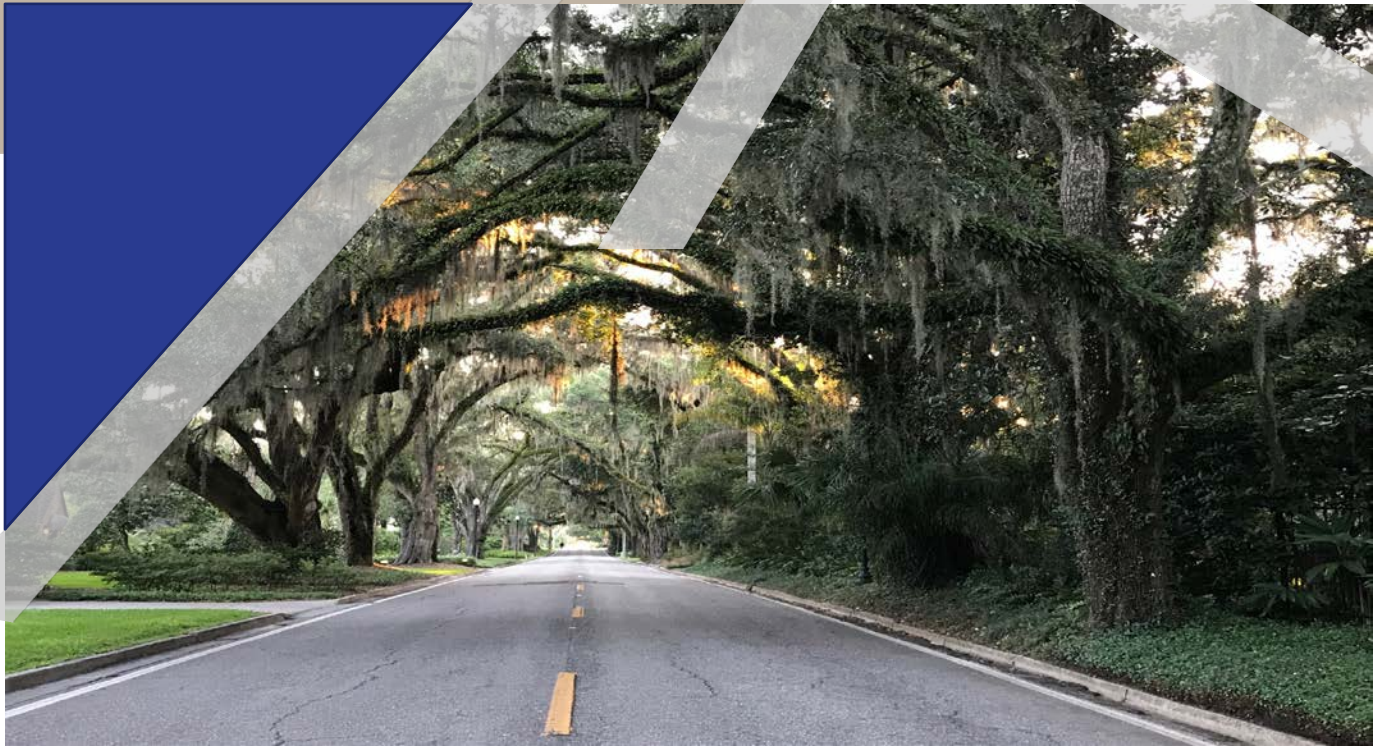




Website: Ocalamariontpo.org

Bylaws of the Ocala Marion Transportation Planning Organization



Adopted: May 25, 2004



PREAMBLE

The Ocala/Marion County Transportation Planning Organization (TPO) was created in accordance with the 23 United States Code 134 and 49 United States Code 5303 and Section 339.175, Florida Statutes, and operates under the provisions of Section 163.01, Florida Statutes. The powers, privileges and authority of the TPO are specified in Section 339.175, Florida Statutes, and incorporated into the Interlocal Agreement for the Creation of the Ocala/Marion County Transportation Organization authorized under Section 163.01, Florida Statutes.

In compliance with the above referenced legislation, the following sets forth the Bylaws, Policies and Procedures which shall serve to guide the proper functioning of the transportation planning process for the TPO. The intent is to provide guidance for the operation of the TPO, to insure the accomplishment of transportation planning tasks within a cooperative framework properly related to comprehensive planning on a continuing basis.

PURPOSE AND FUNCTIONS

- (1) Representatives of Marion County, the cities of Belleview, Dunnellon, and Ocala, the Florida Department of Transportation and the United States Department of Transportation shall be involved in the transportation planning process by the establishment of a TPO. Its purpose shall be to provide effective leadership in the initiation and development of transportation plans, programs and strategies. As such, it shall set transportation policy for the designated planning area as identified in 2003 Apportionment Plan, provide guidance for the area's transportation planning process, and review, approve and adopt all plans and programs which are developed by the process. As the body directly responsible for the guidance of the transportation planning process, the TPO shall insure that the recommendations made therein are consistent with the goals and standards of the Federal Government, the State, the counties and the jurisdictions within the counties.
- (2) The functions of the TPO shall include, but not be limited to the following:
 - (a) preparation of a Long Range Transportation Plan with at least a 20-year horizon;
 - (b) development an annual Unified Planning Work Program (UPWP);
 - (c) preparation of an annually updated Transportation Improvement Program (TIP) consisting of improvements recommended from the Long Range Transportation Plan;
 - (d) development and maintenance of a Congestion Management System;
 - (e) development and implementation of a public involvement plan;
 - (f) development and publication of an Annual Report for public dissemination;

- (g) ensure the compatibility of state and local plans, programs, and projects with the Long Range Transportation Plan and programs of the TPO;
- (h) insure that all jurisdictional areas within the TPO planning area are included in the transportation planning process;
- (i) perform other duties delegated by federal and state laws or rules and regulations;
- (j) insure that all transportation modes are considered in the planning process;
- (k) insure that the transportation needs of all persons, including the elderly and handicapped are considered in the planning process;
- (l) establish a Citizen's Advisory Committee in order to assure meaningful citizens involvement in the transportation planning process; and
- (m) establish a Transportation Technical Committee to be responsible for the transportation portions of the transportation planning process.

MEMBERSHIP

- (1) The membership of the TPO is apportioned by the Governor of the State of Florida among the governmental entities which constitute the TPO, based on equitable population ratio and geographic factors. At least every five years the membership is reapportioned by the Governor. The governmental body of each governmental entity appoints the appropriate number of members to the TPO from eligible officials. The TPO consists of the following apportioned members:

Voting Representation

City of Ocala	5 seats
City of Belleview	1 seat
City of Dunnellon	1 seat

Total	12 seats
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Non-Voting Representation

FDOT District V Secretary

- (2) The Cities of Belleview, Dunnellon and Ocala may each appoint an alternate elected official to attend and vote at any TPO meeting at which the regular members in attendance do not comprise a quorum, provided that they meet the qualifications established in these Bylaws.
- (3) Non-voting advisors may be appointed by the TPO as deemed necessary.
- (3) Non-voting members shall sit with the same rights and privileges as other members, except that non-voting members shall not have the right to present resolution, motions or second the same, or to vote upon any motions or resolutions of the TPO.

APPOINTMENT, QUALIFICATIONS AND TERMS OF OFFICE

- (1) All voting members shall be elected officials of the member jurisdiction.
- (2) TPO members shall serve four (4) year terms. Membership shall terminate upon the member leaving his elected or appointed office for any reason, or by a majority vote of the total membership of a county or city governing body represented by the member.
- (3) Vacancies shall be filled by the original appointing body. Members may be reappointed for one or more additional four year terms.
- (4) If any municipality or county fails to fill an assigned appointment to the TPO within sixty (60) days after notification by the Governor of its duty to appoint, that appointment shall be made by the Governor from the eligible representatives of said municipality or county.

OFFICERS AND DUTIES

- (1) At the last regular meeting the year, the TPO shall elect the following officers to serve for the following calendar year:
 - (1) Chairman
 - (2) Vice-Chairman
- (2) The Chairman shall preside at all meetings. In the event of his absence or at his direction, the Vice-Chairman shall assume the powers and duties of the Chairman.
- (3) In the event of the permanent incapacitation of the Chairman or Vice-Chairman of the TPO, a new officer will be elected from the membership at the next scheduled meeting.

REGULAR MEETINGS

- (1) Regular meetings of the TPO shall be held at least quarterly. At the last regular meeting of each year, the TPO will approve the following year's meeting schedule. Regular meeting dates and times may be changed by the chairman or vice-chairman to accommodate special circumstances such as holidays.
- (2) Agenda packets will be provided to TPO members at least five (5) days prior to the regularly scheduled meeting.

SPECIAL MEETINGS

- (1) A special meeting of the TPO may be called by the Chairman. Each member of the TPO and local media services will receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- (2) No less than five (5) days before such special meeting, the TPO shall give public notice of the date, hour and place of said meeting including a statement of the general subject matter to be considered, unless such notice is impossible under the circumstances.

EMERGENCY MEETING

- (1) An emergency meeting of the TPO may be called by the Chairman when in his opinion, an emergency exists which requires immediate action by the TPO. When such a meeting is called, each TPO member will be notified, as will local media services, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (2) If after reasonable diligence, it becomes impossible to give notice to each member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the TPO and the media.

PUBLIC HEARINGS AND WORKSHOPS

- (1) Public hearings and workshops may be called by the TPO and may be scheduled before or after regular meetings at the same meeting place or may be scheduled at other times and places provided:

- (1) the TPO shall give public notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than five (5) days (or as required by Federal and State regulations) before the event; and
- (1)
- (2) no formal business, for which notice has not been given, shall be transacted at such public hearings or workshops.

MEETING AGENDA

- (1) There shall be an official agenda for every meeting of the TPO, which shall determine the order of business conducted at the meeting.
- (2) The TPO shall not take action upon any matter, proposal or item of business not listed on the official agenda, unless two-thirds (2/3) of the entire TPO shall have first consented to the presentation thereof for consideration and action; however, the Chairman may add new business to the agenda under other business, or reports.
- (3) No agenda item listed on the agenda for public hearing or vote thereon may be deferred until a later time unless two-thirds (2/3) of the voting members present shall vote in favor of such deferral.
- (4) Matters may be placed on the agenda by any TPO, TAC, or CAC member, County Administrator, City Manager or City Clerk or the TPO staff. Matters within the scope of jurisdiction of the TPO may also be placed on the agenda by any citizen with the concurrence of the Chairman.
- (5) The agenda shall be prepared by the TPO staff.
- (6) This rule is not applicable to special or emergency meetings.

RESOLUTIONS AND MOTIONS

- (1) All actions of the TPO shall be by resolution or motion as follows:
 - (1) Action by resolution shall be required for:
 - (1) adoption of budgets; approval of transportation plans
 - (2) adoption of policy directives;
 - (3) adoption of rules or procedures; establishment of or changes in internal organizational structure; and
 - (4) any other matters deemed by the TPO to be of sufficient importance to warrant adoption by formal resolution;

- (2) all official and formal resolutions of the TPO shall be recorded in the minutes and kept in the TPO's permanent files;
 - (3) action by motion shall be for approval of purely administrative matters including directives or authorizations to the Chairman, committees, or the technical staff; and
 - (4) all official and formal motions of the TPO shall be recorded in the minutes and kept in the TPO's permanent files.
- (2) A copy of each resolution shall be furnished to the TPO members no later than five (5) calendar days before a vote may be called on the resolution; however, this provision shall be deemed waived unless asserted by a voting member before the TPO takes action on the resolution in question.

CONDUCT OF MEETINGS

- (1) All TPO meetings will be open to the public
- (2) Roberts Rules of Order shall be used as a guideline to conduct all meetings.
- (3) A majority of the whole number of voting members of the TPO shall constitute a quorum. No official action shall be taken without a quorum. No resolution or motion shall be adopted by the TPO except upon the affirmative vote of a majority of the members present.
- (4) Should no quorum attend within fifteen (15) minutes after the hour appointed for the meeting of the TPO, the Chairman or Vice-Chairman may choose to adjourn the meeting or continue the meeting to discuss any agenda items that do not require a vote or are informational in nature. In that event of immediate adjournment, those members present may; by unanimous agreement, select another hour or day to meet. The names of the members present and their action at such meeting shall be recorded in the minutes.
- (5) All meetings of the TPO shall be conducted in accordance with the following:
 - (1) the Chairman shall preside at all meetings at which he is present;
 - (2) in the absence of the Chairman, the Vice-Chairman shall preside;
 - (3) the Chairman shall state every question coming before the TPO and announce the decision of the TPO on all matters coming before it;
 - (4) a majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered;
 - (5) the Chairman shall take the chair at the hour appointed for the meeting, and shall call

the TPO to order immediately;

- (6) in the absence of the Chairman and Vice-Chairman, the TPO staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman shall relinquish the Chair upon conclusion of the business immediately before the TPO;
- (7) any TPO member who intends to be absent for any TPO meeting shall notify the TPO staff of the intended absence as soon as he or she conveniently can;
- (8) the vote upon any resolution, motion or other matter may be a voice vote, unless the Chairman or any member requests that a roll call vote be taken;
- (9) upon every roll call vote the staff representative shall call the roll, tabulate the votes, and announce the results;
- (10) the minutes of prior meetings may be approved by a majority of the members present and upon approval shall become the official minutes;
- (11) unless a reading of the minutes of a meeting is requested by a majority of the TPO, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each TPO member at least two (2) full working days prior to the meeting;
- (12) with the concurrence of the Chairman any citizen shall be entitled to be placed on the official agenda of a regular meeting of the TPO and be heard concerning any matter within the scope of the jurisdiction of the TPO;
- (13) each person, other than TPO staff members, who addresses the TPO shall give the following information for the minutes:
 - (1) name;
 - (2) address;
 - (3) representing;
 - (4) whether or not he or she is being compensated by the person or persons for whom he speaks; and
 - (5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;

- (14) unless further time is granted by the TPO, each person shall limit his or her address to five (5) minutes; and
- (15) all remarks shall be addressed to the TPO as a body and not to any member thereof. No person, other than TPO members, and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the presiding officer. No question shall be asked a governing board member except through the presiding officer.

SUBCOMMITTEES

- (1) TPO subcommittees may be designated by the TPO as necessary to investigate and report on specific subject areas of interest to the TPO. These subcommittees may include but are not limited to:
 - (1) administrative matters; and
 - (2) bylaws.