

**BY LAWS**

**AD HOC COLLIER COUNTY**

**PUBLIC TRANSIT ADVISORY COMMITTEE**

**SECTION I CREATION & PURPOSE OF THE COLLIER COUNTY PUBLIC TRANSIT ADVISORY COMMITTEE**

The Collier County Board of County Commissioners (BCC) passed Resolution 2013-50, which created an ad hoc Collier County Public Transit Advisory Committee (hereinafter the “Advisory Committee”) to make recommendations to the BCC in matters related to transit policies, issues, programs, and plans to provide mass transit services to the citizens of Collier County.

**SECTION II FUNCTIONS, POWERS AND DUTIES OF THE ADVISORY COMMITTEE**

The duties of the Advisory Committee will include, but not be limited to the following:

1. To review and make recommendations to the BCC regarding transit policy, issues, programs and plans.
2. To evaluate established policies, procedures, ordinances and development regulations and make recommendation in support of efficient and effective public transit for the future.
3. To serve as a forum for advancing countywide public transportation.
4. To provide to the Board of County Commissioners a program plan as provided in the Transit Development Plan.
5. To provide to the Board of County Commissioners a work plan detailing the goals and objectives of the Advisory Committee to be undertaken for the following year.

**SECTION III MEMBERSHIP, APPOINTMENTS, TERMS OF OFFICE, ATTENDANCE AND FILLING OF VACANCIES**

The Advisory Committee shall be composed of nine members whose membership shall include:

1. One representative designated by the District School Board of Collier County.
2. At least two representatives shall be passengers of the system.
3. If possible, members should include representatives from large employers, health care related services, social services, and transportation and planning professionals.

Members of the Advisory Committee shall be appointed and serve at the pleasure of the Board of County Commissioners. Members shall be sought in accordance with and shall meet the qualifications for membership and requirements outlined in Ordinance No. 01-55, as amended, or by its successor ordinance. Appointment of members to the Advisory Committee shall be by resolution of the BCC, which resolution shall set forth a date of appointment. Each appointment

shall be for a term of twelve (12) months. Appointments to fill any vacancies on the Advisory Board shall be for the remainder of the unexpired term.

#### **SECTION IV            REMOVAL FROM OFFICE; FAILURE TO ATTEND MEETINGS**

Removal from office and attendance requirements shall be governed by Ordinance No. 01-55, as amended, or by its successor ordinance.

#### **SECTION V            OFFICERS; RULES OF PROCEDURE**

1. The Advisory Committee membership shall hold an initial organizational meeting for the purpose of electing a chairman and vice chairman from among the members. If the ad hoc Advisory Committee is extended beyond its initial twelve month term, new officers shall be elected at the meeting immediately following the initial twelve month term.
2. Officers shall be elected by a majority of a quorum of the Advisory Committee members present at the initial organization meeting.
3. Officers shall serve for a one year term with eligibility for reelection if the term of the Advisory Committee is extended.
4. The Chair shall preside at all meetings, call special meetings, appoint subcommittees, and act as a liaison with government bodies and other related committees.
5. The Vice Chair shall, during the absence of the Chair or the Chair's inability to serve, exercise all of the duties and powers of the Chair.

#### **SECTION VI           MEETINGS**

1. There shall be a minimum of one Advisory Committee meeting per quarter.
2. Additional meetings may be called by the BCC or the Advisory Committee Chair as required to allow for public input into the transit planning and operations process.
3. The presence of five or more members shall constitute a quorum of the Advisory Committee necessary to take action and transact business.
4. In the absence of a quorum, those members present may review the agenda items and make recommendations that may be reviewed for approval by the Advisory Committee at its next meeting where there is a quorum present.
5. Notices and agendas shall be sent to members at least seven calendar days prior to meetings.
6. All meetings shall be open to the public to encourage public awareness and participation.
7. Minutes shall be taken at all Advisory Committee meetings.
8. The Alternative Transportation Modes staff shall assist with preparation, duplication, and distribution of materials necessary for meetings.
9. A written record of meetings, resolutions, findings and determinations shall be kept for the Advisory Committee.
10. Copies of all Advisory Committee minutes, resolutions, reports and exhibits shall be submitted to the Clerk's Office.

11. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

**SECTION VII AMENDMENT TO BYLAWS**

- 1. These Bylaws may be amended by the affirmative vote of two-thirds of the quorum. Any proposed amendment to the Bylaws shall be provided to every Advisory Committee member at least seven (7) calendar days before it is voted on at a regular meeting.
- 2. These Bylaws, and any and all amendments to the Bylaws, will become effective upon an affirmative vote of two thirds of the quorum and subsequent approval by the BCC.

These Bylaws for the Ad Hoc Collier County Public Transit Advisory Committee are hereby endorsed on \_\_\_\_\_ by the Public Transit Advisory Committee and subsequently adopted by the Board of County Commissioners on \_\_\_\_\_.

**AD HOC COLLIER COUNTY  
PUBLIC TRANSIT ADVISORY COMMITTEE**

By: \_\_\_\_\_  
Chair

Attested by: \_\_\_\_\_  
Michelle Arnold, ATM Director

**ATTEST:  
DWIGHT E. BROCK, CLERK**

**BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA**

\_\_\_\_\_  
DEPUTY CLERK

By: \_\_\_\_\_  
Georgia A. Hiller, Esq., Chairwoman

Approved as to form and legality:

\_\_\_\_\_  
Scott R. Teach  
Deputy County Attorney