

LEE COUNTY

TRANSPORTATION ADVISORY BOARD

OPERATIONAL BY-LAWS

ARTICLE I - NAME

The name of this board shall be the Lee County Transportation Advisory Board.

ARTICLE II - POWERS AND RESPONSIBILITIES

The Transportation Advisory Board shall perform the following duties or be responsible for the following functions:

- (1) Serve as a liaison between the residents of Lee County and the County Government concerning transportation issues.
- (2) Serve as the advisory body to Lee County Senior Services as lead agency in the operation of the County of Lee Transit System (COLTS).
- (3) Recommend policy and make recommendations to COLTS and the Lee County Board of Commissioners on the transportation needs of Lee County Citizens, particularly with respect to a coordinated and cost effective approach to the delivery of transportation services to area human service agencies and the general public.
- (4) Work to stimulate and promote needed transportation services and programs for Lee County residents.
- (5) Assist public, private non-profit, private, and voluntary agencies in providing transportation services to their clients.
- (6) Assist in the development and up-date of the Lee County Transportation Development Plan (TDP).
- (7) Perform other functions and responsibilities as may be requested or prescribed by the Lee County Board of Commissioners.

## ARTICLE III - COMPOSITION

### 1. NUMBER AND QUALIFICATIONS

The Lee County Transportation Advisory Board is composed of: one representative from each COLTS contractor purchasing a minimum of \$5,000.00 in transportation services annually, one member of the Lee County Board of Commissioners, and two at-large members appointed by the Lee County Board of Commissioners.

### 2. TERMS AND REPLACEMENTS

~~At-large members of the Lee County Transportation Advisory Board shall serve two year terms, with no more than two consecutive two year terms.~~ When the County Commissioner member of the Board ceases to be a County Commissioner for any reason, his or her appointment as a member of the Board shall also cease and the Board of County Commissioners, during their next meeting shall appoint another Commissioner to the Transportation Advisory Board.

### 3. VACANCIES

At-large and County Commissioner vacancies on the Lee County Transportation Advisory Board shall be filled by the Lee County Board of Commissioners. The person appointed shall serve for the unexpired portion of the term. Vacancies of contractor representatives may be filled by the contracting organization's director.

### 4. ATTENDANCE

Any member of the Board who misses more than three meetings in a twelve month period shall lose their status as a member of the Board and shall be replaced by the Lee County Board of Commissioners. Absences due to illness or death of immediate family member shall be considered approved absences and shall not affect the member's status. Following the second absence, the member will be notified in writing of the attendance policy.

### 5. AGENCY APPOINTMENTS AND ALTERNATES

The Director of contracting organizations may appoint a delegate and an alternate to represent the organization on the Board. In the absence of the delegate, the alternate shall represent the contracting organization and shall have full voting privileges.

## ARTICLE IV - REGULAR MEETINGS

### 1. DATES AND LOCATIONS

a. Regular meetings of the Lee County Transportation Advisory Board will be held quarterly in the months of January, April, July, and October. Date, location, and time of meetings will be established by the Board.

b. Special meetings of the Lee County Transportation Advisory Board may be called by the Chairperson as deemed necessary to carry out the duties of the Board.

c. Notice of all meetings will be given in writing a minimum of five (5) days in advance of the meeting date.

### 2. QUORUM

A majority of the Board then in office shall constitute a quorum for the transaction of business for any meeting of the Board.

## ARTICLE V - OFFICERS

### 1. NUMBER AND TITLE

The principle officers of the Lee County Transportation Advisory Board shall be a chairperson, vice-chairperson, and secretary.

### 2. ELECTION

The chairperson, vice-chairperson, and secretary, shall be elected by the Transportation Advisory Board for a term of one year at its first meeting in the Lee County fiscal year. Consecutive terms may be served.

### 3. VACANCIES

Any vacancy in any office elected by the Board may be filled by the Board for the unexpired portion of the term.

### 4. CHAIRPERSON

The chairperson shall preside at all meetings of the Board and shall represent the Board in approved activities on its behalf. The chairperson will also be responsible for scheduling and submitting notices of all meetings to the membership of the Board.

5. VICE CHAIRPERSON

The vice chairperson shall perform the duties of the chairperson in his/her absence.

6. SECRETARY

The secretary shall record and keep a file of the minutes of all Board meetings.

ARTICLE VI - COMMITTEES

The Lee County Transportation Advisory Board may designate Committees as it shall determine. Minutes must be taken at each committee meeting and should be filed with the official Board minutes. Reports from each committee shall be given to the full membership of the Board.

ARTICLE VII - RULES OF ORDER

At all meetings of the Board and of such committees as may be established by it parliamentary procedure shall be governed by the latest edition of Roberts Rules of Order and as modified by rules of the Board.

ARTICLE VIII - BOARD OF COMMISSIONERS

The Lee County Board of Commissioners may direct the Transportation Advisory Board regarding matters relating to it and may over-rule or re-direct actions of the Transportation Advisory Board.

ARTICLE IX - AMENDMENTS

These by-laws may be adopted, altered, or appealed by the affirmative votes of a majority of the Board of Commissioners in office at any regular or special meetings of the Board, but only if the notice of such meeting shall have contained a copy or an accurate summary and explanation of the proposed By-Laws amendment, alteration, or repeal as the case may be.

Approved by the Lee County Transportation Advisory Board:

Adopted by the Lee County Board of Commissioners: