COMMUNITY ADVISORY COMMITTEE
BYLAWS

Section 1. Authority, Creation

In accordance with Federal and State law requiring that transportation planning must be comprehensive, cooperative and continuing in nature and provide for private citizen input, an advisory committee known as the “MetroPlan Orlando Community Advisory Committee (CAC)” is hereby created.

Section 2. Definition

For the purpose of these Bylaws, the term "the committee" shall mean the MetroPlan Orlando Community Advisory Committee.

For the purposes of these bylaws, the term “stakeholders” shall mean the residents, visitors, bicycle and pedestrian community, transportation system, transit users. This includes representation from user advocacy groups and those representing the underserved and disadvantaged (see section 4-A-2).

For the purposes of these bylaws, the term “multimodal” shall mean various transportation options such as bicycle, pedestrian, roadway, and transit (including buses and passenger rail).

Section 3. Purpose

The purpose of the committee shall be to involve the stakeholders of the Central Florida area in the transportation planning process by (1) assessing reaction to planning proposals (2) providing comment to MetroPlan Orlando with respect to the concerns of various segments of the population in regard to various transportation needs, as well as (3) recommend and advise on roadway, bicycle, pedestrian, freight, and transit issues.

It is the mission of the committee to:

A. Advise MetroPlan Orlando on public opinion related to transportation issues from a diverse range of perspectives.

B. Address stakeholder interests so that proper study and evaluation of transportation needs shall result in a safe, balanced and multimodal transportation system plan.

C. Provide an effective, stakeholders’ review of the preliminary findings and recommendations of MetroPlan Orlando’s plans, studies and issues.

D. Participate in the amendment process to the Long Range Transportation Plan by providing input.
E. Assist in other missions/functions as deemed desirable by MetroPlan Orlando, including member appointments to ad hoc subcommittees that may be formed from time to time for the purpose of specifically addressing roadways, bicycle, pedestrian, and/or transit-related issues.

F. Committee meetings shall be publicly noticed in accordance with guidelines in the organization’s Public Involvement Plan.

Section 4. Membership, Appointments, Terms of Office, Vacancies, Removal from Office

A. Membership

The 31 member committee shall consist of representatives from Orange, Seminole, and Osceola counties. Fifteen (15) shall be geographic seats appointed at-large from the jurisdictions as indicated below, and sixteen (16) shall be appointed by the MetroPlan Orlando Board:

1. Geographic Appointees

   Orange County  3 seats  
   Osceola County  3 seats  
   Seminole County  3 seats  
   Orange County municipalities  2 seats  
   Osceola County municipalities  2 seats  
   Seminole County municipalities  2 seats  

   Municipal appointments shall be from the two largest municipalities in each county as determined by the most recent University of Florida or U.S. Census population figures, whichever is most recent.

   All geographic appointees shall reside in and be appointed by their respective county or municipality. In selecting new members for appointment, the appointing jurisdiction should consider the personal qualifications of the individuals as lay people in the community, outside the transportation industry, and should strive to include ethnic, social, and economic diversity. MetroPlan Orlando supports diversity and encourages jurisdictions to consider the makeup of their communities when appointing representatives.

2. MetroPlan Orlando Board Appointees

   Multimodal Advocates  10 seats  
   Underserved  3 seats  
   Transportation Disadvantaged  2 seats (disabled or elderly)  
   Business Community  1 seat  

   MetroPlan Orlando Board appointees must apply for membership through a process established by MetroPlan Orlando. The Community Advisory Committee shall review the applications and make recommendations to the MetroPlan Orlando Board for approval.
3. In addition, a representative from LYNX, and Florida Department of Transportation District Five, shall serve as a non-voting advisors.

Alternate members may be appointed by the appointing authority as necessary. These alternates will serve in the absence of the primary member and have the same right to vote and comment on agenda items. Designated alternates shall not be elected officials and must also be lay persons outside of the transportation industry. Each alternate designated by a county or municipality shall also reside within the geographic boundaries of that city or county so as to be familiar with the general citizenry's needs and desires of that city or county.

Neither voting members of the committee nor their alternate members shall be elected officials.

All members (designated or alternate) shall avoid any professional conflict of interest. Any committee member who becomes aware of any type of conflict shall make it known to the staff liaison and either excuse himself/herself from the proceedings, or file a conflict of interest form into the record.

From time to time, committee meetings may be held at various locations throughout the region to encourage wider public involvement.

B. Appointments, Terms of Office

1. Representatives shall assume their responsibilities as of the next committee meeting after their appointment.

2. The term of office for a committee member in good standing will be for a period of four (4) years. At the discretion of the appointing authority, a member in good standing can be reappointed to a succeeding term(s).

3. Should a member resign or cease to be a member for any reason before the expiration of his/her term, a successor will be appointed by the designating authority.

C. Membership Vacancies, Replacement Process

1. The committee should maintain its continuity by reporting the vacancies on the membership roster to the appointing authority as soon as possible after the vacancy occurs. The supporting MetroPlan Orlando staff person will maintain a continuing oral and written dialog with the appointing authority until the vacancy is filled.

2. Each nominee suggested for a vacant geographic position shall reside within the jurisdictional boundaries of that city or county so as to be familiar with the general citizenry's needs and desires of that city or county.

3. Problems arising out of filling vacancies will be resolved between the appointing authority and MetroPlan Orlando.

4. The Chairperson shall, in coordination with the supporting MetroPlan Orlando staff person, be responsible for the proper management of the committee.
D. Removal From Office

1. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.

2. Grounds for Removal
   
   a. Removal for excessive absenteeism
      
      i. Each member is expected to demonstrate interest in the committee’s activities through the member’s or a designated alternate’s participation in the scheduled meetings.
      
      ii. If a member has two (2) consecutive absences from the meetings, MetroPlan Orlando staff shall notify the appointing authority and said member in writing in an effort to ensure full participation in the committee.
      
      iii. Members with three (3) consecutive absences will be recommended for removal to the MetroPlan Orlando Board and appointing authority.

   b. Removal for cause
      
      i. A member may be removed for cause for:
         
         a) Any conduct by a member, which in the opinion of MetroPlan Orlando, is inappropriate or unsuitable and which adversely affects, lowers, or destroys the respect or confidence of MetroPlan Orlando in the ability of the member to perform his or her duties as a member of the committee, or conduct which brings disrepute or discredit to the committee or to MetroPlan Orlando;
         
         b) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
         
         c) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
         
         d) Conviction of a felony.

      ii. Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.

3. Procedure for Removal. Removal of a member may be effected by majority vote of the MetroPlan Orlando Board.

Section 5. Officers, Terms of Office

A. The last regular monthly meeting of the year shall be known as the Annual Meeting of the committee, and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The Community Advisory Committee shall elect from its membership the following officers, with the following responsibilities:

1. Chairperson
   
   a. Preside at all Committee meetings.
   
   b. Sign any documents authorized by the Committee.
   
   c. Serve as ex-officio member of all subcommittees that may be formed for
specific purpose and/or appoint another committee member to do so.
d. Form and appoint subcommittees and subcommittee chairpersons according to
the needs of the committee.
e. Represent the committee on the MetroPlan Orlando Board, Regional Leadership
Council, and at community functions.

2. Vice-Chairperson
a. Preside at all Committee meetings in the absence of the Chairperson.
b. Represent the committee on the Regional Leadership Council.
c. Exercise all other duties and responsibilities of the Chairperson in his/her
absence. These functions shall be performed not longer than the next annual
election of the Chairperson.

B. Each officer so elected shall serve for one (1) year or until said officer is re-elected or a
successor is elected, except that the Chairperson's term of office shall be limited to two (2)
consecutive one (1) year terms and said officer shall not be eligible again until two (2)
additional years have elapsed, nor shall said officer be succeeded by an officer from the
same county or jurisdiction within.

C. Newly elected officers shall be declared installed following their election, and shall assume
the duties of the office at the conclusion of the Annual Meeting.

D. Should the Chairperson resign from committee service, the Vice-Chairperson will assume
the position of Chairperson. A new Vice-Chairperson will be elected at the next regularly
scheduled meeting.

E. The successors will fill the unexpired terms and be eligible for reelection to full terms
as stated in Section 5, Paragraph B above.

Section 6. Rules of Procedure

A. The committee shall meet according to the approved annual schedule, and at such other
times as the Chairperson or the Committee may determine necessary. A monthly
meeting may be waived by the Chairperson but two consecutive meetings may not be
waived. Business to have been conducted at the waived meeting shall be considered at
the next successive monthly meeting. Special meetings may be called by the Chairperson
as necessary to deal with immediate issues.

B. Committee members or their designated alternates must be present to cast a vote. A
quorum shall consist of the majority of those members entitled to vote. Any business
transacted by the Committee must be approved by not less than a majority of votes cast.
Business shall be transacted only at regular or called meetings and shall be duly
recorded in the minutes thereof. The minutes of the Committee's proceedings and
official actions shall be public record.

C. Voting shall be by voice, but a member shall have an individual vote recorded in the minutes
if said member so desires. A roll call vote shall be held upon request or as required. All
questions or procedures shall be governed by the most current edition of "Robert's Rules
of Order," unless superseded by law.
D. Meeting agendas shall include two public comment periods, one at the beginning of the meeting for action items and again at the end of the meeting for general comments.

Section 7. General Policy

A. MetroPlan Orlando consists of five (5) committees, including the Board;

1. MetroPlan Orlando Board
2. Community Advisory Committee
3. Municipal Advisory Committee
4. Technical Advisory Committee
5. Transportation Systems Management & Operations Committee

B. All Committees and studies shall follow the intent and further the Mission Statement adopted by the MetroPlan Orlando Board, which is as follows:

To provide leadership in transportation planning by engaging the public and fostering effective partnerships.

C. All committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multimodal transportation system plan, balanced with respect to areawide needs and properly related to areawide comprehensive plans, goals and objectives.

D. Reports, studies, plans, programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review and recommendation by the Community Advisory Committee and such other committees as may be interested or affected.

E. A recommendation may be noted as officially adopted by the committee and placed into effect immediately.

Section 8. Procedures for Amending Adopted Studies, Plan, or Programs

A. The procedures for amending the Orlando Urban Area Long Range Transportation Plan, the Transportation Improvement Program, and the Urban Boundary are established in the MetroPlan Orlando Board Rule 35I-1.009 which is incorporated by reference herein.

B. The Community Advisory Committee shall review the proposed change and shall recommend approval or disapproval to the MetroPlan Orlando Board.

C. The MetroPlan Orlando Board shall have final approval or disapproval disposition action of the requested change or changes.
Section 9. Ad hoc Subcommittees or Task Force

A. Ad hoc subcommittees or task forces may be appointed by the Chairman to address specific issues or investigate and report on specific subject areas of interest to the Community Advisory Committee including, but not limited to the following:

1. Nominating Subcommittee
2. Bylaws Review Subcommittee
3. Membership Application Review Subcommittee

B. Each ad hoc subcommittee may appoint a chairman who will report the subcommittee's findings to the Community Advisory Committee. In the absence of a chairman, a temporary chairman shall be appointed by the subcommittee in accordance with Robert’s Rules of Order.

C. Each meeting shall be recorded and if requested, minutes of a meeting shall be provided.

Section 10. Bylaws Review and Amendment

A. A bylaws review subcommittee shall review these bylaws every five years or as may be deemed necessary. These bylaws can be amended at any regular meeting of the CAC by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the members with proper notification of the meeting.

B. These Bylaws may be altered, amended, or added to by vote of the committee provided that:

1. Notice of the proposed changes shall contain a full statement of the proposed amendments.

2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.

3. The proposed written changes shall be forwarded to all CAC members at least five (5) business days prior to the meeting at which a vote will be held.

4. CAC members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.

5. The CAC adopts the proposed amendment(s) by a majority vote of the members present at the CAC meeting.

Approved by the MetroPlan Orlando Board on July 8, 2015

Effective January 1, 2016
Revised by CAC on June 28, 2017; bylaws ratified by MetroPlan Orlando Board on July 12, 2017