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**North Florida
Transportation Planning Organization**

Bylaws

Technical Coordinating Committee

October 2010

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Article I: Preamble

Preamble

The following sets forth the rules of Procedures and Bylaws of the Technical Coordinating Committee (TCC) of the North Florida Transportation Planning Organization (North Florida TPO).

Article II: Creation

Creation

The North Florida TPO shall appoint the Technical Coordinating Committee (TCC) that includes City and County planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities; and other appropriate representatives of affected federal, state and local government agencies.

Article III: Responsibilities

Responsibilities

1. The TCC is created to assist the North Florida TPO in effectively managing a continuing, cooperative and comprehensive planning process that based upon prevailing principles, results in developing plans and programs which are consistent, to the maximum extent feasible, with the approved comprehensive plans of the local governments within the TPO's jurisdictional boundaries.
2. The TCC is the forum for cooperative decision-making by representatives of the affected governmental entities in developing plans and programs required by law.
3. The TCC is also the forum to disclose previously unidentified locally and privately funded transportation improvements of regional significance. Identified improvements shall be included in the conformity analysis for the Transportation Improvement Program and the Long Range Transportation Plan when appropriate.
4. Members of the TCC may request that items be placed on the TCC Agenda. The information must be provided to the TPO Staff no later than 12 calendar days prior to the meeting date. If extenuating circumstances exist, e.g., outside scheduling/deadline hardships arise, the Chairman may approve the addition of an item to the final agenda. For any item added to the final agenda, efforts will be made to provide the item to the TCC members prior to the meeting.

Article IV: Membership

Section 1: Membership

The following governments/agencies shall have one representative on the Technical Coordinating Committee (TCC):

- Clay County Planning and Zoning Division
- Clay County Engineering Division
- Clay County Public Works Division
- Nassau County Growth Management Department
- Nassau County Engineering Services Department
- Nassau County Road and Bridge Department
- Nassau County Ocean, Highway and Port Authority
- St. Johns County Growth Management Services Department
- St. Johns County Public Works Department
- City of Atlantic Beach
- City of Jacksonville Planning and Development Department
- City of Jacksonville Department of Traffic Operations
- City of Jacksonville Department of Public Works
- City of Green Cove Springs
- City of Jacksonville Beach
- City of Fernandina Beach
- Town of Callahan
- City of Neptune Beach
- City of St. Augustine
- City of St. Augustine Beach
- Town of Orange Park
- Town of Baldwin
- JEA
- City of Jacksonville Environmental and Compliance Department, Environmental Quality Division
- Florida Department of Transportation District 2 (Planning)
- Florida Department of Transportation District 2 (Traffic Operations)

- Florida Department of Environmental Protection
- Jacksonville Transportation Authority, Engineering Department
- Jacksonville Transportation Authority, Strategic Planning Department
- Jacksonville Aviation Authority
- Jacksonville Port Authority
- St. Augustine-St. Johns County Airport Authority
- National Park Service
- Northeast Florida Regional Council
- Baker, Flagler and Putnam Counties Representatives (Ex-Officio)

Each member is entitled to one vote. Absentee ballots shall not be allowed.

Section 2: Adding New Members/Agencies

An agency may be added to the voting governmental/agency membership of the TCC by approval of the TCC and approval of the North Florida TPO Board. Members from new governments/agencies, as well as new members replacing existing members, shall be appointed in writing by member governments and agencies. Notice shall be provided by the TPO Staff to the TCC and the North Florida TPO Board.

Section 3: Alternate Members

Alternates for voting members may be appointed and permitted to vote at meetings at which the regular members do not attend. An appointed alternate member must be a representative of the same governmental entity or agency that the regular member serves. The designated governmental entity shall appoint the alternate member.

Section 4: Membership Term

A member shall serve at the will of the government entity or agency he/she represents with no term limit.

Section 5: Terminating Membership

A member's term may be declared vacant by the North Florida TPO for either of the following causes:

1. The member is no longer employed by the agency/entity he/she represents.
2. If an agency is not represented by the appointed member or alternate for three (3) consecutive meetings, the entity or agency represented by the member shall be contacted and asked to designate a new member and alternate.

Section 6: Resigning Membership

A member wishing to resign prior to the end of his/her term shall submit resignation letter to the TCC Chairman stating the effective date of such resignation.

Section 7: Officers

Officers of the Technical Coordinating Committee (TCC) are chairman and vice-chairman.

1. The Chairman shall be elected and preside at all TCC meetings. He/she shall appoint all subcommittee members and chairmen and shall have the authority to call special meetings or to cancel any regularly scheduled TCC meeting. The TCC Chairman or his/her designee shall attend TPO meetings and be available to answer questions.
2. During the absence of the Chairman or his/her inability to serve, the Vice-Chairman shall perform the duties as may be assigned to him/her by the TCC that are consistent with the Chairman’s authority. He/she shall appoint all subcommittee members and chairmen and have the authority to call special TCC meetings or to cancel any regularly scheduled TCC meeting.

Section 8: Electing Officers

1. The Chairman’s election shall be held at the last meeting of each calendar year and become effective at the first meeting of the new calendar year. The Chairman shall be a representative of an agency/entity within Clay County, Jacksonville/Duval County, St. Johns County or Nassau County according to the schedule set forth in the table below. The Chairman may serve no more than one consecutive term.

COUNTY	2011	2012	2013	2014	2015	2016	2017
CLAY				X			
DUVAL	X				X		
NASSAU		X				X	
ST. JOHNS			X				X

2. Vacancies for either office shall be filled by majority vote of the voting members present from the remaining TCC members for the term balance for said office.

Section 9: A Quorum of Voting Membership

The voting members present shall constitute a quorum. A simple majority of the voting members constituting the quorum shall be required to approve an item on the agenda.

Section 10: Establishing Committees

1. The Chairman may establish committees on an as-needed basis.
2. The Chairman will establish a Bylaws Committee at least every two years on even-numbered years to review the Bylaws and report their recommendations to the TCC.

Article V: Public Participation in TCC Meetings

Public Participation

Members of the public attending a TCC meeting have the opportunity to address the Committee. The TCC meeting agenda shall include an agenda item for the sole purpose of public participation. Should a member of the public request to speak during another TCC agenda item, he/she may be allowed to do so at the discretion of the Chairman. Prior to addressing the TCC, all speakers must fill out a speaker's card. If the speaker is reading from a prepared text, a copy should be provided for the recording secretary.

The following standards shall be observed when a member of the public is addressing the Committee:

1. When called upon, the speaker should come promptly to the podium (if available), speak clearly into the microphone (if available), and state his/her name and address.
2. The speaker should identify the organization being represented, if any.
3. The speaker must limit remarks to three minutes, unless extended by the Chairman.
4. The speaker may direct questions to the Chairman 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(s). The Chairman will revoke the speaker's privilege to address the Committee if this rule is violated.

Article VI: Administrative Services

Administrative Services

All general administrative services for the TCC shall be provided by the designated North Florida TPO staff members(s).

Article VII: General Information Concerning Agency

Location of Offices

The North Florida TPO is located at 1022 Prudential Drive, Jacksonville, Florida 32207. All North Florida TPO publications, forms and document are available at this location from 8 a.m. to 5 p.m., Monday through Friday, except holidays.