

## **CONSUMER SERVICES DEPARTMENT FOR-HIRE LIMOUSINE ADVISORY GROUP**

Section 31-606 (a) (9) of the Code of Miami-Dade County enables the Consumer Services Department (CSD) to establish a limousine advisory group (LAG) to the department comprised of representatives from consumers, the industry, transportation related interests, municipalities and public interest organizations.

**1. Functions.** The functions of the LAG are to:

- Enhance communications with the limousine industry and provide a forum for the interchange of ideas.
- Work with CSD to develop, implement and evaluate new innovative limousine services, service expansions and improvements.
- Review changes, amendments or modifications to Code provisions and administrative orders establishing fees.
- Develop and review the standardized reporting technique for operators.

**2. Membership.**

(a) There shall be a total of nine (9) members as follows:

- 1) One member shall be a representative of the Miami-Dade Aviation Department, as recommended by that agency;
- 2) One member shall be a representative of the Port of Miami, as recommended by that agency;
- 3) One member shall be a representative of the visitor industry;
- 4) One member shall represent consumers;
- 5) Five members shall be Miami-Dade limousine license holders.

(b) With the exception of the representatives of the limousine industry, members shall not have a financial, beneficial or equitable interest in the private passenger transportation industry and any such interest shall be grounds for automatic removal from the LAG.

**3. Term.** Members of the LAG shall serve staggered terms of three (3) years each; however, to provide for continuity initial members shall serve staggered terms chosen by lottery as follows: three (3) members shall serve a term of three (3) years; three (3) members shall serve a term of two (2) years; and three (3) members shall serve a term of one (1) year. At the end of the initial one, two, or three year term, the member may be selected for one additional term of three (3) years. Except for those members representing specified agencies, members shall not serve more than two consecutive terms; provided, however, nothing shall prohibit any individual from being reappointed after a hiatus of one year. Appointments to fill any vacancy shall be for the remainder of an unexpired term. Each member may serve until his/her successor is appointed.

**4. Automatic Removal.** Members who fail to attend two consecutive meetings shall be removed from the LAG. If a member is absent for 50% of a meeting, this shall be considered to be an absence. If a member cannot attend a meeting, a written statement shall be submitted in advance to the Consumer Services Department. A LAG member may be removed for cause.

**5. Quorum.** A quorum shall be constituted when five members are in attendance. The time period for reaching the quorum shall be 30 minutes from the announced commencement time for the meeting, unless waived by the Chairperson.

**CONSUMER SERVICES DEPARTMENT  
FOR-HIRE LIMOUSINE ADVISORY GROUP**

**6. Frequency of Meetings.** The LAG shall meet on a quarterly basis for regularly scheduled meetings. The LAG may meet for special meetings in response to a request of the Chairperson and the CSD Director or Director's designee.

**7. Filling Vacancies.** The CSD shall have the responsibility of filling vacancies on the LAG.

**8. Officers.** The LAG shall select a Chairperson and a Vice Chairperson. The term of the Chairperson shall be for the duration of his/her term. The Chairperson shall preside over each meeting of the LAG and coordinate with the CSD Director or Director's designee in the establishment of the agenda for each meeting. The Vice Chairperson shall serve in the absence of the Chairperson.

**9. Committees.** The Chairperson may, when appropriate and after consultation with and the concurrence of the CSD Director, appoint Committees to address issues identified by the LAG as part of its functions. No greater than one Committee shall be constituted at any time. All Committee meetings are subject to the Sunshine Law.

**10. General Provisions:**

- All motions made by the LAG shall be considered as recommendations to the CSD.
- All recommendations shall be by majority vote.
- All meetings are subject to the Sunshine Law and are open to the public.
- Requests for information shall only be made through the Chairperson. The CSD Director will advise the Chairperson if the request may be accommodated.
- CSD shall keep minutes of the meetings, publish the meeting schedule on the County Calendar and maintain a current listing of all members and contact information.
- Meetings shall be conducted according to Robert's Rules of Order.

The LAG will function solely in an advisory capacity to the CSD. Neither the LAG, nor individual members of the LAG, may direct the activities of the Department, including the Passenger Transportation Regulatory Division.

These guidelines for the operation of the LAG shall govern at all times unless otherwise amended by the CSD Director.

LAG Guidelines Promulgation by: \_\_\_\_\_  
Director, Consumer Services Department

Date Promulgated: November 13, 2007