



# **Citizens Advisory Committee Bylaws**

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## Article I: Preamble

The following sets forth the Bylaws of the Citizens Advisory Committee (CAC) of the North Florida Transportation Planning Organization (North Florida TPO).

## Article II: Creation

The North Florida TPO shall appoint a Citizens Advisory Committee, the members of which serve at the pleasure of the North Florida TPO. The membership must reflect a broad cross-section of local residents with an interest in developing an efficient, safe and cost-effective transportation system. The membership must also include representation of communities within the urbanized area, persons with disabilities, women, minorities, and persons with low income.

## Article III: Purpose and Responsibilities

The Citizens Advisory Committee (CAC) provides citizen comments and views on the metropolitan planning process and serves in an advisory capacity to the **North Florida TPO** on matters related to transportation planning. Responsibilities of the CAC include:

1. Review and comment on proposed goals and policies for the transportation planning process,
2. Review and comment on developing the Long Range Transportation Plan (LRTP),
3. Review and comment on specific projects and corridor studies,
4. Review and comment on short range transportation planning, and
5. Carry out other tasks as requested by the North Florida TPO.

## Article IV: Membership

### Section 1: Appointing Members

The CAC shall be composed of no fewer than fifteen (15) and no more than twenty (20) members. Any person residing within the North Florida TPO geographical boundary is eligible for membership unless that person holds elective office or a non-elective position in any unit of state or local government having jurisdiction.

Members of the public wishing to serve on the CAC can do so in the following ways:

- Submit a letter of interest and a completed membership application available on the TPO website at [www.northfloridatpo.com](http://www.northfloridatpo.com) or picked up in person at the North Florida TPO offices. The form may also be requested by telephone or email. The TPO's Executive Assistant is the point of contact. S/he will then facilitate the completed paperwork with the appropriate elected officials from the respective county serving on the TPO Board.
- Citizens can also express interest through their respective counties by contacting a member of the Jacksonville City Council or the County Commission in Clay, Nassau and St. Johns Counties. The respective elected bodies then implement their processes and approve the member's application.

- A completed application and letter of interest should be sent to the TPO's Executive Assistant to continue the facilitation process. If vacancies persist, current CAC members can facilitate/recruit possible candidates from their geographic area following the same processes as outlined above.
- An interested candidate must attend at least one CAC meeting, preferably two so s/he fully understands the CAC's work. The TPO's Executive Assistant is the point of contact to answer questions.
- Once the candidate has met all the requirements, the application will be submitted to the CAC for their approval and then to the TPO Board for final approval.

Membership applications are accepted at any time and held for one year for consideration should a vacancy occur. Vacancies are posted on the website. In addition, the local governments in which the vacancy occurs may wish to nominate a member.

Every effort is made to ensure that the membership represents a socio-economic, racial and geographic cross section of the population within the North Florida TPO boundary.

Consistent with the apportionment of elected officials on the North Florida TPO Board, and to ensure compliance with **Title VI of the Civil Rights Act**, CAC membership is as follows:

**Clay County** (Maximum 4)

- The members may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

**Duval County** (Maximum 10)

- One (1) member representing the three Jacksonville Beaches communities (Cities of Atlantic Beach, Neptune Beach and Jacksonville Beach).
- The remaining members may include members of civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations. Every effort is made to ensure at least one (1) member from each Planning District (6).

**Nassau County** (Maximum 2)

- The members may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

**St. Johns County** (Maximum 4)

- At least one (1) member from the City of St. Augustine
- The remaining three (3) members may represent civic organizations, environmental groups, community redevelopment authorities, homeowner associations and other similar organizations.

**Section 2: Membership Term**

Members shall serve a term of four years, can be reappointed for additional terms and serve in accordance with these bylaws.

**Section 3: Terminating Membership**

The Citizens Advisory Committee declares a member’s term vacant for either of the following causes:

1. The member no longer resides within the geographical boundaries s/he was appointed to represent.
2. Since a CAC member has no alternate there are no excused absences. If a member misses three meetings during the calendar year, s/he will be notified by staff via U.S. mail, email or phone advising the member of the absences to determine continued interest and/or availability as a member. A vacancy will be filled appropriately.

**Section 4: Resigning Membership**

A member wishing to resign prior to the end of their term shall submit a letter of resignation to the CAC Chair and/or the TPO’s Executive Assistant stating the effective date of such resignation.

**Article V: Electing Officers**

**Section 1: Electing Officers**

Officers of the Citizens Advisory Committee (CAC) are Chair and Vice Chair. Officers shall serve a one-year term starting January 1 annually with a one-term limit and be elected at the last meeting of the calendar year. The Chair and Vice Chair shall represent Clay, Duval, Nassau and St. Johns counties on a rotational basis according to the schedule set forth in the table below.

COUNTY	2026	2027	2028	2029	2030	2031	2032	2033	2034
CLAY		VC	C			VC	C		
DUVAL	C		VC	C			VC	C	
NASSAU				VC	C			VC	C
ST. JOHNS	VC	C			VC	C			VC

**Chair:** The Chair is elected from the CAC membership and shall preside at all CAC meetings. S/he shall appoint all subcommittee members and subcommittee chairs and shall have the authority to call special CAC meetings or to cancel any regularly scheduled CAC meeting.

1. **Vice Chair:** The Vice Chair, during the absence of the Chair or his/her inability to serve, shall perform the duties as may be assigned by the CAC that are consistent with the Chair’s authority. S/he shall appoint all subcommittee members and subcommittee chairmen and shall have the authority to call special CAC meetings or to cancel any regularly scheduled CAC meeting.

2. If for any reason the Chair is unable to complete his/her term, the Vice Chair will serve as Chair until the next regular election. Vacancy of the Vice Chair shall be filled by majority vote of the CAC members at the next meeting for the remaining balance of the term.

### **Section 2: Establishing Committees**

1. The Chair may establish committees from time to time on an as-needed basis.
2. The Chair will establish a Bylaws Committee at least every two years on even-numbered years to review the bylaws and report their recommendations to the CAC. The Bylaws Committee will be appointed within the first quarter of the even numbered year. The immediate past chair of the CAC shall chair the Bylaws Committee. If the immediate past chair is not available, then the current CAC chair will appoint the chair of the Bylaws Committee. The Bylaws Committee will include at least three CAC members.

## **Article VI: Meetings**

### **Section 1: Meetings**

Regular meetings are at 2 p.m. monthly on the first Wednesday, except January and July. When conflicting with a national, state or local holiday the meeting will move to the following Wednesday or as otherwise agreed to by the CAC by a majority vote. The meetings are in a facility that is readily accessible to all citizens including those with disabilities. **(The TPO does not determine the use of virtual platforms for its meetings; the Governor establishes the flexibility.)**

### **Section 2: Special Meetings**

The Chair may call special meetings, or a majority of the Committee members may call a meeting.

### **Section 3: A Quorum of Voting Membership**

A quorum shall consist of the majority of those members entitled to vote. (Committee vacant seats will not be counted as eligible votes until filled).

### **Section 4: Parliamentary Procedures**

The CAC will follow the most current edition of "Robert's Rules of Order," unless superseded by law or these bylaws.

## **Article VII: Public Participation in CAC Meetings**

Persons attending a CAC meeting have the opportunity to address the committee during a scheduled public hearing, at all regularly scheduled business meetings and when otherwise invited by the Chair. A time limit of three minutes is allowed for presentation unless extended by the Chair. If the speaker is reading from a prepared text, a copy is provided for the recording secretary. The following guidelines are followed when a speaker is addressing the Board or committee:

1. When called upon, the speaker should come promptly to the podium (if available), speak clearly into the microphone (if available), and state name and address.
2. The speaker should identify the organization s/he represents, if any.
3. The speaker must limit remarks to three minutes.

4. The speaker may direct questions to the Chair only.
5. Members of the audience must refrain from audible comments and/or applause during the meeting. Under no circumstance may any audience member interrupt a speaker or otherwise attempt to intimidate or discourage a speaker from addressing the committee through audible comments or noise making.
6. No speaker may indulge in personal attacks on any committee or staff member. The Chair will revoke the speaker's privilege to address the committee if this rule is violated.
7. Once a public hearing is closed, no further audience participation is allowed. Violating this rule may result in removing the violator from the meeting room.

## **Article VIII: Administrative Services**

Designated North Florida TPO staff will provide all general administrative services.

## **Article IX: General Information Concerning Agency**

### **Location of Offices**

The North Florida TPO office is located at 980 North Jefferson Street, Jacksonville, with telephone number 904-306-7500. The TDD number is 904-306-7502. All North Florida TPO publications, forms and documents are available at this location from 8 a.m. to 5 p.m., Monday through Friday, except holidays.