

EXECUTIVE SUMMARY
Board Action
Item 5b
Adoption of PTAC By Laws

Objective:

To establish By Laws for the Public Transit Advisory Committee (PTAC).

Considerations:

The Collier County Board of County Commissioners (BCC) approved Ordinance # 2016-07 which converted the Public Transit Advisory Committee (PTAC) from an Ad Hoc Committee to a permanent Advisory Board. The ordinance identified the functions, powers and duties of the committee; established the terms of office as well as general rules of procedures.

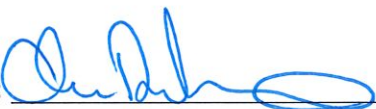
A requirement of the Ordinance is to adopt by-laws for the scope and transaction of business. A set of By Laws have been drafted for the committees review and approval. They will become effective upon an affirmative vote of two thirds of the quorum and subsequent approval by the BCC.

Recommended Actions:

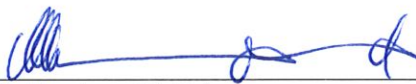
Review and approve By Laws.

Attachment(s):

By Laws

Prepared by:  _____
Omar De Leon, Transit Manager

Date: 9/11/20

Approved by:  _____
Michelle Arnold, Director

Date: 9-11-20

**COLLIER COUNTY
PUBLIC TRANSIT ADVISORY COMMITTEE (PTAC)**

BY LAWS

ARTICLE I

Name

The name of this Advisory body shall be the “Public Transit Advisory Committee”.

ARTICLE II

Jurisdiction

The Advisory Committee shall function as an advisory body to the Board of County Commissioners (BCC) and is governed under Ordinance 2016-07, as amended. The Committee will 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.

The BCC shall have the final authority over the actions of the PTAC.

ARTICLE III

Officers and their Duties

- Section 1. The officers shall consist of a Chair and Vice-Chair.
- Section 2. The Chair shall preside at the meetings and shall have the duties normally conferred by parliamentary usage to such officers.
- Section 3. The Chair may call special meetings, appoint subcommittees, and act as a liaison with government bodies and other related committees.
- Section 4. The Chair shall have the privilege of discussing all matters before the Committee and shall have the same voting rights as all Committee members.
- Section 5. The Vice-Chair during the absence of the Chair or the Chair's inability to serve, shall exercise all of the duties and powers of the Chair.
- Section 6. The full Committee may participate in the election process and vote.
- Section 7. The Advisory Committee shall adopt procedures by which it shall operate.

ARTICLE IV

Election of Officers

- Section 1. Nomination of Chair and Vice-Chair shall be made from the floor at the annual organization meeting in February of each year, and the election shall be held immediately thereafter.
- Section 2. A candidate receiving the majority vote shall be declared elected and shall serve a term of one (1) year, or until a successor is elected by the Committee. An Officer is eligible for reelection if the Advisory Committee elects to extend the term.
- Section 3. Vacancies in the position of Chair and Vice-Chair shall be filled immediately by regular elections procedures.
- Section 4. The Chair or Vice-Chair may be removed from office by a super majority of the Committee with or without cause.

ARTICLE V

Committee Structure and Meeting Requirements

- Section 1. The Public Transit Advisory Committee shall consist of seven (7) members whose membership shall include one representative designated by the District School Board of Collier County and, if possible, include representatives from large employers, health care related services, social services, and transportation and planning professional. If possible, at least two (2) representatives shall be passengers of the system.
- Section 2. Committee Appointments – 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 three (3) years. Appointments to fill any vacancies on the Advisory Committee shall be for the remainder of the unexpired term.
- Section 3. Regular Meetings – Regular meetings of the Advisory Committee shall be held on the third Tuesday monthly at 3:00 p.m., 3299 East Tamiami Trail, Naples Florida 34112, in the Board of County Commissioners Chambers on the 3rd Floor. If a regular meeting is required to be held at a time and location other than what is specified herein, notice will be provided at least seventy-two (72) hours prior to the meeting and posted on the County website. Meeting made also allow for virtual attendance in order to encourage public participation.

- Section 4. Special Meetings – Special meetings of the Advisory Committee may be convened by the Chair upon given notice thereof.
- Section 5. Notices - Notices of an Advisory Committee meeting shall be given to all members and to the Public at least seventy-two (72) hours in advance of the meeting. At any meeting, the Committee may set a future meeting date and Staff shall provide notices and agendas to members at least seventy-two (72) hours prior to said meeting.
- Section 6. Attendance - If a Committee member cannot attend a meeting, they shall notify Staff or the Transcriptionist. If a member misses two (2) successive Committee meetings without notification, their appointment may be forfeited.
- Attendance is preferred in person but may occur telephonically/virtually provided that (1) there is a quorum of the Committee members physically present; and (2) the members who are present authorize the participation by telephone. The absent members can then conduct themselves in the same manner as if they were present, including making motions and voting on items.
- Section 7. Quorum - A quorum of the Advisory Committee shall consist of four (4) members and an affirmative vote of a majority of those present and voting shall be necessary to pass any motion. 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.
- Section 8. Voting - Voting shall be by voice vote, or show of hands, if necessary, and may be recorded by individual (or group).
- Section 9. Meetings - All meetings shall be open to the public to encourage public awareness and participation. All public attendees shall identify themselves by name, address, and signature on the meeting attendance list.
- Section 10. Minutes - Minutes shall be taken at all Advisory Committee meetings. Voice recording of meetings is acceptable. A written record of meetings, resolutions, findings and determinations shall be kept.
- Section 11. Documents – The Public Transit & Neighborhood Enhancement (PTNE) Staff shall assist with preparation, duplication, and distribution of materials necessary for meetings. Copies of all Advisory Committee minutes, resolutions, reports, and exhibits shall be submitted to the Clerk's Office and posted on the County Website for public viewing.
- Section 12. Except as otherwise provided in these BYLAWS, Roberts Rules of Order shall be followed at all meetings.

Section 13. Agendas - Agendas are set by the Chair in coordination with Staff and the Transcriptionist. Advisory Committee members may send agenda item requests to the Staff Liaison and/or Transcriptionist prior to the publishing of the Agenda. Agenda additions and modifications may be made at the meeting prior to approval of the Agenda.

ARTICLE VI

Order of Business

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Committee Action
6. Reports and Presentations
7. Member Comments
8. Public Comments
9. Next Meeting Date
10. Adjournment

ARTICLE VII

Public Participation

All Public Transit Advisory Committee meetings will be public meetings as required by Florida Statutes. Participation by the Public is encouraged and in an effort to be fair to all wishing to participate, the following rules shall apply when receiving public comment.

- Section 1. Public Comment on Items on the Agenda - During each portion of the agenda the Chair may open up the meeting for public comment.
- a. The Chair shall declare when the floor will be open to public comment.
 - b. The Chair shall declare when the public comment period for the Agenda item is closed for public comment. Once the item is closed for public comment there shall be no further comment from the floor.
 - c. At the discretion of the Chair, all persons wishing to speak on an Agenda item must register with the Staff liaison prior to the presentation of the Agenda item by completing a speaker's slip.

- d. Each public participant must identify themselves by name and address.
- e. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
- f. There will be no sharing of minutes among those present in an effort to extend the time permitted to speak.
- g. Once a participant has been afforded the opportunity to speak, he/she may not speak again unless requested by the Chair.

Section 2. Public Comment on Items NOT on the Agenda - A Public Comment section will be included in each agenda. During this portion of the meeting items that have not been brought forward previously or were not on the agenda may be discussed or raised by the Public.

- a. At the discretion of the Chair, all persons wishing to speak under public comment on items not on the Agenda must register with the Staff liaison prior to this portion of the Agenda by completing a speaker's slip.
- b. Each public participant must identify themselves by name, address, and specify subject matter.
- c. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
- d. There will be no sharing of minutes among those present in an effort to extend the time permitted to speak.
- e. Once a participant has been afforded the opportunity to speak, he/she may not speak again unless requested by the Chair.

ARTICLE VIII

Amendment to BYLAWS

Section 1. Any proposed permanent amendment to the BYLAWS shall be provided to every Advisory Committee member at least seven seventy-two (72) hours before it is voted on at a regular meeting.

Section 2. These BYLAWS, and any and all amendments to the BYLAWS, will become effective upon an affirmative vote of a majority of the quorum.

These BYLAWS for the Public Transit Advisory Committee (PTAC) are hereby approved this _____ day of _____, 2020.

Public Transit Advisory Committee:

By: James Bennett Date: _____

By: Peter Berry Date: _____

By: Devon Browne Date: _____

By: James Caton Date: _____

By: John DiMarco, III Date: _____

By: Art Dobberstein Date: _____

By: Sonja Lee Samek Date: _____

Attested by: Michelle Arnold, PTNE, Division Director Date: _____

Attested by: Omar DeLeon, PTNE Transit Manager Date: _____