the office of Chairman or Vice Chairman shall be filled by a majority vote of the members. Any Officer so elected shall fill the remainder of the unexpired term of the vacant office.

Section 7. Meetings

This section shall apply to the TPO Board and its standing committees, the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC).

A. The TPO Board and the respective committees shall meet at least quarterly at a date, time and place acceptable to a majority of the voting members. At the last scheduled meeting of a calendar year, the Board shall adopt a regular meeting schedule for the next calendar year. This schedule shall apply to both the Board and its standing committees.

B. Other meetings may be scheduled by a majority vote of members present at any meeting. Notice of such meetings shall be given to members at least seven (7) days in advance.

C. Special meetings may be called by the Chairman with a minimum of three calendar days notice indicating the reason for the meeting and notifying all members of the TPO Board or respective committee.

D. A quorum of the TPO Board shall consist of nine (9) voting members and shall be required for the conduct of all official business other than scheduling of meetings.

E. A quorum of the TAC and CAC shall consist of no less than nine (9) voting members and shall be required for the conduct of all official business other than scheduling of meetings.

F. All meetings and hearings will be open to the public. It is the policy of the TPO Board to encourage public involvement throughout the decision-making process. To this end, the Board shall maintain an adopted Public Involvement Process. This Process shall govern public participation at meetings and hearings.

G. Voting shall be by voice, but a member shall have his/her vote recorded in the minutes upon request. A roll call vote shall be held upon request. All other questions or procedures shall be governed by Robert's Rules of Order, Newly Revised.

Section 8. Citizens Advisory Committee

A. Purpose and Authority

The authority of this Committee shall be set forth by the TPO pursuant to Section 339.175, F.S. The Citizens Advisory Committee (CAC) allows for public participation in the Polk County Transportation Study. The purpose of the CAC is to provide public input and comment on transportation planning matters related to the Polk County Transportation Study.

B. Voting Membership

1. The Citizens Advisory Committee membership shall consist of a broad range of participants representing various sectors of Polk County, including local commerce, and private non-profit or community organizations. Efforts will be made to ensure that minorities, the elderly and handicapped are adequately represented. In particular, the CAC shall include members with an interest in non-motorized transportation, hereinafter called "Pedestrian/Bicycle Members." The study area for the Polk County Transportation Study includes the entire County, so the CAC's membership shall represent the non-urbanized portions of the County as well as the Lakeland and Winter Haven Urbanized Areas.

2. Membership shall be apportioned as listed below:

Jurisdiction/Area	Members
Lakeland Urbanized Area	
City of Lakeland	4
City of Mulberry	1
At-Large	4
Winter Haven Urbanized Area	
City of Aubumdale	1
City of Davenport	1
City of Dundee	1
City of Eagle Lake	1
City of Lake Hamilton	1
City of Haines City	1
City of Lake Alfred	1
City of Lake Wales	1
City of Polk City	1
City of Winter Haven	2
Non-Urbanized Area	
City of Bartow	1
City of Fort Meade	1
City of Frostproof	1
At-Large	2
Pedestrian/Bicycle Members	
Polk County At-Large	5

_____ The current voting membership as of August 2004 shall have the option of serving on the CAC for a full two (2) terms pursuant to Section 7F.

_____ 3. CAC members shall not be elected officials, nor employees of any local government represented on the TPO.

C. Alternate Membership

The CAC's membership can include up to 10 at-large alternates. When a voting member is absent from a meeting, an alternate member shall be selected from those alternates present by the Chairman with the consent of the CAC to serve with voting privileges for that meeting. Alternate members will be nominated for full voting membership on the CAC as appropriate openings on the committee are available. These nominations will be forwarded directly to the TPO Board for its approval.

D. Non-Voting Membership

The non-voting membership shall include representatives from the Florida Department of Transportation, local transit operators, other public or private groups representing pedestrian and bicyclist concerns within a wide range of community interests, and the Vice Chairman of both the TPO and the Technical Advisory Committee (TAC). Non-voting members may actively participate in all committee discussions, but they may not vote or serve as officers of the CAC.

E. Committee Appointments

Applicants for the CAC shall complete an application form which provides information on their place of residence, occupation, background and interests. CAC applicants will be approved for membership by the TPO Board based upon an endorsement from the applicable local government. Applicants for those positions which represent city jurisdictions shall be endorsed by a vote of the respective city commission prior to appointment by the TPO Board. Applicants for at-large positions representing urbanized or non-urbanized areas must be endorsed by a vote of either the Polk County Board of County Commissioner or the city commission representing their place of residence.

CAC members shall assume the responsibilities of their membership at the time of their appointment by the TPO Board.

F. Terms

The term of office for voting members shall be three years. Each member may serve a maximum of two consecutive terms. To serve a second term, a voting member must submit an application for re-appointment to the committee at the end of their first term. This application will be reviewed and approved based on the member's record of committee attendance and participation. If an alternate member becomes a voting member, his/her term of office as a voting member shall coincide with the remainder of their term as an alternate member.

If an individual serves two consecutive terms on the Citizens Advisory Committee, then their membership on the committee shall expire at the end of the second term. One year from this date, said individual may apply for membership on the Citizens Advisory Committee under the procedures outlined in Section 3E.

G. Vacancies

The TPO Staff, in conjunction with the CAC, will actively pursue applicants for any vacancies on the CAC. This will be done on a continuing basis in order to ensure that the CAC maintains its representative nature.

H. Member Participation

Each member of the CAC is expected to demonstrate interest in the Committee's activities through active participation in scheduled meetings. A member having three or more consecutive absences or five or more absences during a twelve month period shall require reconfirmation by the TPO or membership will be withdrawn. At a minimum, committee member attendance will be reviewed twice annually.

I. Leave of Absence

CAC members may ask for a leave of absence from the committee when temporary circumstances prevent their participation. Leaves of absence will be granted at the discretion of the CAC Chairman, and they shall consist of a three (3) month period. No more than two (2) consecutive leaves of absence may be granted to a member.

J. Subcommittees

The CAC shall have a standing Pedestrian/Bicycle Subcommittee. The CAC shall, from time to time, create ad hoc subcommittees as are necessary to carry on the work of the Committee. The CAC shall dissolve an ad hoc

subcommittee when its work has been completed. The Chairman shall be an ex-officio member of all subcommittees.

Section 9. Technical Advisory Committee

A. Purpose and Authority

The authority of this Committee shall be set forth by the TPO pursuant to Section 339.175, F.S. The Technical Advisory Committee (TAC) provides technical review, supervision and assistance to the TPO on transportation planning matters for Polk County. Additional responsibilities may be defined from time to time by the TPO.

B. Voting Membership

The TAC membership shall include representatives from local, state and federal public agencies with an interest in transportation issues. Members shall serve by virtue of office held. The voting membership shall be comprised of the following representatives or their designee:

Director
Growth Management Department
Polk County Board of County Commissioners

Director
Transportation Department
Polk County Board of County Commissioners

Manager
Planning Division
City of Lakeland

Director
Public Works Department
City of Lakeland

Director
Planning and Development Department
City of Winter Haven

Director
Public Works Department
City of Winter Haven

Director
Polk County Transit Services
Polk County Board of County Commissioners

Director
Lakeland Area Mass Transit District

Facilities Planning Specialist
Polk County Public Schools

Executive Director
Central Florida Regional Planning Council

City Manager
City of Aubumdale

City Manager
City of Bartow

City Manager
City of Haines City

City Manager
City of Lake Alfred

City Manager
City of Lake Wales

City Manager
City of Fort Meade

City Manager
City of Mulberry

City Manager
City of Frostproof

City Manager
City of Dundee

City Manager
City of Eagle Lake

City Manager
City of Davenport

City Manager
City of Polk City

City Manager
City of Lake Hamilton

C. Alternate Membership

If a specified voting member (listed by title in Section 8.B.) does not wish to represent their agency at meetings of the TAC, (s)he may designate an individual, defined herein as the "designee," who shall be considered and recognized as the voting member thereafter. Designees must be specified as voting members using a form approved by the TAC. Voting members may authorize one or more individuals, defined herein as "alternate voting members," to be considered and recognized as voting members on a periodic basis, in their absence. Advisory members may actively participate in all committee discussions but may not vote and may not serve as officers.

D. Non-Voting Membership

The non-voting membership shall include representatives from the agencies listed below:

Florida Department of Transportation
District One

Bureau of Air Monitoring and Mobile Sources
Division of Air Resources Management
Florida Department of Environmental Protection

District 1 of the Florida Division
Federal Highway Administration
United States Department of Transportation

Florida Energy Office
Bureau of Community Assistance
Division of Housing & Community Development
Florida Department of Community Affairs

E. Terms

The term of office for voting members shall coincide with their tenure in one of the member positions specified in Section 8.B.

F. Attendance

If a voting member (or designee) is absent for three (3) consecutive meetings, and is not represented by an alternate at these meetings, the TAC Chairman shall send a letter to said member and the manager of the government (s)he represents. This letter shall indicate that meeting attendance is imperative for proper representation on the committee and request consideration be given to the appointment of a designee (or replacement designee) or member alternate(s).

G. Subcommittees

The TAC shall, from time to time, create ad hoc subcommittees as are necessary to carry on the work of the Committee. The TAC shall dissolve an ad hoc subcommittee when its work has been completed. The Chairman shall be an ex-officio member of all subcommittees.

Section 10. Transportation Disadvantaged Program

The TPO shall be the Official Planning Agency for the Polk County Transportation Disadvantaged Coordinating Board, pursuant to Rule 41-2, Florida Administrative Code. The TPO Board shall elect a voting member to serve as Chairman of the Coordinating Board concurrently with its annual elections of officers.

Section 11. TPO Director

A. The TPO Director is responsible to the TPO Board and will oversee and coordinate all aspects of the Transportation Planning and Programming Process.

B. The TPO Director will act as a liaison between the TPO, TAC, and CAC.

C. The TPO Director shall assist the Chairman for the TPO, TAC, and CAC in preparation and dissemination of agendas, notices, correspondence and reports.

D. The TPO Director shall be authorized to take such actions as may be required, consistent with applicable statutes, ordinances and agreements, to enable the TPO to achieve its purposes.

Section 12. Amendments

These Bylaws may be amended by a majority vote of the voting members, provided a copy of the proposed amendment shall have been sent to every member at least seven (7) calendar days before it is to be voted on.

Section 13. Land Use and Transportation Forum

The purpose of the Land Use and Transportation Forum is set forth as follows:

- to provide a medium for an open discussion and exchange of ideas on land use and transportation issues;
- to promote consistency between land use and transportation plans and policies;
- to foster the development of integrated land use and transportation policies; and
- to provide a means of education on related issues.

The Land Use and Transportation Forum will be convened on a periodic basis by the TPO Director in consultation with participants. All meetings will be open to the public and noticed as such. The TPO staff shall maintain a mailing list to be used in the notice of these meetings. This list shall include area land use and transportation planners, past attendees, and the media.