



BYLAWS

OF THE

PASCO COUNTY

**Transportation Disadvantaged
Local Coordinating Board**

August 2017

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TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD**

Article I: Preamble

Section 1: Preamble. The following sets forth the bylaws, which shall serve to guide the proper functioning of the coordination of transportation disadvantaged through the Pasco County Transportation Disadvantaged (TD) Local Coordinating Board (LCB). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (FS); Rule 41-2, Florida Administrative Code (FAC); and subsequent laws setting forth requirements for the coordination of transportation services to the TD.

Article II: Name and Purpose

Section 1: Name. The name of the coordinating board shall be the Pasco County TDLCB, hereinafter referred to as the Board.

Section 2: Purpose. The primary purpose of the Board is to identify local service needs and provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the TD pursuant to Chapter 427.0157, FS.

**Article III: Membership, Appointment, Term of Office,
and Termination of Membership**

Section 1: Voting Members. In accordance with Chapter 427.0157, FS, the designated official planning agency for Pasco County, which is the Pasco County Metropolitan Planning Organization (MPO), shall appoint all members of the Board.

The following agencies or groups shall be represented on the Board as voting members:

1. One local elected official, who will serve as Chairperson.
2. A local representative of the Florida Department of Transportation.
3. A local representative of the Florida Department of Children and Families.
4. A local representative of the Public Education Community, which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible.
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.

6. A person recommended by the local Veterans Service Office representing the veterans of the County.
7. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the County.
8. A person over sixty representing the elderly in the County.
9. A person with a disability representing the disabled in the County.
10. Two citizen advocate representatives in the County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
11. A local representative for children at risk.
12. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC.
13. A local representative of the Florida Department of Elder Affairs.
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private nonprofit representative will be appointed, except where said representative is also the CTC.
15. A local representative of the Florida Agency for Health Care Administration.
16. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes.
17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

Section 2: Alternate Members. Each member of the Board may name one alternate in writing who may vote only in absence of that member on a one-vote-per-member basis.

Section 3: Nonvoting Members. Additional nonvoting members may be appointed by the MPO.

Section 4: Terms of Appointments. Except for the Chairperson and State agency representatives, the members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until being replaced by the MPO. Appointments to the Board for nonagency positions will be chosen utilizing the following procedures: The position vacancy will be advertised in such a manner as to generate the greatest response from

potential candidates. The Chairperson of the Board will appoint a selection subcommittee. The subcommittee will then review all applicants and make their recommendations to the Board. The Board will then vote on the recommendations for appointment of the new member(s).

Section 5: Termination of Membership. Any member of the Board may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate attends. Should a Board member miss two consecutive meetings, an attendance reminder letter will be sent to that member. The letter is to remind each member of the attendance requirements and requests that the member notify the Board of his/her intention to remain on the LCB. Based on this response, appropriate action may be taken by the Board.

Section 6: Membership Attendance. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an avoidable absence, the absent member should ensure that his/her alternate attends. Should a Board member miss two consecutive meetings, an attendance reminder letter will be sent to that member. The letter is to remind each member of attendance requirements and requests that the member notify the Board of his/her intention to remain on the LCB. Based on this response, appropriate action may be taken by the Board.

Article IV: Officers and Duties

Section 1: Number. The officers of the Board shall be a Chairperson and a Vice-Chairperson.

Section 2: Chairperson. The MPO shall appoint one of its members, who are an elected official, to serve as the official Chairperson for all Board meetings. The Chairperson shall preside at all meetings, and in the event of his/her absence or at his/her direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until replaced by the MPO. If the Chairperson and Vice-Chairperson are absent at the same time, the body shall appoint a member to act as chair in their absence during that meeting.

Section 3: Vice-Chairperson. The Board shall nominate and elect a Vice-Chairperson at one of the regular meetings each year. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board present and voting at the meeting. The Vice-Chairperson shall serve a term of one-year starting with the next meeting.

Article V: Board Meetings

Section 1: Regular Meetings. The Board shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, FS, the Board shall meet at least quarterly.

Section 2: Notice of Meetings. A notice and an agenda shall be sent to all Board members, other interested parties, and the news media within a reasonable amount of time prior to the Board meeting. Such notice shall state the date, time, and place of the meetings.

Section 3: Quorum. At all meetings of the Board, the presence in person of a majority of the voting members (50%+1) shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum those present may, without notice other than by announcement at the meeting, recess the meeting from time to time until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.

Section 4: Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present.

Section 5: Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

Section 6: Minutes. The Clerk of the Circuit Court, Board of Records, shall maintain an official set of minutes for each Board meeting. The minutes shall include an attendance roster and reflect official actions taken by the Board. Copies of all Board minutes shall be sent to the Commission for the Transportation Disadvantaged (CTD) office and the Chairperson of the MPO.

Article VI: Staff

Section 1: General. The MPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427.0157, FS. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, and other necessary administrative duties as required by the Board within the limits of the resources available.

Article VII: Board Duties

Section 1: Board Duties. The Board shall perform the following duties as specified in Chapter 427.0157, FS.

1. Review and approve the Transportation Disadvantaged Service Plan, including the Memorandum of Agreement, prior to submittal to the Commission.
2. Evaluate services provided in meeting the approved plan.
3. In cooperation with the CTC, review and provide recommendations to the CTD on funding applications affecting the TD.
4. Assist the CTC in establishing priorities with regard to the recipients of nonsponsored TD services that are purchased with TD Trust Fund monies.
5. Review the coordination strategies of service provision to the TD in the designated service area.
6. Evaluate multi-county or regional transportation opportunities.
7. Work cooperatively with local Welfare Transition Program (WTP) coalitions established in Chapter 445, FS, to provide assistance in the development of innovative transportation services for WTP participants.

Article VIII: Subcommittees

Section 1: Subcommittees. As necessary, the Chairman shall designate subcommittees to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

A Grievance Subcommittee shall be established to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the Board for improvement of service.

Article IX: Communication with Other Agencies and Entities

Section 1: General. The MPO authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2, FAC.

Article X: Certification

The undersigned hereby certifies that he/she is the Chairperson of the Pasco County TDLCB and that the foregoing is a full, true, and correct copy of the Bylaws of this Board as adopted by the Pasco County TDLCB the 24th day of August, 2017.

Ronald E. Oakley

Commissioner Ron Oakley, LCB Chair

ATTEST:

BY: *Donalee Schmidt, dc*
PAULA S. O'NEIL, PH.D.
CLERK & COMPTROLLER

