

aware of any type of conflict or attempt to influence shall make it known to the staff liaison and either excuse himself/herself from the proceedings, and/or file a conflict of interest form into the record.

- K. The MPO’s procedures for complying with federal requirements associated with Title VI of the Civil Rights Act of 1964 are outlined in the organization’s Title VI Nondiscrimination Plan and Limited English Proficiency Plan. Additionally, more information on the Title VI Complaint Procedure is contained in Addendum II of the MPO’s Title VI Program.

SECTION 1.2: OFFICERS AND DUTIES

- A. The following officers shall be elected each year:
 - 1. Chair
 - 2. Chair-Elect
 - 3. 1st Vice Chair / Secretary
 - 4. 2nd Vice Chair
- B. Officers shall be voting members on the MPO Governing Board. Officers shall be elected by a majority of the voting members present at the last scheduled organizational meeting of the year and shall serve a term of one (1) year, starting with the January meeting.
- C. The Chair shall preside at all meetings and in the event of his/her absence or at his/her direction, the Chair-Elect shall assume the powers and duties of the Chair.
- D. Officers shall pursue at least one continuing education opportunity each year through the MPO Advisory Council or other acceptable forum.
- E. Should an officer position become vacant, the MPO Governing Board shall fill the position through election at the next regularly scheduled meeting.
- F. All official contracts, agreements and other documents approved for action by the MPO shall be signed by the Chair or a designee approved by the Governing Board.

SECTION 1.3: EXECUTIVE COMMITTEE AND DUTIES

- A. The following board members shall comprise the Executive Committee:
 - 1. Chair
 - 2. Chair-Elect
 - 3. 1st Vice Chair
 - 4. 2nd Vice Chair
 - 5. Immediate Past Chair
 - 6. At-Large Representative for Lake County
 - 7. At-Large Representative for Sumter County
- B. The Immediate Past Chair shall be eligible to serve on the Executive Committee until such time that a change in Chair results in a new Immediate Past Chair. If an individual qualifies to serve as the Immediate Past Chair and such individual is no longer a public official or is no longer in a

public office, then the Immediate Past Chair seat may be filled by any other person who has previously served as Chair

- C. The At-Large Representative for Lake County holds the voting privilege rotating annually among: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla.
- D. The At-Large Representative for Sumter County holds the voting privilege and rotates pursuant to the Interlocal Agreement entered by and between the cities of: Bushnell, Center Hill, Coleman, Webster and Wildwood.
- E. The purpose of the Executive Committee is to efficiently address matters not feasible to be heard by the full MPO Governing Board. The Executive Committee is additionally tasked with strategic planning for the MPO, evaluating the performance of the MPO Executive Director, and performing other duties as assigned to or requested of them by the MPO Governing Board.
- F. The Chair may convene the Executive Committee for items deemed appropriate for Executive Committee review or action. The Executive Committee will meet as often as they deem necessary to complete their duties, but shall meet at three (3) times a year.
- G. To provide balanced representation on the Executive Committee among counties and municipalities, the MPO Governing Board, at the time of the election of officers, shall attempt to fill, if feasible, officer positions by rotating between municipal and county representatives as officers are advanced, when feasible, to the next level of elected office.

SECTION 1.4: APPOINTMENTS

- A. The Chair, Chair-Elect, 1st Vice Chair, 2nd Vice Chair, Immediate Past Chair and one voting member elected by the MPO Governing Board shall be appointed to serve as the three primary and three alternate appointments to the Central Florida MPO Alliance. The Executive Committee shall designate which of the aforementioned positions shall serve in a primary capacity and which shall serve in an alternate capacity.
- B. The Chair shall automatically serve as the primary appointment to the Florida MPO Advisory Council. The Chair-Elect and 1st Vice Chair shall automatically serve as alternates.
- C. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Lake County Transportation Disadvantaged Coordinating Board.
- D. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Sumter County Transportation Disadvantaged Coordinating Board.
- E. Should an elected appointment position become vacant, the appointment shall be filled by election at the next regular meeting of the MPO Governing Board.

SECTION 1.5: MEETINGS

- A. All meetings of the MPO Governing Board and advisory committees shall be open to the public and opportunities for public comments shall be provided. All public meetings and hearings shall be held in locations that are accessible to people with disabilities.
- B. In accordance with the provisions of federal and state laws, public meetings that are part of the public participation plan will be conducted at convenient and accessible locations at convenient times. In addition, MPO will utilize visualization techniques to describe the plans and make public information available, when possible, in an electronically accessible format and in plain language.
- C. Regular meetings of the MPO shall typically be held on the 4th Wednesday of each applicable month at a time and place to be designated by the Executive Director. Regular meeting dates and times may be changed by the Executive Director to accommodate holidays and/or other reasons. MPO Governing Board shall meet at least four times a year.
- D. Special meetings may be called by the Chair or by vote of the MPO Governing Board. Reasonable notice must be provided to the members and alternates for special meetings.
- E. Three (3) voting members on the MPO Governing Board shall constitute a quorum for the transaction of business. Any business transacted by MPO Governing Board must be approved by not less than a majority of the votes cast.
- F. Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Long Range Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order
- G. An agenda shall be prepared for each meeting. Items may be placed on the agenda by any voting or non-voting member, the Executive Committee, the TAC, the CAC, or the staff. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the MPO Governing Board, provided that all agenda changes are made in accordance with Section 6.0 ("MPO Public Participation Policy") below.
- H. Advance notification of all meetings, both regular business and special, shall be provided as required by applicable law.
- I. The MPO's public involvement process shall provide for early and continuing involvement in the transportation planning and programming process to all segments of the community. As specifically stated in the federal legislation, these segments are freight shippers, users of public transit, citizens, providers of transportation, affected public agencies, representatives of transportation agency employees, other interested parties, and segments of the community affected by transportation plans, programs, and projects. The process shall also provide for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households which may face challenges accessing employment and other amenities.