



Space Coast Transportation Planning Organization (SCTPO) **EXECUTIVE COMMITTEE MEETING**

Andrea Young, SCTPO Chair, Presiding

DATE: Thursday, March 14, 2024
TIME: 12:30 p.m.
LOCATION: Center for Collaboration
1100 Rockledge Blvd., Rockledge, FL 32955



Wireless Access Available
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Agenda

- 1. Call to Order**
- 2. Public Comment**
Anyone wishing to make a comment on an item should complete a "speaker card" at the sign-in desk. Comments are limited to three minutes.
- 3. Discussion RE: Policy PLC-1 Agency Organization and Operation, Committee Membership Eligibility (Page 3)**
- 4. Adjourn**

Public Comment: Comments will be heard on items that do not appear on the agenda of this meeting. Public comments are solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Note, however, that state law and administrative rules prevent the TPO from taking any formal action on any item discussed at this time. The TPO may schedule such items as regular agenda items and act upon them in the future. The Chair is authorized to limit discussion, as necessary, with each commentary limited to 3 minutes.

Appeal: Any person who desires or decides to appeal any decision made by this agency with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purpose, such person may need to ensure that a verbatim record of the proceedings is made, at his own expense, which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Zoe McNeely, (321) 690-6890 or e-mail: zoe.mcneely@sctpo.com

Accessibility: In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding or persons who require translation services (free of charge) should contact the Space Coast TPO Office no later than 48 hours prior to the meeting at (321) 690-6890 for assistance.

The SCTPO is actively working to increase the accessibility of our meeting materials and in doing so, adhere to many of the available standards and guidelines, when applicable. Should you encounter any inaccessible material, please contact Abby Hemenway, Public Involvement Officer and Title VI Coordinator, (321) 690-6890 or e-mail: abby.hemenway@sctpo.com

***** PLEASE SILENCE ALL ELECTRONIC DEVICES *****

Space Coast TPO

2725 Judge Fran Jamieson Way
Building B, Room 105
Viera, FL 32940
Phone: 321-690-6890

<http://spacecoasttpo.com/>



ITEM NUMBER 3

Discussion RE: Policy PLC-1 Agency Organization and Operation, Committee Membership Eligibility

For further information, please contact: Georganna.Gillette@sctpo.com
Strategic Plan Emphasis Area: Leadership

DISCUSSION

Some questions have arisen concerning the proper composition of the TAC membership.

Our policy for the Technical Advisory Committee (TAC) states that, “*members shall be employed by or be contracted by the respective appointing agency*”. It currently does not allow elected officials. An elected official is not necessarily precluded from membership on the TAC, but to be eligible for appointment, the elected official would have to be employed or contracted by a nominating agency.

Following our membership policy review and consultation with legal counsel, this raises a policy issue. Discussion and recommendation are requested from the Executive Committee to clarify its policies and procedures regarding TAC membership.

Additionally, increasing the TAC membership seats to include a representative from Brevard County Housing and Human Services and the Space Coast Office of Tourism has been recently discussed.

REQUESTED ACTION

As desired by the Space Coast TPO Executive Committee.

ATTACHMENTS

- Memorandum: Paul Gougelman to SCTPO Executive Director; RE: Technical Advisory Committee (TAC) Membership, **Attachment A**
- PLC-1 Agency Organization and Operation, TAC Committee Membership Policy, **Attachment B**



MEMORANDUM

TO: Georganna Gillette, Executive Director
Laura Carter, Deputy Executive Director

FROM: Paul Gougelman, TPA General Counsel

SUBJECT: Technical Advisory Committee (“TAC”) Membership

DATE: February 13, 2024

BACKGROUND: Some question has arisen concerning the propriety of the composition of the TAC membership. You have asked for an opinion of legal counsel.

ISSUE PRESENTED: May elected officials serve as members, or alternate members, of the TAC?

SHORT ANSWER: An elected official is not necessarily precluded from serving as a member of the TAC. However, based on TPO Policies and Procedures, the elected official would have to be “employed by” or “contracted”¹ to work with the nominating agency, which would likely be the body on which the individual serves as an elected official. Additionally, a policy question is raised whether elected officials who are not representatives of a particular discipline, such as planning or engineering, are suited to serve on the TAC.

ANALYSIS: The TAC is a creation of Florida law. While federal law does not specifically require creation of a technical advisory committee, federal law does provide for the creation of a public participation plan as a part of the metropolitan planning process. The plan must involve input from “individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.”² From that perspective the TAC and the Citizens’ Advisory Committee are both part of the public participation process for the metropolitan planning process.

¹ No opinion is given whether contracting by a nominating authority would violate Section 112.313(3), (6) or (7), Florida Statutes, as an ethical conflict. Such a situation would have to be examined on a case by case, fact specific circumstance.

² 23 CFR §450.316(a).

Creation of a Metropolitan Planning Organization (“MPO”) TAC is required by Section 339.174(6)(d), Florida Statutes, which provides:

339.175 Metropolitan planning organization.—

(6) POWERS, DUTIES, AND RESPONSIBILITIES.—

(d) Each M.P.O. shall appoint a technical advisory committee, the members of which shall serve at the pleasure of the M.P.O. The membership of the technical advisory committee must include, whenever possible, planners; engineers; representatives of local aviation authorities, intermodal logistics centers, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the M.P.O. or the superintendent’s designee; and other appropriate representatives of affected local governments. . . .

The creation of the TAC fits within a multi-tiered public participation process which reserves membership on the MPO governing board primarily for municipal and county elected officials or an official of an agency, such as transit, seaport or airport authority;³ a Citizens’ Advisory Committee with a “broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system” and with “adequate representation of minorities, the elderly, and the handicapped” as its members,⁴ and a Technical Advisory Committee with technicians as its membership, including, “whenever possible, planners; engineers; representatives of local aviation authorities, intermodal logistics centers, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments.”⁵

In pursuit of the implementation of the state statutory command that each MPO must create a TAC, the Space Coast TPO has adopted Section 3.3, Policy PLC-1 of the Space Coast TPO Policies and Procedures (rev. 2023). Specifically, Section 3.3 (A) creates the TAC, for the purpose of evaluating the technical acceptability of various TPO programs.⁶

³ §339.175(3)(a), Fla.Stat.

⁴ §339.175(6)(e), Fla.Stat.

⁵ §339.175(6)(d), Fla.Stat.

⁶ Section 3.3(A) of Policy PLC-1, provides:

3.3 TECHNICAL ADVISORY COMMITTEE (TAC). (A) The responsibility of the Technical Advisory Committee is that of reviewing the work progress and evaluating the technical acceptability of the planned studies and recommendations of the SCTPO. The Technical Advisory Committee provides the SCTPO with supporting technical information required to assist the SCTPO Governing Board in its policy making

This sub-section specifically provides that “whenever possible” TAC members should, consistent with state law, include individuals with a specific technical discipline such being an engineer, planner, or presentative of a seaport or aviation authority.

Section 3.3(E), Policy PLC-1 of the Space Coast TPO Policies and Procedures (rev. 2023), specifies who may be a member of the TAC, including individuals who are employed by or contracted by the respective nominating agency.⁷

(E) Appointment to the TAC. Each agency, organization or unit of government shall nominate and the SCTPO Governing Board may appoint an individual and alternate to represent such agency, organization or unit of government on the Technical Advisory Committee. Members shall be employed by or be contracted by the respective appointing agency. To be eligible to serve on the TAC once appointed, said individuals must at all times maintain the standards for being eligible for appointment. . . .

Section 3.3(E), Policy PLC-1 (emphasis supplied).

An example of how this works would include Cliff Graham, who is the TAC Chairman. Mr. Graham is employed by the Melbourne-Orlando International Airport Authority, as its Director of Operations and Maintenance. In the case of the Town of Indialantic, their TAC alternate representative is their Town Engineer, Scott Glaubitz. Mr. Glaubitz is not an employee of the Town. He is a professional engineer, and he is a principal in the firm B.S.E. Consultants, Inc., which is contracted with the Town to serve as the Town Engineer.

decisions. In addition, the TAC identifies projects to be in the Long Range Transportation Plan (LRTP) or Transportation Improvement Program (TIP) as deserving classification as a school safety concern. Pursuant to Section 339.175(6)(d), Florida Statutes, the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the Brevard County School District Superintendent of Schools or the Superintendent’s designee; and other appropriate representatives of affected local governments, such as managerial officials or technical support staff.

⁷ Section 3.3(E), Policy PLC-1 of the Space Coast TPO Policies and Procedures (rev. 2023), includes a technical error which at some point should be corrected. It refers to the TAC members be employed by or contracted by the respective “appointing” agency. The term “appointing” should be corrected to reflect that the TAC member should be employed by or contracted with the “nominating” agency, since it is various municipalities, the port authority, and the county which nominate someone for appointment to the TAC, and the actual appointment is accomplished by the TPO Governing Board.

Thus, an elected official is not necessarily precluded from membership on the TAC, but to be eligible for appointment, the elected official would have to be “employed by”⁸ or “contracted”⁹ to work with a nominating agency.

Lastly, membership on the TAC of an elected official raises a policy question. The TAC, as its name implies, is intended to be a technical evaluating body. While one need not necessarily be a member of a technical discipline to serve on the TAC, should the door be opened wider to support elected officials who are not member of a particular discipline to serve on the TAC.

In any event, the TPO may want to give further consideration to clarifying its policies and procedures concerning TAC membership.

PRG/mb

⁸ No opinion is given whether employment of an elected official might violate the prohibition against dual office holding set forth in Section 5, Article II, Florida Constitution of 1968, or Section 112.313(3), (6) or (7), Florida Statutes. Such a situation would have to be examined on a case by case, fact specific circumstance.

⁹ No opinion is given whether contracting by a nominating authority would violate Section 112.313(3), (6) or (7), Florida Statutes, as an ethical conflict. Such a situation would have to be examined on a case by case, fact specific circumstance.

3.3 TECHNICAL ADVISORY COMMITTEE (TAC).

(A) The responsibility of the Technical Advisory Committee is that of reviewing the work progress and evaluating the technical acceptability of the planned studies and recommendations of the SCTPO. The Technical Advisory Committee provides the SCTPO with supporting technical information required to assist the SCTPO Governing Board in its policy making decisions. In addition, the TAC identifies projects to be in the Long Range Transportation Plan (LRTP) or Transportation Improvement Program (TIP) as deserving classification as a school safety concern. Pursuant to Section 339.175(6)(d), Florida Statutes, the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the Brevard County School District Superintendent of Schools or the Superintendent's designee; and other appropriate representatives of affected local governments, such as managerial officials or technical support staff.

(B) Membership.

(1) The Technical Advisory Committee consists of twenty-six (26) voting members and one non-voting advisor. Fourteen (14) of these voting members shall be municipal representatives. Municipalities with populations over twenty-five hundred (2,500) persons shall be represented, and those under twenty-five hundred (2,500) may be represented on the Technical Advisory Committee as voting members.

(2) One representative from each of the following municipalities shall serve on the TAC: Cape Canaveral, Cocoa, Cocoa Beach, Grant-Valkaria, Indialantic, Indian Harbour Beach, Malabar, Melbourne, Melbourne Beach, Palm Bay, Rockledge, Satellite Beach, Titusville, and West Melbourne. The other voting members of the Technical Advisory Committee shall be a representative from each of the following: Space Coast Area Transit, Brevard County Office of Emergency Management, Brevard County Public Works Department, VPSI (Van Pool Services, Inc.), Brevard County Planning and Development Department, Canaveral Port Authority, Melbourne International Airport Authority, Titusville-Cocoa (TICO) Airport Authority, Brevard County School District Superintendent's Office, St. Johns River Water Management District, Space Florida Authority and Valkaria Airport staff.

(3) The non-voting advisor to the Technical Advisory Committee shall be the FDOT District V, Space Coast TPO Liaison or said individual's designee. The non-voting advisor may attend and participate fully in technical advisory committee meetings but shall not have a vote, shall not be considered a member of the technical advisory committee and shall adhere to the provisions as set forth in Section 339.175(6)(d), Florida Statutes.

(C) Voting Representatives. No individual shall be eligible to vote on the Technical Advisory Committee until the municipality, office, department, division, association, system, authority or board that nominates said representative certifies in writing to the SCTPO Executive Director such individual is authorized to vote as the representative of the certifying entity, and the SCTPO has appointed said individual to the Technical Advisory Committee. All members appointed to the Technical Advisory Committee are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in Section 112.3143, Florida Statutes,¹ or as specified in Section 286.012, Florida Statutes.² Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest.

¹ Section 112.3143(3)(a), Florida Statutes. See Note 6, *supra*, for text of statute

² Section 286.012, Florida Statutes. . See Note 7, *supra*, for text of statute.

(D) Alternate Voting Representatives. In addition, each municipality, office, department, division, association, system, authority or board that nominates a representative to the Technical Advisory Committee may also designate, and the SCTPO Governing Board may appoint, one (1) alternate representative for each member. The alternate will be considered a voting member at a meeting of the Technical Advisory Committee in the event that the voting representative who the alternate acts as an alternate for is absent from a meeting. All appointed alternate members who are attending a meeting as a sitting member on the Technical Advisory Committee are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in Section 112.3143, Florida Statutes,³ or as specified in Section 286.012, Florida Statutes.⁴ Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest. If both the appointed and alternate member attend the same meeting, only the appointed member may participate in debate and vote on items.

(E) Appointment to the TAC. Each agency, organization or unit of government shall nominate and the SCTPO Governing Board may appoint an individual and alternate to represent such agency, organization or unit of government on the Technical Advisory Committee. Members shall be employed by or be contracted by the respective appointing agency. To be eligible to serve on the TAC once appointed, said individuals must at all times maintain the standards for being eligible for appointment. If the agency, organization, or unit of government does not nominate a representative or an alternate representative within sixty (60) days after notice from the SCTPO Governing Board of a vacancy, the SCTPO Governing Board may, but shall not be obligated to, appoint said representative or alternate representative without nomination by the agency, organization, or unit of government. Pursuant to Section 339.175(6)(d), Florida Statutes, all TAC Members serve at the pleasure of the SCTPO Governing Board or the SCTPO Governing Board entity which nominated the individual for appointment to the TAC. Without limiting the rights of the SCTPO Governing Board to otherwise remove a Member from the TAC, the SCTPO Governing Board may remove any individual from the Technical Advisory Committee; if such individual is absent from three (3) or more consecutive Technical Advisory Committee meetings in any one (1) calendar year.

(F) Officers. The Technical Advisory Committee shall elect a Chair and Vice Chair of the Technical Advisory Committee at its last regularly scheduled meeting in each calendar year. The Chair and Vice Chair shall serve for a period of one (1) year, starting on January 1st of each year until December 31st, or until a successor is elected, whichever event shall occur later in time. The Chair and Vice Chair shall at all times be members of the Technical Advisory Committee.

(1) Chair; Vice- Chair. The Chair of the Technical Advisory Committee shall call and preside at all meetings of the Technical Advisory Committee. The Chair is authorized to execute on behalf of the Technical Advisory Committee all documents which have been approved by the Technical Advisory Committee or to execute said documents subject to ratification by the Technical Advisory Committee. The Vice Chair shall serve as Chair in the absence of the Chair.

(2) Minutes. SCTPO staff shall maintain the minutes and other records of the Technical Advisory Committee. The minutes shall accurately summarize the proceedings of the Technical Advisory Committee.

(3) Quorum. At least ten (10) voting members of the Technical Advisory Committee must be present for the Technical Advisory Committee to conduct business.

(G) Procedures.

³ Section 112.3143(3)(a), Florida Statutes. See Note 6, *supra*, for text of statute.

⁴ Section 286.012, Florida Statutes. See Note 7, *supra*, for text of statute.

(1) Procedures for the TAC shall follow those described in the Space Coast TPO Governing Board Section of Policy PLC-1, Section 2.5(F)(1), (2), (4), (5), (6) and (7). If certain actions are not covered by these policies, Roberts Rules of Order, newly revised recent edition, shall be used to govern proceedings of the Technical' Advisory Committee.

(2) Continuance and Deferrals.

a. The TAC may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

b. If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the SCTPO Executive Director, or said Director's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

(3) Rescheduled meeting dates. Prior to the advertised public hearing, if the SCTPO Executive Director, or the director's designee, determines that a quorum physically present at the meeting site cannot be obtained, the SCTPO Executive Director, the director's designee, may direct that the meeting will be continued until a specific date and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the date and time to which the meeting was continued, and prior to the meeting, notice must be conspicuously posted on the SCTPO's internet web-site.

(4) Reliance on information presented by applicant. The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(5) Documents submitted at any public hearing. The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The *original* public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.

3.4 CITIZENS ADVISORY COMMITTEE (CAC).

(A) The function of the Citizens' Advisory Committee (CAC) is to conduct public information programs on the activity of the SCTPO, to provide citizens' views of the findings and recommendations to the SCTPO Governing Board, and to provide comment and recommendations to the SCTPO Governing Board on SCTPO plans referred to the Committee, including but not limited to the Long Range Transportation Plan, TIP, and the UPWP.

(B) Eligibility: Any person residing within the Space Coast TPO's geographic boundary is eligible for regular or alternate membership on the CAC, unless that person holds an elective office or a non-elective office or position in any unit of state or local government, or is employed by the agency nominating the individual for service on the CAC. Pursuant to Section 339.175, Florida Statutes, the membership on the CAC must reflect a broad cross-section of local residents with an interest in the

development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. To be eligible to continue to serve on the CAC once appointed, said appointees must at all times maintain the standards for being eligible for appointment.

(C) Appointment to the CAC. The Citizens Advisory Committee shall be comprised of twenty-four (24) voting members. Members and alternates are nominated as set forth in this sub-section by a county commissioner or the governmental agency that they represent. Upon nomination by a county commissioner or a governmental agency, the SCTPO Governing Board shall consider said nominee for appointment to the CAC. Consideration shall be in accordance with s. 760.80(3), Florida Statutes.⁵ Each of the five (5) Brevard Board of County Commissioner's serving on the SCTPO shall nominate, and the SCTPO may appoint two (2) representatives to serve on the Citizens' Advisory Committee. The Canaveral Port Authority shall nominate, and the SCTPO Governing Board may appoint, one (1) representative to serve on the Citizens' Advisory Committee. Each City or Town council/commission member serving on the SCTPO Governing Board shall nominate, and the SCTPO Governing Board will consider for appointment one (1) representative to serve on the Citizens' Advisory Committee. The South Beaches Coalition (representing Indianalantic, Indian Harbour Beach, Melbourne Beach and Satellite Beach) shall nominate, and the SCTPO Governing Board may appoint one (1) shared representative to serve on the Citizens' Advisory Committee. The North Beaches Coalition (representing Cape Canaveral and Cocoa Beach) shall nominate, and the SCTPO Governing Board may appoint one (1) shared representative to serve on the Citizens' Advisory Committee.

(D) Term of Service. Pursuant to Section 339.175(6)(e), Florida Statutes, all CAC Members, and alternate Members, serve at the pleasure of the SCTPO Governing Board or the SCTPO Governing Board entity, or County Commissioner, which nominated the individual for appointment to the CAC. If the agency, organization, or unit of government, or county commissioner, does not nominate a representative, or an alternate representative, within sixty (60) days after notice of a vacancy from the

⁵ Section 760.80(3), Florida Statutes, provides that “[i]n appointing members to any statutorily created decisionmaking or regulatory board, commission, council, or committee of the state, the appointing authority should select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board, commission, council, or committee accurately reflects the proportion that each group of minority persons specified in subsection (2) represents in the population of the state as a whole or, in the case of a local board, commission, council, or committee, in the population of the area represented by the board, commission, council, or committee, as determined pursuant to the most recent federal decennial census, unless the law regulating such appointment requires otherwise, or persons of the underrepresented minority group cannot be recruited.”

As utilized in the foregoing statute, a “minority person” means:

(a) An African American; that is, a person having origins in any of the racial groups of the African Diaspora.

(b) A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.

(c) An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.

(d) A Native American; that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.

(e) An American woman.

See §760.80(2), Fla.Stat.

SCTPO Governing Board, the SCTPO Governing Board may, but shall not be obligated to, appoint said representative, or alternate representative, without nomination by the agency, organization, or unit of government, or county commissioner. In addition, the SCTPO Governing Board, or each SCTPO entity, or county commissioner, nominating a board member may remove their representative or alternate from the Citizens' Advisory Committee, if such individual is absent from three (3) or more consecutive Citizens' Advisory Committee meetings in any one (1) calendar year, among other reasons.

(E) Voting Representatives. No individual shall be eligible to vote on the Citizens Advisory Committee until the municipality, port commission, or county commissioner that nominates said representative certifies in writing to the SCTPO Executive Director that such individual is authorized to vote as the representative of the certifying entity, and the SCTPO has appointed said individual to the Citizens Advisory Committee. All members appointed to the Citizens Advisory Committee are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in Section 112.3143, Florida Statutes,⁶ or as specified in Section 286.012, Florida Statutes.⁷ Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest.

(F) Alternate Voting Representatives. In addition, each County Commissioner, the Canaveral Port Authority, and each City or Town council/commission member serving on the SCTPO Governing Board may nominate, and the SCTPO may appoint one (1) alternate for each representative appointed. The South Beaches Coalition (representing Indianalantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach) may nominate, and the SCTPO may appoint one (1) shared alternate representative. The North Beaches Coalition (representing the cities of Cocoa Beach and Cape Canaveral) may nominate, and the SCTPO Governing Board may appoint one (1) shared alternate representative. Alternate representatives will be considered a voting member at a meeting of the Citizens' Advisory Committee in the event that the appointed representative who the alternate represents is absent from a meeting. All alternate voting members to the Citizens Advisory Committee are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in Section 112.3143, Florida Statutes,⁸ or as specified in Section 286.012, Florida Statutes.⁹ Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest. If both the appointed and alternate member attend the same meeting, only the appointed member may participate in debate and vote on items.

(G) Officers. The Citizens' Advisory Committee shall elect a Chair and Vice Chair of the Citizens' Advisory Committee at its last regularly scheduled meeting in each calendar year, or as soon thereafter as may be convenient to the CAC. The Chair and Vice Chair shall serve for a period of one (1) year, starting on January 1st of each year and ending on December 31st, or until a successor is elected, whichever event shall occur later in time. The Chair and Vice Chair shall be members of the Citizens' Advisory Committee.

(1) Chair; Vice-Chair. The Chair of the Citizens' Advisory Committee shall call and preside at all meetings of the Citizens' Advisory Committee. The Chair is authorized to execute on behalf of the Citizens' Advisory Committee all documents which have been approved by the Citizens' Advisory

⁶ Section 112.3143(3)(a), Florida Statutes. See Note 6, *supra*, for text of statute.

⁷ Section 286.012, Florida Statutes. See Note 7, *supra*, for text of statute

⁸ Section 112.3143(3)(a), Florida Statutes. See Note 6, *supra*, for text of statute.

⁹ Section 286.012, Florida Statutes. See Note 7, *supra*, for text of statute

Committee or to execute said documents subject to ratification by the Citizens' Advisory Committee. The Vice Chair shall serve as chair in the absence of the Chair.

(2) Minutes. SCTPO staff shall maintain the minutes and other records of the Citizens' Advisory Committee. The minutes shall accurately reflect the proceedings of the Citizens' Advisory Committee.

(3) Quorum. At least ten (10) of the voting members of the Citizens' Advisory Committee must be present for the Citizens' Advisory Committee to conduct business.

(H) Procedures.

(1) Procedures for the CAC shall follow those described in the Space Coast TPO Governing Board Section of Policy PLC-1, Section 2.5(F)(1), (2), (4), (5), (6) and (7). If certain actions are not covered by these policies, Roberts Rules of Order as revised shall be used to govern proceedings of the Citizens' Advisory Committee.

(2) Continuance and Deferrals.

(a) The CAC may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

(b) If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the SCTPO Executive Director, or said Director's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

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(4) Reliance on information presented by applicant. The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(5) Documents submitted at any public hearing. The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The *original* public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.



SPACE COAST TRANSPORTATION PLANNING ORGANIZATION GLOSSARY OF TERMS

Acronyms and Abbreviations

<u>Acronym</u>	<u>Full Name</u>
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATMS	Advanced Traffic Management System
BMBA	Brevard Mountain Bike Association
BOCC	Board of County Commissioners
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CFMPO	Central Florida Metropolitan Planning Organization
CIGP	County Incentive Grant Program
CMS	Congestion Management System
CRA	Community Redevelopment Agency
CTST	Community Traffic Safety Team
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Florida Regional Rail Trail
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAST ACT	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant
G/W	Goes With
ITS	Intelligent Transportation System
LAP	Local Agency Program
LOGT	Local Option Gas Tax
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SJHP	St. John's Heritage Parkway
SJRWMD	St. Johns River Water Management District
SR	State Road
SU	Surface Transportation Block Grant Program Urban
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program

MISSION: To plan a transportation system that enhances quality of life and economic development by engaging the community.

VISION: Provide a safe, multimodal, innovative, and resilient transportation system for all.

Leadership

Represent and promote the Space Coast TPO

Priority Actions:

- Report TPO actions and policies to Councils/Boards
- Share TPO social media posts and news
- Pursue leadership development opportunities

Performance Measure:

Implement Governing Board Strategic Plan



Safety

Implement a safe transportation system for all users

Priority Actions:

- Support implementation of Vision Zero Action Plan
- Support innovative safety counter measures

Performance Measure:

Prioritize a Safe System Approach Pilot Project on a High Injury Network Corridor



Linking Transportation & Land Use

Plan a network that provides transportation choices

Priority Actions:

- Participate in 2050 Long Range Transportation Plan development
- Explore opportunities to connect transportation hubs

Performance Measure:

Adopt Plans, Projects, and Programs that Increase Transportation Choices



Resiliency & Sustainability

Plan for a resilient and sustainable transportation system

Priority Actions:

- Participate and share Resiliency Public Engagement campaign and activities
- Keep utility departments and stakeholders informed

Performance Measure:

Adoption of Transportation Resiliency Master Plan



Technology & Data

Implement technology to enhance reliability of the transportation system

Priority Actions:

- Continue funding support of TSMO
- Encourage municipalities to develop transportation technology and data sharing policies

Performance Measure:

Launch Data Dashboard

