

**CITIZENS' TRANSPORTATION ADVISORY COMMITTEE  
MISSION STATEMENT**

*"The Miami-Dade Citizens' Transportation Advisory Committee (CTAC) is mandated by the State from the Federal government, to advise the Metropolitan Planning Organization (MPO) and the Board of County Commissioners (BCC), on achieving quality transportation facilities and programs for the citizens of Miami-Dade County."*

**BY-LAWS**

**RULE 1.0 COMMITTEE COMPOSITION**

The Citizens' Transportation Advisory Committee (CTAC) shall be composed of forty-six (46) members appointed by resolution of the MPO Governing Board. Each member of the MPO Governing Board shall select two (2) members with at least one appointee of each County Commissioner residing in the appointing commissioner's district.

All members shall be residents and electors of Miami-Dade County and shall have an outstanding reputation for integrity, responsibility, and commitment to serving the community.

**1.01 Term Limits For Members**

Appointees shall serve at the pleasure of the appointing governing body and each appointment shall coincide with the tenure of the appointing party. Should the appointing party depart from his or her office, the appointee shall continue to serve on the CTAC until either the new appointing party reappoints the current appointee or is replaced by a new appointee made by the new appointing party.

**RULE 2.0 OFFICERS**

There shall preside a Chairperson, First Vice Chair, and Second Vice Chair for the CTAC.

**2.01 Nominations and Elections**

The Secretariat shall notify the CTAC two months before the term expires for CTAC officers. Nominations shall be made during the month preceding the CTAC meeting at which time officers will be selected. Any member may nominate another member to be an officer and nominations may be made in writing or e-mailed to the Secretariat during the open nomination period. Each nominee shall be given three (3) minutes to speak regarding his or her qualifications. Ballots shall then be distributed at which time members shall cast their votes for each office. Results of the election shall be made public once the ballots have been turned in and tabulated.

**2.02 Term Limits for Officers**

The Chairperson and First and Second Vice-Chairpersons shall be selected by the CTAC and serve at its pleasure for a term of two (2) years effective election year 2004. No Officer shall serve for more than two (2) consecutive terms. An Officer may be re-elected after a one (1) term break after serving his or her initial two (2) consecutive term

limit. There shall be a maximum of eight (8) years total service for any Officer. Should the Chairperson or a Vice Chair not be able to fulfill his or her duties for the term of office, a special election for a new Chairperson and/or Vice Chair shall take place to fulfill the remainder of the original term.

### **2.03 Removal from Office**

If, at any time, the Committee determines that an Officer is not performing the duties of the office in Accordance with Section 9.0, Sub-section 9.01, that Officer may be removed from his or her office by a two-thirds vote of a quorum present at a regular meeting, provided that an agenda item to that effect has been distributed in accordance with Section 5.0 of these By-Laws.

## **RULE 3.0 QUORUM**

One third (1/3) of current members shall constitute a quorum for the full Committee.

## **RULE 4.0 RESOLUTIONS AND MOTIONS**

All actions of the CTAC shall be by a resolution or motion. No resolution or motion shall be adopted by the CTAC except upon the affirmative vote of a majority of the members present. Resolutions shall be in writing or recorded by the Secretariat and reduced to writing.

### **4.01 Resolutions**

A resolution shall be required to:

- a) Submit CTAC recommendations to the Board of County Commissioners, and/or MPO Governing Board
- b) Take action establishing new sub-committees and sun setting old subcommittees
- c) Take action establishing policies or guidelines
- d) Take any other official action as deemed appropriate
- e) Those members dissenting on a Resolution shall be named in that meeting's published minutes, when such minutes are distributed in the next meeting's agenda material distribution.

### **4.02 Motions**

A motion will be in order to:

- a) Request assistance and information from the County Manager
- b) Approve staff recommendation in principle
- c) Act upon other routine or minor matters deemed worthy of a formal expression
- d) Motions shall be reduced to writing and included in that meeting's published minutes, when such minutes are distributed in the next meeting's agenda material distribution.

## **RULE 5.0 AGENDA**

There shall be an official agenda for every meeting of the CTAC which shall determine the order of business conducted at the meeting. The agenda shall be prepared by the Secretariat in cooperation with the Chairperson. Matters may be placed on the agenda by the Chairperson, any member, or the Secretariat, upon approval by the Chairperson. Proposed agenda items not approved by Chairperson may be placed on agenda by motion and affirmative vote by members in attendance at the full CTAC meeting. Meeting notices, the agenda, and any resolutions available to be acted upon at the meeting shall be made available to each member prior to the meetings.

### **5.01 Working List**

The CTAC's main function is to review the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long Range Transportation Plan (LRTP). Projects listed within any of these documents take precedence over the Working List for consideration by the Committee.

The CTAC Working List is comprised of transportation issues the Committee would like to address. If applicable, issues will be handled by staff without going to a Committee meeting and an update will be provided to the Committee either verbally or written by the Secretariat. The CTAC Chair and/or the Secretariat may take items out of order at their discretion.

### **5.02 Special Requests**

Special requests, by the public, may be placed on the agenda if received by the CTAC Secretariat at least a week in advance of the meeting date and upon the Chairperson's approval. Should the request be denied, the public has the option to make their presentation under the "Public Comment" section of the agenda. The CTAC Secretariat shall notify the entire CTAC should any special requests to have an item placed on the agenda be denied by the Chairperson.

### **5.03 Order of Business**

All procedures and the order of business at all meetings shall be conducted in accordance with the official agenda. Any departure from the order of business set forth in the official agenda shall be made only upon a majority vote of the voting members of the CTAC present at the meeting.

## **RULE 6.0 MEETINGS OPEN TO PUBLIC**

All meetings of the CTAC shall be listed in the Miami-Dade County Calendar and any other available media published by the County and shall be open to the public. Individuals, other than members of the CTAC, may present their views during the public comment section of the agenda.

## **6.01 Public Comment**

Public comment shall be limited to three (3) minutes and may be extended at the will of the Committee. Each person, other than members of the MPO staff, who addresses the Committee shall give the following information in an audible tone of voice for the minutes:

- a. Their name;
- b. Their address;
- c. Whether they speak for themselves, a group of persons, or a third party;
- d. Whether they are being compensated by the person or persons for whom they speak; and
- e. Whether they or any member of their immediate family has a personal financial interest in the pending matter, other than set forth in (d).

All remarks shall be addressed to the CTAC as a body and not to any member thereof. No person, other than CTAC members and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the presiding officer. No question shall be asked a CTAC member except through the presiding officer.

## **RULE 7.0 MEETINGS**

The CTAC regularly scheduled monthly meeting shall be on the fourth Wednesday of each month unless changed by resolution of the CTAC. The annual calendar shall be set and approved by the CTAC Chair upon approval of the MPO Governing Board's meeting schedule. A regular meeting may for cause be canceled or rescheduled by the Chairperson or the Secretariat (with the Chairperson's approval) provided advance notice of such rescheduling or cancellation shall have been given at least five days before such meetings.

## **RULE 8.0 SPECIAL MEETINGS AND WORKSHOPS**

A special meeting or topic workshop session shall be at the call of the Chairperson upon his/her initiative or upon request of the majority of members present. Current CTAC members shall state the date, hour and place of the meeting and the purpose for which such meeting or workshop is called.

## **RULE 9.0 CONDUCT OF MEETINGS**

### **9.01 Chairperson, 1st Vice Chairperson and 2nd Vice Chairperson Duties**

The Chairperson shall preside at all meetings at which he/she is present. In the absence of the Chairperson, the 1st Vice-Chairperson shall preside, in the absence of the 1st Vice-Chairperson, the 2nd Vice-Chairperson shall preside. In the absence of the Chairperson and Vice-Chairpersons, the Secretariat shall then determine whether a quorum is present and, in that event, shall call for the election of a temporary Chairperson. Upon arrival of the Chairperson or the Vice-Chairperson, the temporary

Chairperson shall relinquish the chair upon conclusion of the business immediately before the CTAC. The Chairperson shall preserve order.

### **9.02 Secretariat Duties**

A secretary who shall not be a designated member of the CTAC, shall be designated by the Secretariat of the MPO and shall report to the Chairperson. The Secretariat shall have the following duties and functions:

- a) Scheduling meetings; preparing agendas; giving notice; keeping Minutes; interfacing sub-committees with appropriate transportation agencies of Miami-Dade and other governmental agencies and any consultant or agency designated by the county; preparing such reports, documents, resolutions, or correspondence, as the CTAC may direct; and, generally, administering the business and affairs of the Committee, including keeping records of attendance to be reported to the Board of County Commissioners and the MPO. It shall be the further duty of the Secretariat to notify the Chairperson, and the appointing MPO Governing Board Member, when a member has violated the attendance requirement as set out in Section 2-11-39 of the Miami-Dade County Code and shall further request that the appointing member designate a replacement as soon as possible.
- b) Sergeant of Arms: The CTAC Secretariat shall be designated the Sergeant of Arms at every CTAC meeting. The Sergeant of Arms shall maintain order and be empowered to request the removal from the meeting of any committee member who after three (3) warnings (per meeting) has caused disorder.

### **9.03 Voting**

The vote upon any resolution, motion or other matter may be a voice vote, provided that Chairperson or Secretariat may require a roll call vote to be taken upon any resolution or motion. A member may request a roll call vote, and upon being duly seconded and approved, a roll call vote shall be taken. The Chairperson must vote upon all questions. If a roll call vote, the Chairperson must vote last.

### **9.04 Notification of Absences**

Any member who intends to be absent from a CTAC meeting shall, unless prevented by unusual circumstances, notify the Secretariat of their intended absence prior to the meeting. Excused absences must meet the criteria set out in section 2-11-39 of Miami-Dade Code, which states:

“Any Board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or, (ii) if he or she is absent from three (3) of the board’s meetings without an acceptable excuse. A member shall be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the time. An “acceptable excuse” is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason which the board, by a two-thirds vote of the membership, deems appropriate.”

**9.05 Minutes**

The Minutes of prior meetings shall be approved by a majority of the members present and upon such approval become the official Minutes.

Unless a reading of the Minutes is requested by a majority of the members of the CTAC such Minutes, when approved by the CTAC and signed by the Chairperson and the Secretariat, shall be considered approved without reading.

**9.06 Outside Meetings**

CTAC members attending meetings in which the member signed in or participated as identified member of CTAC shall be required to report orally or in writing to the CTAC a summary of that outside meeting and the extent of the CTAC member's participation in the meeting.

**9.07 Decorum**

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Committee, may be barred from further audience before the Committee by the presiding officer, unless permission to continue or again address the Committee be granted by the majority vote of the Committee members present. No applauding, heckling, or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be utilized by the audience in demonstration for or against an issue in the commission chambers. Persons exiting the meeting room or commission chamber shall do so quietly.

The use of cell phones in the Commission Chambers is not permitted. Ringers must be set to silent mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the chambers to answer incoming cell phone calls.

**RULE 10.0 RULES OF DEBATE**

The conduct of the business of the CTAC shall be governed by Mason's "Manual of Legislative Procedures" in all cases where applicable, except as otherwise provided by the following:

**10.01 Recognition**

Every member desiring to speak shall address the Chairperson by a raise of hand, and upon recognition, shall confine themselves to the question under debate. Physically disabled members may use an alternate form of recognition other than the raise of a hand.

**10.02 Close of Debate**

The member moving the adoption of a motion or resolution shall have the privilege of final closing remarks.

### **10.03 Reconsideration**

An action of the CTAC may be reconsidered only at the same meeting at which the action was taken or at the next meeting thereafter in accordance with the following procedure.

**10.03.1** A motion to reconsider may be made only by a member who voted on the prevailing side of the question and must be concurred by a majority of those present at the meeting, during which the motion was passed.

**10.03.2** A motion to reconsider shall not be considered unless at least the same number of members are present as participated in the original vote under consideration, and upon affirmative vote of two-thirds (2/3) of those members present.

## **RULE 11.0 SUBCOMMITTEES**

The Chairperson of each standing subcommittee will be appointed by the CTAC Chairperson. Other subcommittees of the CTAC may be formed from time to time for special purposes. The appointment of such special purposes subcommittees and their Chairpersons may be at the initiative of the Chairperson or by a motion approved by the members.

### **11.01 Designated Subcommittees**

There shall be seven seven predesignated standing subcommittees: 1) Aviation; 2) Maritime; 3) Surface; 4) Elderly and Disabled; 5) Transit; 6) Legislative; and 7) Special Projects. There shall exist a Legislative Committee that shall be called upon to deal with legislative issues and shall be bounded by the same rules of the other Subcommittees.

### **11.02 Quorum and Membership**

Three (3) current CTAC Members shall constitute a quorum of a subcommittee. Subcommittee membership is to be on a voluntary basis. Committee members may serve on more than one subcommittee; CTAC members may attend and vote at any subcommittee meeting. Rules 4.0, 4.01, 4.02, 5.0, 5.02, 5.03, 6.0, 6.01, 9.0, 9.02, 9.03, 9.07, 10.0, 10.01, 10.02, and 10.03 shall also apply to Subcommittees.

### **11.03 Motions and Resolutions**

Any motion and/or resolution approved by and submitted to the full CTAC for consideration, requires a 2/3 vote of CTAC members present at the full committee to overturn the subcommittee recommendation. Rules 4.0, 4.01, 4.02, 10.0, 10.01, 10.02, and 10.03 shall also apply.

**11.04 Combined Subcommittee Structure**

The primary intent of the combined subcommittee is to encourage greater participation by CTAC members at subcommittee meetings. Further, members will now be afforded the opportunity to set their calendars for subcommittee meetings as opposed to the previous setup where subcommittee meetings were held sporadically.

The Combined Subcommittee meeting shall be held once a month on a date certain set by the full CTAC prior to the start of the new calendar year.

There shall not be more than three (3) subcommittees to make up a Combined Subcommittee agenda each month. Combined Subcommittee agendas shall be organized in conjunction with the CTAC Secretariat and Subcommittee Chairpersons each month.

The Combined Subcommittee shall consist of and shall be run by the current Subcommittee Chairpersons. The Subcommittee Chairs shall conduct the meeting and lead discussion on items only when pertaining to their issue on the combined agenda.

The Combined Subcommittee shall not prohibit subcommittee chairs from holding information gathering workshops separate from the combined subcommittee meeting structure.

The entire CTAC shall continue to be voting members.

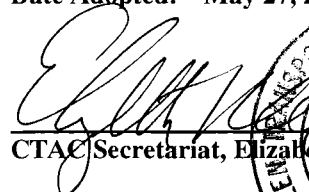
**11.05 Duties of Legislative Committee**

Duties of the Legislative Committee shall be to present legislative initiatives and relate issues sponsored by CTAC to the Miami-Dade County Board of County Commissioners and to the Miami-Dade Delegation to the state legislative, to follow these propose initiatives through the legislative process at the state an county level, and to keep the CTAC membership informed of the progress of these initiatives and issues.

**RULE 12.0 BY-LAWS**

Every second year the By-Laws governing the CTAC shall be reviewed during the Special Subcommittee. If modifications are suggested, they shall be submitted to the MPO's legal council for sufficiency. Upon review and approval from legal council, the By-Laws shall be adopted by a majority of the members present at the next full committee and upon such approval to become the official By-Laws.

Date Adopted: May 27, 2009

  
CTAC Secretariat, Elizabeth Rockwell

