

Heartland Regional Transportation Planning Organization (HRTPO)

Technical Advisory Committee (TAC) Bylaws

The Heartland Regional Transportation Planning Organization (HRTPO) is the primary agency responsible for transportation planning in DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee Counties, including the Sebring – Avon Park Urbanized Area. The HRTPO Board consists of twelve (12) voting members representing eight (8) local governments. One (1) representative of the Florida Department of Transportation (FDOT) shall serve as a non-voting advisor. The HRTPO is a legislative body with the power to develop and adopt plans, to manage priorities for the programming of improvements to the transportation system, and to program and administer federal and state planning grants.

According to the HRTPO Bylaws, adopted on April 29, 2015, the HRTPO shall have three standing Advisory Committees. These are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Mobility Advisory Committee (MAC). The TAC and CAC will meet a minimum of four times per year. The MAC will meet as needed.

Section 1. Name

The name of this Committee shall be the Heartland Regional Transportation Planning Organization (HRTPO) Technical Advisory Committee (TAC).

Section 2. Purpose and Authority

- A. The authority of this Committee shall be set forth by the HRTPO pursuant to Section 339.175, Florida Statutes. The Technical Advisory Committee (TAC) membership shall be appointed through staff assignment by the local government or agency. Technically qualified representatives of agencies responsible for maintaining, controlling, developing and improving the transportation system within the Heartland Region, including the Cities of Sebring and Avon Park, the six counties, the Sebring Airport Authority, the Central Florida Regional Planning Council and the Southwest Florida Regional Planning Council will be appointed. Other municipalities within the six counties will be invited to participate, including those operating municipal airports.
- B. The TAC works cooperatively, under the direction of the HRTPO, in an advisory capacity on technical matters relating to transportation planning and programming.

- C. The purpose of the TAC is to provide technical review, advise the HRTPO Board and make recommendations, and provide input into transportation policies, plans and decision-making.

Section 3. Functions

- A. The functions of the TAC shall include, but are not limited to, the following:
1. to provide a focal point for transportation information that can be used and coordinated with other planning efforts;
 2. to provide a forum for development, discussion, and sharing of new techniques, technology, or methods utilized in transportation;
 3. to promote communication and coordination among members for the successful identification and resolution of common problems and concerns;
 4. to review and make recommendations concerning transportation studies, reports, plans, amendments, and/or programs;
 5. to make priority recommendations to the HRTPO based on the agreed upon transportation needs of the area;
 6. to provide continuing liaison with local, regional, state, and federal agencies involved in the transportation planning process; and
 7. to assist the HRTPO by providing technical resources as requested.

Section 4. Membership

- A. The TAC shall be composed of twenty-four (24) regular members and one (1) non-voting advisor, as designated herein.
- B. The local governments and public agencies identified below shall appoint a representative(s) and alternate(s) to the Committee as indicated. Persons assigned to the Committee shall be technically qualified representatives employed by that local government or agency. Each member will have one (1) vote.
1. Two staff members from each of the following six HRTPO counties:
 - DeSoto County
 - Glades County
 - Hardee County
 - Hendry County
 - Highlands County

- Okeechobee County
(A total of 12 members)
- 2. One staff member each from the Cities of Sebring and Avon Park. (A total of 2 members)
- 3. One staff member from each of the following municipalities:
 - Arcadia
 - Clewiston
 - Lake Placid
 - LaBelle
 - Moore Haven
 - Okeechobee City
 - Wauchula
(A total of 7 members)
- 4. One staff member from each of the following agencies or authorities:
 - Sebring Airport Authority
 - Central Florida Regional Planning Council
 - Southwest Florida Regional Planning Council
(A total of 3 members)
- 5. A non-voting (advisory) member from the Florida Department of Transportation as assigned by the Department.

A total of 24 voting members on the Committee.

C. Alternate Membership

Alternate members may act on behalf of the regular member in that member's absence. Alternate members shall have the same privileges as regular members, except serving as an officer.

A list of membership of the TAC shall be maintained and updated by the HRTPO staff.

Section 5. Terms and Attendance

- A. Members and alternates shall serve at the pleasure of their respective governmental bodies or agencies. Should three consecutive unexcused absences occur without alternate representation, the member government/agency shall be notified and requested to assign a new member to the Committee. An unexcused absence is the failure to provide prior notice when a member will not be attending.

Section 6. Subcommittees

- A. The TAC shall, from time to time, create subcommittees as necessary. The Chair of the TAC may be an ex-officio member of any subcommittees.

Section 7. Officers and Duties

- A. A Chair and Vice Chair of the TAC shall be elected at the last regularly scheduled meeting of a calendar year and shall serve for the following calendar year or until the next election is held.
- B. The Chair and Vice-Chair shall be members of different member governments, and hold the position for no more than two (2) consecutive years.
- C. Any regular member may nominate or be nominated as Chair or Vice-Chair. All elections shall be by the majority vote of the members present. If both the Chair and Vice Chair are absent from a meeting, a temporary Chair shall be selected to serve for that meeting.
- C. The Chair shall preside at all meetings. The Vice-Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair.
- D. Any vacancy created by resignation or replacement of the Chair/Vice-Chair by the appointing agency shall be filled by majority vote of members present at the next regularly scheduled meeting. The new Chair or Vice-Chair will fill the remainder of the unexpired term of the vacant position.

Section 8. Meetings

- A. The TAC will meet at least quarterly. The date, time, frequency and location of the TAC meeting shall be mutually agreed upon by the TAC membership and HRTPO Staff.
- B. Meetings will be publically noticed and agendas including minutes from the previous meeting shall be sent to members, alternates, and press, seven (7) days prior to the regular meeting date.
- C. Special meetings may be called as necessary. Reasonable notice must be provided to the members, alternates, and the public and press for special meetings.
- D. A quorum shall consist of a simple majority of the voting membership.

- E. Each regular member present will have an equal vote. A vote on an issue or decision is by a simple majority of the regular members present. Alternate members may be counted and act in place of a regular member for that meeting only.
- F. In accordance with the Florida Sunshine Law, meetings will be open to the public. An agenda item for public participation will be included for each meeting.
- G. Voting shall be by voice, but a member may have his/her vote recorded in the minutes upon request. A roll call vote shall be conducted upon request of any member.
- H. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the member making the motion.

Section 9. Amendments

The Bylaws may be amended by a simple majority vote of the TAC members present at any meeting, provided that all voting members have received written copies of the proposed amendments with the regular agenda prior to the meeting.