



APPENDIX A: DRAFT Bylaws

of the

Apalachee Regional Planning Council's Regional Rural Transportation Plan's
Technical Advisory Committee

Adopted August 1, 2024

These bylaws explain the purpose, membership composition, structure, and schedule of Technical Advisory Committee workshops, and conduct of business.

A. NAME, AUTHORIZATION, PURPOSE, AND FUNCTION

Name

The name of this body will be the Apalachee Regional Planning Council (ARPC) Regional Rural Transportation Plan (RRTP) Technical Advisory Committee (TAC).

Authorization

The TAC exists as a contract requirement from the Florida Department of Transportation authorization to establish a RRTP within the ARPC Region that identifies potential future transportation needs for Calhoun, Franklin, Gulf, Jackson, and Liberty Counties.

Purpose

The TAC will provide technical advice to ARPC's Board regarding preparation and review of the RRTP. *ARPC's Board will have final decision-making authority for the contents of the RRTP after a review process with TAC on items where there is a difference of opinions if one occurs.*

Function

1. Provide the technical evaluation, advice, and recommendations necessary for ARPC to develop the RRTP.
2. Assure state, regional, county, and municipal coordination in transportation decisions of regional significance, and
3. Provide a forum for professional staff from planning and implementing agencies to address transportation issues facing the Region.

B. MEMBERSHIP OF THE TAC

Members

There will be fifteen members of the TAC, three (3) representatives from each of the five (5) counties. All will be voting members. Each member shall have one (1) vote of equal weight.

Eligibility

The TAC will be composed of members of the five counties listed below, with one county elected official and two residents from each respective county with local expertise in one or more of the following emphasis areas: transportation safety, system connectivity, resilience, or ACES (Automated/ Connected/ Electric/ Shared Use) Vehicles.

Calhoun County

Franklin County

Gulf County

Jackson County

Liberty County

Appointments

The elected county official and one county resident will be selected by the respective county commission. The second county resident will be selected by ARPC with input from county and municipal (city or town) commissions.

Qualifications of Members and Alternates

The representative should be able to speak for the geographic area or emphasis area they represent and be a participant in TAC's decision-making process.

Terms of Office

All members will serve at their pleasure or until such time as they no longer represent the entity as outlined above.

Changes of TAC Appointments

TAC members will notify ARPC staff in writing of any changes to their ability to be a member. The ARPC will then look for a new representative.

Alternates

Alternates are to be appointed in writing and filed with the ARPC. Alternates may be appointed by the ARPC Executive Committee, if desired.

Each alternate may vote only in the absence of that Board member on a one-vote-per-member basis.

Alternates must be a representative of the same interest as the primary Board member.

Attendance

Regular attendance is expected as attendance is an essential component of the TAC's work. It is the responsibility of each member or alternate to attend TAC workshops on a regular basis to be informed on matters coming before the TAC. Members must notify ARPC staff of planned workshop absences, which will be reported to the TAC Chair.

Any member who has two unexcused absences in a four-month period will be considered to have resigned from the TAC.

At times when the TAC has chosen to meet in-person, remote attendance will be accommodated in certain circumstances at the discretion of the TAC Chair or Vice Chair when officially acting as the Chair.

C. OFFICERS, TERMS OF OFFICE, AND ELECTIONS

1. The TAC will elect from its membership a Chair and Vice Chair.
2. The Chair will preside over regular and special workshops of the TAC. The Vice-Chair will assume duties of the Chair at the request of the Chair or in the absence of the Chair.
3. The term of office for the Chair and Vice-Chair is one year but they will hold the office until the election of their successor. No person may simultaneously hold more than one office on the TAC. No officer may serve more than two consecutive one-year terms in that position. A term of less than 12 months shall not be considered a complete first term.
4. The Chair and Vice-Chair will be elected during the first regular workshop of the TAC and annually thereafter in January or the first workshop of the year after January. Election requires nomination from the floor and an affirmative vote by a majority of the TAC members present.
5. A vacancy in any office will be filled through a special election at the first workshop of the TAC after the vacancy has occurred. A member elected to fill a vacancy in office will serve until the next scheduled election of officers.

D. STAFF SERVICES

1. ARPC staff will serve as Secretary and staff to the TAC, with technical and resource staff provided as needed. Staff services will include:

- a. Serving as the Regional information hub for the TAC and disseminate all information related to TAC activities to aid in providing transparency of the RRTP to public officials and the general public through:
 - i. ensuring that at least seven (7) calendar days prior to a workshop, notice of the workshop, the workshop's agenda, and any other materials pertaining to the workshop will be available to the public on the ARPC's website. (See Section E, Meetings/ Workshops)
 - ii. ensuring that at least seven (7) calendar days prior to a workshop, public notices will be available to the public on the Florida Administrative Register (FAR) website, FDOT's Public Meeting Notices website, each of the five county's websites, and in each of the five county's newspapers, as able. (See Section E, Meetings/ Workshops)
 - iii. maintaining continuous flow of information between ARPC's Board and the TAC, including reports and recommendations of the TAC to the Board, and
 - iv. notifying public officials and other interested parties in the RRTP planning area of the RRTP and its progress.
 - b. Distribution of TAC agenda materials to members, and preparation of minutes.
 - c. Secure meeting space and provide a virtual option of attendance as needed.
 - d. Informing TAC of events, activities, policies, and programs occurring within the scope of the TAC's function and inform the TAC of all Florida Department of Transportation requests for information or assistance.
 - e. Notifying respective county and municipal governments of any TAC vacancy or expired terms and assist in filling any vacancy; and
 - f. Ensuring information provided by the TAC is appropriately presented for review by ARPC's Board including presentation of agenda items for ARPC Board approval.
2. Staff will provide orientation for all new members on topics which will include the bylaws, conflicts of interest, Florida Sunshine, and ethical rules and regulations.
 3. Upon request, ARPC's attorney will address legal issues.

E. MEETINGS/ WORKSHOPS OF THE TAC

Meetings/ Workshops

TAC workshops will be held, at minimum, on the first Thursday of every other month.

- The TAC will meet at 1:30 p.m. CT in a location central to the RRTP planning area (Blountstown, Bristol area), unless otherwise requested by the TAC.
- The TAC may meet more frequently as needed to complete updates to the RRTP as requested.

The TAC will choose an accessible location for in-person workshops.

As determined by ARPC in consultation with TAC members, and consistent with FDOT public workshop requirements, the TAC may conduct virtual workshops by any device, software program, or other application that allows TAC members and the public in different physical locations to see and hear one another.

TAC members will be notified at least fourteen (14) calendar days prior to a workshop, of the specific time and location of the workshop.

At least seven (7) calendar days prior to a workshop, public notice of the workshop will be made in accordance with Section D.1.a.ii above. The workshop's agenda, and any other materials pertaining to the workshop will be sent to TAC members and made available to the public on the ARPC's website. (See Section D. 1.)

The agenda for each workshop will identify whether the workshop will be in-person, conducted remotely, or a hybrid option of both in-person and virtual.

Order of Business

The business of the TAC will contain, but not be limited to, the following elements:

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the Summary Minutes of Previous Workshops
- 4) Public Comment on Agenda Items
- 5) Action Items
- 6) Other Business
- 7) Public Comment on Non-Agenda Items
- 8) Final Comments by TAC Members
- 9) Adjournment

Quorum

A quorum is required for the conduct of business at a workshop of the TAC. If a quorum exists at any time during the workshop, then a quorum is determined to exist for the remainder of the workshop.

A quorum exists if each of the five counties has at least one (1) TAC representative per county present, either in person or virtually, including the Chair and/or Vice-Chair.

Voting Rights

Each voting member will be entitled to one vote and will vote on each matter before the TAC for action unless a legitimate conflict of interest exists. Only members of the TAC, or their designated alternate, may vote on matters, introduce a motion, or second a motion before the group.

Members may vote remotely if a quorum exists. Proxy votes and absentee ballots will not be permitted.

Members may only abstain from a vote upon a conflict of interest or as provided in law.

Voting on any matter will be by voice vote. However, a roll call vote can be called and recorded on any issue if it is requested by the Chairperson, or a majority of members present. Upon request of any member, ARPC staff will repeat the motion and the name of the mover and seconder immediately preceding a vote by the TAC.

Non-Member Participation

When a non-member has a comment on a specific agenda item, the Chair will have discretion on whether to take comments at the 'Public Comment' time of the workshop or ask the non-member to comment when the item is discussed later in the workshop.

Time limits on non-member participation will be three minutes.

Conduct of Business

Proceedings of the TAC will generally be conducted in accordance with Roberts' Rules of Order Revised, to the extent that they are consistent with these bylaws.

Suspension of Rules

Roberts Rules of Order may be suspended by a two-thirds vote of the TAC members present.

Cancellation

Workshops of the TAC may be cancelled by a majority vote of the members or by ARPC staff. ARPC staff shall not cancel two successive workshops.

F. ARPC BOARD - ROLE AND RESPONSIBILITY

ARPC's Board will have final decision-making authority for the contents of the RRTP after a review process with TAC on items where there is a difference of opinions if one occurs. (See Section A, Purpose)

The second county resident will be selected by the ARPC with input from county and municipal (city or town) commissions. (See Section B, Appointments)

ARPC will then look for a new representative (after a TAC member has notified by ARPC staff in writing of a change to their ability to be a member). (See Section B, Changes of TAC Appointments)

Alternates may be appointed by ARPC's Executive Committee, if desired. (See Section B, Alternates)

As determined by ARPC in consultation with TAC members, and consistent with FDOT public workshop requirements, the TAC may conduct virtual workshops by any device, software program, or other application that allows TAC members and the public in different physical locations to see and hear one another. (See Section E, Meetings/ Workshops)

G. AMENDMENTS

Any amendment to these Bylaws must be approved by ARPC’s Board, with prior review and comment by the TAC.

H. BYLAWS EFFECTIVE DATE

Reviewed by the TAC on August 1, 2024.

These Bylaws will become effective upon approval by the ARPC Board.

Approved by majority vote of the Apalachee Regional Planning Council Board on the 29th day of August 2024.

Signed:

Attest:

Ricky Jones
Chairman

Chris Rietow
Executive Director