



BYLAWS

PASCO COUNTY

METROPOLITAN PLANNING ORGANIZATION

BOARD

Revised: October 14, 2021

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ARTICLE I. NAME

The name of the organization shall be the Pasco County Metropolitan Planning Organization for the Pasco County Urbanized Area, hereinafter referred to as the "MPO".

ARTICLE II. GENERAL

- A. The purpose of these Bylaws is to inform the public of the MPO's business, operations, delegation of authority, internal departments, and other related transportation matters. The MPO will follow the Federal, State, and local laws and requirements set forth for transportation planning for all modes of travel and to provide the guiding policy and programmatic framework for investments for growth and development of the transportation infrastructure.
- B. Federal Public Law 112-141(Moving Ahead for Progress in the 21st Century, a.k.a. MAP- 21) was signed into law on July 6, 2012; its intent is to provide procedures, policies, and guidelines for carrying out a streamlined, performance-based, and multimodal planning process for the urbanized area in Pasco County.
- C. Section 339.175, Florida Statutes, specifies the authority and responsibility of the MPO, in a continuing, cooperative, and comprehensive transportation planning process with the State of Florida, for the Pasco County Urbanized Area that is consistent with the Federal laws and regulations.

ARTICLE III. FUNCTIONS

The MPO, in cooperation with the State of Florida, shall be responsible for the transportation planning process in the Pasco County Urbanized Area and shall carry out the following functions:

- A. To develop the planning work programs, transportation plans, and transportation improvement plans and agreements required by Section 339.175, Florida Statutes;
- B. To be the forum used for cooperative transportation decision-making by principal elected officials of general-purpose local governments;
- C. To assure eligibility of the Pasco County Urbanized Area for receipt of Federal, State, and local capital and operating assistance;
- D. To promote the coordination of transportation planning and programming in accordance with Federal, State, and local statutes and requirements; and
- E. To develop and adopt a transportation plan as a product of and subject to modification by the continuous, comprehensive and cooperative transportation planning program.

ARTICLE IV. GOVERNING BOARD MEMBERSHIP AND OFFICERS

- A. The MPO governing board is comprised of local governments designated by the Governor of the State of Florida. In addition, a representative is designated from the Florida Department of Transportation as a non-voting advisor to the MPO.
- B. Membership of the governing board shall include elected officials of general-purpose local governments pursuant to the most recent Interlocal Agreement for Designation or Re-designation of the MPO (hereinafter referred to as "Interlocal Agreement"). The members shall elect a chairman and vice-chairman. The authority and duties of the MPO's officers shall be as follows:

- 1. Chairman

The Chairman shall preside at all meetings, public forums, and public hearings of the Pasco County MPO governing board. They shall sign, on behalf of the MPO, contracts and other legal instruments, and shall perform such other duties as, from time to time, may be assigned to them by the MPO. The Chairman shall also have authority to call or cancel meetings of the MPO, either regular or special, and to direct the preparation of the agenda for the meetings.

- 2. Vice-Chairman

The Vice-Chairman, during the absence of the Chairman or if the Chairman is otherwise unable to serve, shall perform the duties of the Chairman until the Chairman is in a position to reassume the Chairman's responsibilities.

- 3. Quorum

At least five (5) of the voting members of the MPO, or their officially appointed alternate(s), must be present for the MPO to take action.

- 4. Procedures

The MPO governing board shall follow the most recent Rules of Procedure adopted by the Pasco County Board of County Commissioners (BOCC Rules of Procedure), except for any BOCC Rules of Procedure that are inconsistent with these Bylaws, the Interlocal Agreement, or Section 339.175, Florida Statutes. For any procedural issues that are not addressed by the BOCC Rules of Procedure, these Bylaws, the Interlocal Agreement, or Section 339.175, Florida Statutes, the latest edition of Roberts Rules of Order should be used to govern proceedings of the MPO.

ARTICLE V. OFFICERS

- A. Election of officers shall be held at the first meeting of the calendar year of the MPO by majority vote of the voting members thereof.
- B. The term of office shall commence upon election and shall continue for one (1) year thereafter. No officer shall serve more than two (2) consecutive years in the same office.
- C. Vacancies of any officer who shall cease to serve on the MPO in such capacity shall be filled by majority vote of the voting members of the MPO from the remaining MPO members for the balance of the term for said office.

1. MPO Staff

The staff of the MPO shall have the duties and responsibilities set forth in the most recent Agreement for Staffing and Administration services by and between the Pasco County Board of County Commissioners and the MPO.

2. Committees

Each member of the MPO may be appointed to one or several standing committee(s) that is responsible for an area of MPO planning and coordination responsibility. The number and functions of each committee shall be determined by the MPO. In addition, the MPO may appoint or approve advisory committees, including a technical advisory committee, a citizens' advisory committee, and a bicycle and pedestrian advisory committee, for the purpose of assisting the MPO in carrying out their transportation functions.

ARTICLE VI. MPO Executive Director

- A. The Executive Director shall report directly to the MPO governing board for all matters regarding the administration and operation of the MPO. The MPO Executive Director and MPO staff shall be county employees; however, the MPO staff shall be an autonomous unit within the Development Services Branch of the County. Compensation for the MPO Executive Director and MPO staff shall be established by the person responsible for hiring such positions, subject to any salary constraints established by the County. The Pasco County Assistant County Administrator for Development Services, with the assistance of the County Human Resources Department, shall be responsible for hiring the MPO Executive Director, subject to the confirmation of the MPO governing board. The Pasco County Assistant County Administrator for Development Services and/or the Pasco County Administrator shall have the exclusive authority to suspend, discharge or remove the MPO Executive Director.
- B. The Executive Director shall assist the MPO Chairperson in preparation and dissemination of agendas, notices, correspondence and reports.
- C. The Executive Director shall be authorized to take such actions, such as, but not limited to, signing all federal and state invoices for reimbursement of transportation planning expenses, as may be required consistent with applicable statutes, ordinances and MPO Board approved agreements to enable the MPO to achieve its purposes, including in emergency situations.
- D. The Executive Director shall be authorized to sign any new agreements, invoices or task orders containing obligations that are less than \$50,000 but shall place such signed agreements, invoices or task orders on the MPO Board agenda as a noted item.
- E. In the absence of the Executive Director, the ACA, or the ACA's designee, shall be authorized to perform any duties of the Executive Director including, without limitation, those duties authorized by this Article VI and Article VII.

ARTICLE VII. Emergency Situations

- A. In cases of emergencies, the Executive Director is authorized to make decisions on staffing, procurements, and continuity of operations, as needed and in documented consultation with the ACA and with a written notice to the MPO Chairman (or next successor) when conditions warrant.

- B. In the event of a federal, state, or locally declared emergency which prevents the MPO Board from convening:
- a. The Executive Director is authorized to approve amendments to the Transportation Improvement Program (TIP) if said amendments either add a project already in the Long Range Transportation Plan to the TIP, or to add projects or phases of a project with a construction budget of five million dollars or less; and
 - b. The Executive Director shall execute amendments, supplements, and administrative documents, contracts, Unified Planning Work Programs and other time sensitive agreements as needed to meet mandatory deadlines, to implement action taken by the MPO Board, or to reflect available funding or for de-obligation purposes.
- C. Authorizations and actions in accordance with state and federal laws bestowed upon the Executive Director shall not affect the allocation of funds to or by the MPO or approved project priorities and shall be subject to ratification by the MPO Board.

ARTICLE VIII. GENERAL AGENCY INFORMATION

- A. The principal office of the MPO is the Pasco County Government Center, 8731 Citizens Drive, Suite 320, New Port Richey, Florida 34654. All MPO publications, forms, and documents are available at the above-referenced location during the office hours at 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.

1. Public Information and Inspection of Records

Except for any public records that are legally exempt, all MPO documents, publications, or recorded actions shall be public records and available for public inspection at the MPO office or on the MPO website at www.pascompo.net. MPO records may be examined in the offices of the Pasco County MPO, 8731 Citizens Drive, Suite 320, New Port Richey, Florida, and copies shall be provided in accordance with Chapter 119, Florida Statutes.

2. Public Access to Agency

Except for any proceedings or records that are legally exempt, the public shall have access to all MPO proceedings and the statutory authority for all MPO restrictions, regulations, plans, and programs.

3. Governing Board Meetings and Workshops

(a) Regular meetings of the MPO governing board shall be held at 10:00 a.m., the second Thursday of every other month beginning in February. Called meetings may be necessary to accommodate MPO needs. The meetings will be held in the Board of County Commissioners' Board Room, First Floor, 8731 Citizens Drive, New Port Richey, Florida, or at the Pasco County Historic Courthouse, Board Room, Second Floor, 37918 Meridian Avenue, Dade City, FL 33525 or at another such place, date or time as the MPO shall designate by notice prior to the meeting.

(b) Notice of all MPO meetings and committee meetings, whether regular, special, or workshop, shall be displayed on the MPO and County websites: www.pascompo.net and www.pascocountyfl.net at least

five (5) days prior to a meeting or to cancel any regularly scheduled meeting of the MPO.

- (c) The Agenda or notice shall contain the time, date, address, and a brief description of the event.
- (d) A meeting, for the purpose of notice herein, is limited to a gathering for the purpose of conducting public business by the MPO. No official action shall be taken without a quorum of the MPO voting members being present.
- (e) A workshop is a conference where a quorum of the members of the MPO are present, or committees designated by the MPO are meeting, for the specific purpose of rule drafting or other informational presentations or discussions, at which time no official votes are to be taken or policy adopted.
- (f) A committee meeting, for the purpose of notice herein, is a meeting of committee members designated by the MPO or Chairman for the specific purpose of reviewing and making recommendations for MPO action upon activity within the scope of the MPO's authority.
- (g) The MPO may call a special meeting upon a majority vote of the MPO members. Special meetings may also be called by the MPO's Chairman. All special meetings shall be held in a location specified in the notice of such meeting.
- (h) The MPO may hold an emergency meeting for the purpose of acting upon emergency matters affecting the public health, safety, and welfare.
- (i) Whenever an emergency meeting is scheduled to be held, the MPO shall notify at least one major newspaper of general circulation in the area where the meeting will take place and post the time, date, place, and purpose of the meeting on the MPO and County websites.
- (j) Minutes shall be taken of all meetings and workshops of the MPO governing board and MPO advisory committees in accordance with Section 286.011, Florida Statutes.

ARTICLE IX. AGENDA OF MEETINGS AND WORKSHOPS

- A. At least five (5) to seven (7) days prior to a meeting or workshop, the MPO shall have prepared, and shall make available, an agenda for distribution on the request of any interested person.
- B. The agenda shall list the items in the order they are to be considered. If directed by the Chairman, items on the agenda may be considered out of their stated order.
- C. The agenda shall be specific as to items to be considered. All matters involving the exercise of MPO discretion and policy making shall be listed and summarized on the agenda. Additions to agenda items shall be for consideration of solely ministerial or internal-administrative matters which do not affect the interests of the public generally, unless the public has been provided with an opportunity to be heard on such matters in accordance with Section 286.0114, Florida Statutes, or the matter is otherwise exempt from the requirements of Section 286.0114, Florida Statutes.
 - (a) The MPO shall provide that the meeting or workshop shall be open to the public unless specifically provided otherwise by law.


ARTICLE X. REVISIONS

- A. The MPO Bylaws may be revised by an affirmative vote of two-thirds of the members present provided the proposed change(s) is/are provided to all members at least five (5) working days in advance. All proposed revisions shall be voted on at regular meetings.
- B. These Bylaws and any and all revisions to the Bylaws will supersede any previous versions and become effective upon affirmative vote of two-thirds of the members present.

PASCO COUNTY METROPOLITAN PLANNING
ORGANIZATION BOARD



CHAIRPERSON FOR PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION



NIKKI ALVAREZ-SOWLES, ESQ.
PASCO COUNTY CLERK & COMPTROLLER

Dated this 14th day of October 2021