

**PALM BEACH  
METROPOLITAN PLANNING ORGANIZATION**



**BICYCLE TRAILWAYS PEDESTRIAN ADVISORY  
COMMITTEE (BTPAC)**

**BY-LAWS**

**Approved by the MPO  
July 20, 2017**

**Last Revised: June 16, 2016**

## 1. PURPOSE

The Palm Beach Metropolitan Planning Organization (MPO) Governing Board has created the Bicycle Trailways Pedestrian Advisory Committee (BTPAC) to review and make recommendations regarding items to be considered by the MPO Governing Board. These by-laws facilitate efficient conduct by the BTPAC as it serves in its advisory capacity to the MPO Governing Board. In the event of a conflict between these by-laws and the MPO Governing Board's by-laws, the MPO Governing Board's by-laws shall control.

The BTPAC serves in an advisory capacity to the MPO Governing Board to provide technical review, comments and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. This committee is concerned with non-motorized means of travel such as walking and bicycling, as well as greenways and blueways travel facilities, and their interface with other modes of transportation. The BTPAC shall address other matters and concerns when directed by the MPO. It shall be the function of the BTPAC to:

- Assist the MPO in formulation of its goals and objectives, including outreach and educational efforts.
- Provide technical review of the preliminary findings and make recommendations to the MPO regarding:
  - Mobility studies and reports proposed or underway
  - Review, evaluate, and rank applications submitted for funding through the annual Transportation Alternatives Program, and any other competitive funding programs aimed at non-motorized transportation projects that may arise for BTPAC evaluation.
  - Proposed Transportation Improvement Program (TIP), Unified Planning Work Program, Long Range Transportation Plan (LRTP) and Air Quality Planning and amendments
  - Position statements regarding general plan proposals and means to implement plans
  - Priority recommendations for program implementation based upon the needs as determined by technical studies, or upon the fiscal feasibility of projects

## 2. DEFINITIONS

**A. MPO** - The Palm Beach Metropolitan Planning Organization (MPO), which serves as part of the Miami Urbanized Area Transportation Management Area (TMA).

**B. MPO Governing Board** – The policy-making body for the MPO responsible for coordinating the cooperative decision-making process of the MPO's actions and taking required actions as the MPO.

**C. Governing Board Member** – A unit of General Purpose Local Government or an agency that operates or administers a major mode of transportation with voting membership on the MPO pursuant to the Interlocal Agreement.

**D. BTPAC Member** – A local government, health department, law enforcement agency, the School District of Palm Beach County, bicycle advocacy groups and other entities as deemed appropriate by the MPO Governing Board.

**E. BTPAC Representative** – An individual nominated by the BTPAC Member and appointed by the MPO Governing Board to represent the BTPAC Member at BTPAC meetings. If a BTPAC Member has a Representative and Alternate, these terms are used interchangeably.

**F. BTPAC Alternate** - An individual nominated by the BTPAC Member and appointed by the MPO Governing Board to represent the BTPAC Member at BTPAC meetings in the event the BTPAC Representative is not in attendance.

**G. Quorum** – A quorum of the BTPAC shall be constituted by the presence of a majority of Representatives or Alternates of the BTPAC Members. Only designated Representatives or Alternates physically present shall count toward establishing a quorum.

**H. Robert's Rules of Order** – *Roberts Rules of Order, Simplified and Applied (3<sup>rd</sup> Edition)*.

### **3. MEMBERSHIP**

#### **A. Number of BTPAC Members**

The number of BTPAC Members for the MPO shall be as determined by the MPO Governing Board. An agency seeking membership on the BTPAC shall submit a written request to the MPO for consideration and approval by the MPO Governing Board. The MPO Governing Board has final approval of membership. If the Florida Department of Transportation (FDOT) seeks membership on the BTPAC their Representative and Alternate would serve as a non-voting, advisory member.

#### **B. BTPAC Representatives**

Each BTPAC Member shall nominate a BTPAC Representative with a description of the individual's credentials and submit the nomination in writing to the MPO for consideration and approval by the MPO Governing Board. No advisory committee Representative may serve on more than one advisory committee to the MPO Governing Board at any time.

#### **C. BTPAC Alternates**

Each BTPAC Member may nominate a BTPAC Alternate(s) with a description of the individual's credentials and submit the nomination in writing to the MPO for consideration and approval by the MPO Governing Board. The Alternate must meet the same qualifications as a Representative. An Alternate may serve as a Representative for the BTPAC Member during any meeting or portion of a meeting where that BTPAC Member's Representative is not in attendance. No advisory committee Alternate may serve on more than one advisory committee to the MPO Governing Board at any time.

#### **D. Term Limits for BTPAC Representatives and Alternates**

BTPAC Representatives and Alternates shall serve at the pleasure of the MPO Governing Board for a three (3) year term. BTPAC Representatives and Alternates may be reappointed by the MPO Governing Board and are not required to submit an updated letter of request or credentials.

### **4. OFFICERS**

#### **A. Officers Defined**

The officers of the BTPAC shall consist of a Chair and a Vice-Chair.

## **B. Elections**

The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out his/her duties and complete the remainder of the appointed term.

## **C. Terms of Office**

The term of office for officers shall be one (1) calendar year.

## **D. Duties of Officers**

The Chair shall call and preside at BTPAC meetings and sign official documents for the BTPAC. In the Chair's absence, the Vice-Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice-Chair, the BTPAC Representatives present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out his/her duties for the remainder of the term, the Vice-Chair shall automatically become Chair and a new Vice-Chair shall be elected for the remainder of the term.

# **5. MEETINGS**

## **A. Regular Meetings**

Meetings will be held on the first Thursday of each month, except as noted on the meeting calendar published to the public on the MPO website. A Quorum is required to hold an official meeting of the BTPAC and vote on issues for recommendation to the MPO Board. If Quorum cannot be established, action items on the agenda will receive a consensus vote which will be forwarded to the MPO Board. The MPO Executive Director may cancel regular meetings should there be insufficient business on the BTPAC agenda or a lack of anticipated quorum.

## **B. Special Meetings**

Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.

## **C. Attendance**

Each BTPAC Representative shall be expected to attend each regular meeting. It shall be the obligation of a BTPAC Representative to provide reasonable notice to the BTPAC Alternate when the BTPAC Representative will not be attending a meeting, and to provide at least 24-hours advance notice to the MPO when neither a Representative nor Alternate will be attending a meeting. An absence without advance notice and without having an Alternate in attendance will be considered unexcused.

BTPAC Representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings. Further, BTPAC Members that do not have a BTPAC Representative or Alternate for three (3) consecutive meetings will be presented to the MPO Board for consideration and removal from the committee.

#### **D. Agenda**

The agenda is a published list of items for consideration (action items) or discussion (information items) at a meeting. The agenda and any backup material for a BTPAC meeting shall be published for the public on the MPO website seven (7) days prior to the meeting or as early as practicable. Only when special extenuating circumstances warrant, a BTPAC Representative, Alternate, or the MPO Executive Director may propose an additional item(s) for the agenda prior to adoption of the agenda for a given meeting, subject to approval by a majority of the BTPAC Representatives/Alternates at the meeting; provided that consideration of such item(s) is consistent with the MPO's Public Involvement Plan noticing requirements.

BTPAC Representatives wishing to add an agenda item or organizations wishing to make a presentation to the BTPAC must contact the MPO Executive Director at least ten (10) days prior to the meeting.

#### **E. Voting Procedures**

The Chair and any BTPAC Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. BTPAC Representatives must be physically present to vote. At any given meeting, if a BTPAC Representative(s) is absent, the BTPAC Alternate(s), may vote in place of the absent Representative(s).

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each BTPAC Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a BTPAC Representative, or the MPO Executive Director. A tie vote shall be interpreted as a failure to pass.

Any BTPAC Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been completed by the next regularly scheduled meeting and cannot be undone. A BTPAC Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The MPO Executive Director shall endeavor to provide notice of the request to the BTPAC Members prior to the meeting. Any BTPAC Representative who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those voting BTPAC Representatives present at the meeting. Proxy and absentee voting are not permitted.

In the absence of any direction from these by-laws or other duly adopted voting procedures pursuant to certain approval actions, the MPO Governing Board's By-laws will control. Robert's Rules of Order will designate procedures governing voting over any BTPAC meeting.

#### **F. Public Comment Procedures**

All BTPAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the MPO Executive Director or designee prior to the commencement of the meeting. Members of the public may speak on agenda items following presentation of the item to the BTPAC by providing a Speaker Card to the MPO Executive Director or designee. Public comment shall be limited to three (3) minutes.

### **G. Florida's Open Meetings Law**

Every BTPAC Representative/Alternate shall comply with the State's Open Meetings Law. A Representative/Alternate shall report potential conflicts, file a memorandum of voting conflict, and recuse himself/herself from voting or discussing issues on which the Representative/Alternate has an identified conflict of interest. This also includes not discussing current agenda items or other matters that may foreseeably come before the BTPAC for action with other BTPAC Representatives outside of a noticed meeting.