

BYLAWS
TRANSIT ADVISORY COMMITTEE
Tallahassee, Florida

This organization shall be known as the Transit Advisory Committee (TAC). The City Commission of the City of Tallahassee, Florida, shall govern the Transit Advisory Committee in all its practices.

ARTICLE II – PURPOSE AND FUNCTIONS

The citizens of the area shall be involved in the transit planning process by the establishment of a Transit Advisory Committee. The Committee, hereinafter TAC, shall act in an advisory capacity to the City Commission and ~~the Taltran Department~~ StarMetro to provide reaction to planning proposals and to provide comment with respect to concerns of various segments of the population in regard to transportation needs. It shall be the function of TAC to:

- a. Assist the City Commission and ~~Taltran Department~~ StarMetro in formulation of goals and objectives for shaping ~~the urban environment~~ municipal and regional mass transit and paratransit services.
- b. Provide an effective citizen review ~~of the preliminary findings and recommendations of the continuing study~~ related to municipal and regional mass transit and paratransit services.
- c. Conduct public information programs as deemed appropriate.
- d. Assist in other functions as deemed desirable by the City Commission or ~~the Taltran Department~~ StarMetro.

The Committee shall make all official recommendations to the City Commission, ~~the Taltran Department~~ StarMetro, or both.

ARTICLE III – MEMBERSHIP

Section A – Members, Eligibility, and Appointments

There shall be eleven (11) members, appointed by the Mayor, who shall be residents of the City of Tallahassee, Florida, or City property owners. The term of membership of the TAC shall begin and run from October 1st, in the year in which the appointment is made. ~~In appointing the first Transit Advisory Committee hereunder, three (3) members for 38 months. Thereafter, e~~Each person appointed ~~thereto~~ shall serve for three (3) years. Appointments shall be staggered so that not more than one third of the committee comes up for re-appointment in any one year. An appointee shall not serve more than two (2) full consecutive terms. Committee representation is as follows:

- a. One (1) each from Zones 1, 2, 3, and 4 of the Urban Area as identified in the 1983 Coordinated Transportation Development Plan (Attachment A)
- b. One (1) ~~handicapped person/representative person with a disability~~
- c. ~~Six (6)~~ Five (5) members at large
- d. One (1) post-secondary student enrolled at the time of appointment

The TAC shall consist of an equitable representation of City residents ~~or City property owners~~ reflecting based on race, sex, disability, and age, determined by the geographic ratio of the City.

Section B – Termination

A member resigning from the TAC shall submit a letter of resignation to the chairperson who shall advise in writing the Director of ~~Taltran~~ StarMetro.

Section C – Vacancies

A member's position shall become vacant when a member is absent ~~form~~ from 4 ~~or 33% of the~~ consecutive regularly scheduled meetings of the TAC or 33% of the regularly scheduled meetings of the TAC in a given calendar year. Vacancies on the TAC may be filled at any time by the ~~City Commission~~ Mayor for the unexpired terms. The TAC chairperson of staff to the committee shall notify the Mayor and the Assistant to the City Manager of any vacancy on the board within 30 days of such vacancy.

ARTICLE IV – ORGANIZATION OF COMMITTEE

Section A – Officers

There shall be a chairperson and vice chairperson, with each officer elected by the Committee. The officers should take office in October of each year.

The method of election shall be as follows:

~~C.~~ A. By ~~n~~Nominations ~~form~~ from among those members present (there must be a quorum present).

~~B.~~A. By secret and separate ballots for the chairperson and vice chairperson.

~~C.~~B. The counting of ballots shall be conducted by two ~~Taltran~~ StarMetro staff members and one TAC member not nominated for office to act as proctor.

D. B. No absentee or proxy ballots will be tabulated.

Section B – Quorum

Six (6) voting members present at a TAC meeting shall constitute a ~~quorum~~ quorum for the transaction of business. An affirmative vote of the majority of the voting members present and voting at any meeting of the TAC shall be necessary in order to adopt any measure.

Section C – Voting Rights

Each member shall represent one (1) vote.

Subcommittees shall be appointed by the ~~Chairman~~ Chairperson as required.

ARTICLE V – OFFICERS AND DUTIES

Section A – Officers

The officers shall perform the duties as prescribed by the ~~Committee~~ TAC.

1. Chairperson: The Chairperson shall preside at all meetings, represent the Committee to the City Commission (or be represented by his/her designee), and perform all other duties ~~usually~~ pertaining to the position.
2. Vice Chairperson: The vice chairperson shall preside at all meetings in the absence of the chairperson and shall assume those responsibilities assigned ~~by~~ to the chairperson or directed by the ~~Committee~~ TAC.
3. If neither the chairperson nor the vice chairperson is present, the senior (longest serving) member of the TAC will assume the responsibilities assigned to the chairperson.

The chairperson or designee should attend all transit-oriented City Commission meetings and/or workshops.

ARTICLE VI MEETINGS OF THE COMMITTEE

Section A – Regular Meetings

The TAC shall hold its regular meeting at least once quarterly (January, April, July and October) and at its meetings shall determine the date of its next meeting and coordinate and develop with ~~Faltran~~ StarMetro staff a format for the provision of the minutes of all TAC meetings.

Section B – Special Meetings

Special meetings may be called by the Chairperson or by initiative of a majority of Committee members. Reasonable notice must be provided to the members for a special meeting.

Section C – Notice of Meetings

Notice and tentative agendas shall be sent to members ten (10) working days prior to the regular TAC meetings or one (1) day prior to special TAC meetings.

Section D – Agendas and Minutes

Agendas for regular TAC meetings will be developed by the Chairperson. At the conclusion of each TAC meeting, the committee will entertain discussion for the upcoming agenda from the membership.

The TAC shall coordinate and develop with ~~Taltran~~ StarMetro staff a format for the provision of minutes of all TAC meetings.

Section E – Open Meetings

All TAC meetings will be open to the public. ~~Taltran~~ StarMetro shall notify the public of all scheduled meetings conducted by the TAC via the media.

VII – GENERAL PROVISIONS

Section A – Amendments of Bylaws

The bylaws may be amended by the City Commission of the City of Tallahassee. The ~~Committee~~ TAC may make recommendations for amendments to these bylaws to the City Commission at any time.

Section B – Staffing

~~The Taltran Department~~ StarMetro shall furnish a recording secretary for all TAC meetings. ~~The Department~~ StarMetro will further assist in the preparation, duplication, and distribution of all printed materials necessary for the TAC meetings.

Section C – Sunset Provisions

The City Commission will review the activities and accomplishments of the TAC every four *4) years based o a formal review by the Assistant to the City Manager to determine if the Committee should continue its activities.

ARTICLE VIII – APPROVAL OF BYLAWS

These bylaws were approved by the City Commission on March 23, 1988, revised on February 14, 1990, and revised on February 27, 2008.