



PALM BEACH
Transportation
Planning Agency

**BICYCLE TRAILWAYS PEDESTRIAN ADVISORY
COMMITTEE (BTPAC)
BY-LAWS**

**Approved by the TPA
September 20, 2018**

1. PURPOSE

The Palm Beach Transportation Planning Agency (TPA) Governing Board has created the Bicycle Trailways Pedestrian Advisory Committee (BTPAC) to review and make recommendations regarding items to be considered by the TPA Governing Board. These by-laws facilitate efficient conduct by the BTPAC as it serves in its advisory capacity to the TPA Governing Board. In the event of a conflict between these by-laws and the TPA Governing Board’s by-laws, the TPA Governing Board’s by-laws shall control.

The BTPAC serves in an advisory capacity to the TPA Governing Board to provide technical review, comments and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. This committee is concerned with non-motorized means of travel such as walking and bicycling, as well as greenways and blueways travel facilities, and their interface with other modes of transportation. The BTPAC shall address other matters and concerns when directed by the TPA. It shall be the function of the BTPAC to:

- Assist the TPA in formulation of its goals and objectives, including outreach and educational efforts.
- Provide technical review of the preliminary findings and make recommendations to the TPA regarding:
 - Mobility studies and reports proposed or underway
 - Review, evaluate, and rank applications submitted for funding through the annual Transportation Alternatives Program, and any other competitive funding programs aimed at non-motorized transportation projects that may arise for BTPAC evaluation.
 - Proposed Transportation Improvement Program (TIP), Unified Planning Work Program, Long Range Transportation Plan (LRTP) and Air Quality Planning and amendments
 - Position statements regarding general plan proposals and means to implement plans
 - Priority recommendations for program implementation based upon the needs as determined by technical studies, or upon the fiscal feasibility of projects

2. DEFINITIONS

The following terms when used in these by-laws shall be defined as set forth below, unless the context of usage affirmatively dictates the contrary:

- A. TPA** - The Palm Beach Transportation Planning Agency (TPA), which serves as the Metropolitan Planning Organization (MPO) for the Palm Beach County part of the Miami Urbanized Area Transportation Management Area (TMA).
- B. TPA Governing Board** - The policy-making body for the TPA responsible for coordinating the cooperative decision-making process of the TPA’s actions and taking required actions as the TPA.
- C. Governing Board Member** - A unit of General Purpose Local Government or an agency that operates or administers a major mode of transportation with voting membership on the TPA pursuant to the most current Interlocal Agreement (and any amendment thereto) creating the TPA.

- D. **BTPAC Member** - A local government, health department, law enforcement agency, the School District of Palm Beach County, bicycle advocacy groups and other entities as deemed appropriate by the TPA Governing Board.
- E. **BTPAC Representative** - An individual nominated by the BTPAC Member and appointed by the TPA Governing Board to represent the BTPAC Member at BTPAC meetings. If a BTPAC Member has a Representative and Alternate, these terms are used interchangeably.
- F. **BTPAC Alternate** - An individual nominated by the BTPAC Member and appointed by the TPA Governing Board to represent the BTPAC Member at BTPAC meetings in the event the BTPAC Representative is not in attendance.
- G. **Quorum** - A quorum of the BTPAC shall be constituted by the presence of a majority of Representatives or Alternates of the BTPAC Members. Only designated BTPAC Representatives, or BTPAC Alternates in the absence of the TAC Representative, physically present at the site of the BTPAC meeting shall count toward establishing a quorum.
- H. **Robert's Rules of Order** - *Roberts Rules of Order, Newly Revised (10th Edition)*

3. MEMBERSHIP

A. Number of BTPAC Members

The number of BTPAC Members for the TPA shall be as determined, from time to time, by the TPA Governing Board. An agency seeking membership on the BTPAC shall submit a written request to the TPA for consideration and approval by the TPA Governing Board. The TPA Governing Board has final approval of membership. If the Florida Department of Transportation (FDOT) seeks membership on the BTPAC their Representative and Alternate would serve as a non-voting, adviser and is not a member of the Committee.

B. BTPAC Representatives

Each BTPAC Member shall nominate a BTPAC Representative with a description of the individual's credentials and submit the nomination in writing to the TPA for consideration and approval by the TPA Governing Board. No advisory committee Representative may serve on more than one advisory committee to the TPA Governing Board at any time.

C. BTPAC Alternates

Each BTPAC Member may nominate a BTPAC Alternate(s) with a description of the individual's credentials and submit the nomination in writing to the TPA for consideration and approval by the TPA Governing Board. The BTPAC Alternate must meet the same qualifications as a BTPAC Representative. A BTPAC Alternate may serve as a BTPAC Representative for the BTPAC Member during any meeting, or portion of a meeting, where that BTPAC Member's Representative is not in attendance. No advisory committee Alternate may serve on more than one advisory committee to the TPA Governing Board at any time.

D. Term Limits for BTPAC Representatives and Alternates

BTPAC Representatives and BTPAC Alternates shall serve at the pleasure of the TPA Governing Board for a three (3) year term. BTPAC Representatives and Alternates may be reappointed by the TPA Governing Board and are not required to submit an updated letter of request or credentials.

4. OFFICERS

A. Officers Defined

The officers of the BTPAC shall consist of a Chair and a Vice-Chair.

B. Elections

The officers shall be elected annually at the last regularly scheduled meeting of the calendar year, or as soon thereafter as may be convenient to the Committee, whichever event shall occur later in time, and the officers shall continue to hold office until their successors have been elected. The newly elected officers shall take office upon election and at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out his/her duties and complete the remainder of the appointed term.

C. Terms of Office

The term of office for officers shall be one (1) calendar year.

D. Duties of Officers

The Chair shall call and preside at BTPAC meetings and sign official documents for the BTPAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the BTPAC Representatives in attendance shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair in the absence of the Chair and the Vice-Chair.

In the event that the Chair is unable to carry out his/her duties for the remainder of the term, the Vice-Chair shall automatically become Chair and a new Vice Chair shall be elected for the remainder of the term.

5. MEETINGS

A. Regular Meetings

Meetings will be held on the first Thursday of each month, except as noted on the meeting calendar published to the public on the TPA website. A quorum is required to vote on issues for recommendation to the TPA Board. If a quorum cannot be established, action items on the agenda will receive a consensus which will be forwarded to the TPA Board. The TPA Executive Director may cancel regular meetings should there be insufficient business on the BTPAC agenda or an anticipated lack of quorum.

B. Special Meetings

Special meetings may be called by the Chair with three (3) days of notice prior to the date of the meeting. Whenever possible, at least seven (7) days of notice prior to the date of the meeting shall be given.

C. Attendance

Each BTPAC Representative shall be expected to attend each regular meeting. It shall be the obligation of a BTPAC Representative to provide reasonable notice to the BTPAC Alternate when the BTPAC Representative will not be attending a meeting, and to provide at least 24-hours advance notice to the TPA when neither a Representative nor Alternate will be attending a meeting. An absence without advance notice and without having an Alternate in attendance will be considered unexcused.

BTPAC Representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings. Further, BTPAC Members that do not have a BTPAC Representative or BTPAC Alternate for three (3) consecutive meetings will be presented to the TPA Board for consideration and removal from the committee.

D. Agenda

The agenda is a published list of items for consideration (action items) or discussion (information items) at a meeting. The agenda and any backup material for a BTPAC meeting shall be published for the public on the TPA website at least seven (7) days prior to the meeting or as early as practicable. When good cause is shown in the judgment of the BTPAC, at the request of a BTPAC Representative, Alternate, or the TPA Executive Director, an additional item(s) may be added to the agenda prior to adoption of the agenda for a given meeting. Addition of an item to the agenda is subject to approval by a majority of the BTPAC Representatives/Alternates voting at the meeting; provided, that consideration of such item(s) is consistent with the TPA's Public Participation Plan noticing requirements.

BTPAC Representatives wishing to add an agenda item, or organizations wishing to make a presentation to the BTPAC, at a meeting must contact the TPA Executive Director at least ten (10) days prior to the meeting.

E. Voting Procedures

The Chair and any BTPAC Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. At any given meeting, if a BTPAC Representative(s) is absent, the BTPAC Alternate(s), may vote in place of the absent Representative(s).

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each BTPAC Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a BTPAC Representative, or the TPA Executive Director. A tie vote shall be interpreted as a failure to approve the motion made.

Any BTPAC Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting, unless the action for which the vote was taken has been executed by the next regularly scheduled meeting and cannot be undone. A BTPAC Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The TPA Executive Director shall endeavor to provide notice of the request to the BTPAC Members prior to the meeting. Any BTPAC Representative who was not in attendance at the meeting at which the vote was taken shall be deemed to be on the prevailing side, unless the absence was unexcused. A motion to reconsider cannot be renewed

if it has been voted on and defeated, except by unanimous consent of those voting BTPAC Representatives present at the meeting. Proxy and absentee voting are not permitted.

BTPAC Representatives/Alternates may not abstain from voting, unless the Representative/Alternate has a voting conflict of interest as defined by Florida Statutes s. 112.3143, or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Florida Statutes s. 286.012.

If a BTPAC Representative/Alternate is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item. The Representative/Alternate must then submit a completed Florida Commission on Ethics - Form 8B to the TPA secretary within 15 days after the abstention occurs.

In the absence of any direction from these by-laws or other duly adopted voting procedures pursuant to certain approval actions, the TPA Governing Board's By-laws will control.

F. Public Comment Procedures

All BTPAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the TPA Executive Director, or the Director's designee, prior to the commencement of, or during the meeting. Members of the public may speak on agenda items following presentation of the item to the BTPAC by providing a Speaker Card to the TPA Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes, unless the Chair or BTPAC Representatives authorize an extension of time for good cause shown.

G. Florida's Open Meetings Law

Every BTPAC Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the BTPAC for action with other BTPAC Representatives outside of a noticed meeting.