

# **FORWARD PINELLAS CITIZENS ADVISORY COMMITTEE BYLAWS**

**Adopted:**

**April 13, 1978**

**Amended:**

**January 8, 1981**

**May 14, 1981**

**November 12, 1981**

**September 9, 1982**

**June 23, 1989**

**July 13, 1989**

**September 4, 1989**

**December 12, 2001**

**September 8, 2004**

**November 10, 2004**

**Modified January 11, 2006**

**Modified February 9, 2011**

**Modified February 10, 2016**

**Modified July 13, 2016**

**Modified May 10, 2017**

## **SECTION I: NAME**

The name of this committee shall be Citizens Advisory Committee (CAC).

## **SECTION II: PURPOSE**

The Committee shall serve Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, in an advisory capacity pursuant to Federal Regulations (CRF), Title 23, Chapter 1, Part 450, Subpart A, Section 450.120, which requires the provision of public involvement within the Urban Transportation Planning Process.

A. The functions and responsibilities of the Committee shall include, but not be limited to, the following major areas:

1. Information

- Relate overall community needs and values, relative to planning goals and to future land use and transportation patterns.
- Establish comprehension and promote credibility for the planning process.
- Provide Citizen Committee knowledge of the planning process into local citizen group discussions and meetings.
- Promote better public dissemination of general information through mass circulation methods.

2. Issue Clarification and Problem Solving

- Evaluating and proposing solutions and alternatives on major transportation proposals and critical transportation issues.
- Determining general citizen attitudes and response to planning and programming issues.
- Articulating and interpreting the goals of the PATS program in program evaluation and information dissemination.
- Identification of existing transportation problem areas of general citizen concern.

**SECTION III: MEMBERSHIP, COMPOSITION, APPOINTMENT, QUALIFICATIONS, AND TERMS**

A. The Citizens Advisory Committee shall be composed of one representative from the Pinellas Suncoast Transit Authority’s (PSTA) Transit Riders Advisory Committee (TRAC) and twenty-six (26) appointed persons from designated areas in the County as follows:

St. Petersburg Area	4
Clearwater Area	2
Dunedin	2
Pinellas Park and Mid-County Area	2
Largo Area	2
Beaches	2
Gulfport, Kenneth City, Seminole, Belleair	
South Pasadena, and Belleair Bluffs	1
Tarpon Springs, Oldsmar, Safety Harbor	2
At Large, (Includes Handicapped)	9
<u>Transit Riders Advisory Committee (TRAC)</u>	<u>1</u>
Total	<u>27</u>

Anyone interested in serving on the CAC must complete a Forward Pinellas Advisory Committee Member application and attend at least one CAC meeting in order to be considered for appointment. This includes individuals recommended by Forward Pinellas Board members. Elected officials are not eligible to serve on the Committee. Considerations in the appointment of CAC members are listed below in order of priority.

1. Minority representation as reflected in population data for Pinellas County and the Forward Pinellas Board Title VI Plan.
2. Effect on balance of age and gender of the Committee.

3. Whether the candidate previously served on the Committee. Individuals without prior experience on the Committee shall be given preference over those who previously served.
4. For at-large positions, consideration shall be given to how the individual would affect the balance of geographic representation on the Committee. The geographical representation of at-large Committee members should be equitable to the fullest extent possible.

- B. A member having three or more consecutive absences or four or more absences during a twelve-month period shall require reconfirmation by the Forward Pinellas Board or membership shall be terminated. The reconfirmation process may make allowance for absences due to a major health-related condition.

Forward Pinellas shall appoint members of the Committee by affirmative action of the Forward Pinellas Board with the recommendation made by either the Board Chairman, a member of the Board, or the Forward Pinellas Director.

The term of appointment for each member shall be four years in duration unless the member resigns or until the membership is withdrawn by the Forward Pinellas Board. Members shall be limited to no more than two terms. An individual having served two terms may be appointed to another term or terms but must wait at least one year between appointments.

To initiate the term of office procedure, the Forward Pinellas Board will establish a staggered set of terms of 1, 2, 3, and 4 years using membership seniority, with the term of appointment starting January 1, 2005.

Concerning reappointment, that action would take into consideration the member's Committee participation, attendance, and the interest of other individuals in that membership.

#### **SECTION IV: OFFICERS AND DUTIES**

- A. A Chairman and Vice Chairman of the Committee shall be a citizen member and shall be elected at the last regularly-scheduled meeting of each calendar year and shall hold office for one year and until their successors are elected. The Chairman may not serve

more than two terms. The Chairman must have been a Committee member for at least two years.

- B. Any member may nominate a citizen member to be an Officer. All elections shall be by the majority vote of regular members present.
- C. The Chairman shall preside at all meetings and shall be responsible for the agenda minutes and conduct of all meetings. The Chairman shall be responsible for pertinent Committee correspondence and information releases. The Chairman shall approve, with any necessary modifications, the agenda tentatively developed for him by the County Planning Department at least seven (7) days prior to any scheduled meeting. The Chairman shall also serve as a liaison between the Citizens Committee and the Metropolitan Planning Organization, whenever the need arises. Subcommittees and their Chairman may be appointed by the Chairman, with the approval of the Committee.
- D. The Vice Chairman shall, during the absence of the Chairman or his inability to serve, have and exercise all the duties and powers of the Chairman. The Vice Chairman shall also perform such other duties as may be assigned him by the Chairman.
- E. If both the Chairman and Vice Chairman are absent from a meeting, a temporary Chairman shall be provided by a majority vote of the members present. Any vacancy in office created by resignation or replacement of the Officer by the appointing Agency shall be filled by a majority vote of members present at the next regular meeting. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.
- F. If, at any time, the Committee feels that an Officer is not performing his duties in accordance with Section 4, Subsection C, that Officer may be removed from office by a two-thirds vote of the members present at a regular meeting, provided that an item to that effect has been distributed in accordance with Section 4, Subsection C, of these Bylaws.

## **SECTION V: MEETINGS**

- A. The Committee shall meet monthly at a date, time, and place acceptable to a majority of the membership. The date or time may be changed by a majority vote of the regular

members if ten (10) days notice is given to the members. (If circumstances warrant, the Chairman may cancel or postpone a regular or special meeting and, if necessary, set a new date, time, and place for the meeting.)

- B. The Chairman may call special meetings whenever deemed necessary.
- C. A seven (7) day notice shall be given for regular meetings. Emergency or Special Meetings may be called with a minimum of three (3) days notice, indicating the reason for the meeting. The three (3) days notice for Emergency or Special Meetings will be conducted by telephone. Agendas shall be prepared prior to all meetings. Agendas should be mailed with meeting notices and minutes of the previous meeting approximately seven (7) days prior to any regular meeting and three (3) days prior to any Emergency or Special Meeting. Members may place items on the mail-out agenda with approval of the Chairman. Any item requiring Committee action may be brought before the Committee by any member with the Committee's approval, even though it is not on the agenda. The Committee shall decide if action is to be taken at that meeting or at a subsequent meeting.
- D. Whenever reports are to be given, copies will be prepared for each member of the Committee. When possible, said copies should be mailed with meeting notices.
- E. Each member shall have an equal vote.
- F. A quorum shall consist of one-third of the voting membership and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the Committee.

## **SECTION VI: AMENDMENTS**

These Bylaws may be amended by the affirmative vote of a majority of the regular members of the Committee, provided a copy of the proposed amendment(s) has been sent to every member approximately seven (7) days before it is voted on. All proposed amendments shall be voted on at regular meetings.