

**BYLAWS OF THE LAKE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

ARTICLE I: PREAMBLE

The following sets forth the Bylaws which shall guide the functioning of the Lake County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Chapter 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Section 1: Name: The Coordinating Board shall be the Lake County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the TDCB.

Section 2: Purpose: Pursuant to F.S. 427.0157, the primary purpose of the TDCB is to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (C.T.C.) on the coordination of services to be provided to the transportation disadvantaged.

ARTICLE III: MEMBERSHIP

Section 1: Appointment of Members: In accordance with F.S. 427.0157 and Rule 41-2.012, F.A.C., members of the TDCB shall be appointed by the Lake-Sumter Metropolitan Planning Organization, hereinafter referred to as the M.P.O.

Section 2: Voting Members: In accordance with Rule 41-2.012(3), F.A.C., in addition to the Chairperson, the following agencies or groups shall be represented on the TDCB as voting members:

1. A local representative of the Florida Department of Transportation.
2. A local representative of the Florida Department of Children & Families;
3. A local representative of the Public Education Community may include but is not limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible.
4. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services representing the Department of Education;
5. A person recommended by the local Veterans Service Office representing the veterans of the County;
6. A person who is recognized by the Florida Association for Community Action (President) as representing the economically disadvantaged in the County;
7. A person over sixty years of age representing the elderly in the County.
8. A person with a disability representing the disabled in the County;
9. A citizen's advocate representative in Lake County;
10. A citizen's advocate representative in Lake County who uses the transportation services of the system as that person's primary means of transportation;
11. A local representative for children at risk;
12. A local representative of the Florida Department of Elder Affairs;

13. An experienced representative of the local private for-profit transportation industry or, in an area where such a representative is not available, a local private non-profit representative except where the said representative is also the C.T.C.;
14. A local representative of the Florida Agency for Health Care Administration;
15. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and
16. A representative of the local medical community may include. Still, it is not limited to kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health departments, or other home and community-based services.

Section 3: Alternate Members: All members of the TDCB may have their agency or organization designate, in writing, an alternate who may vote only in the absence of that member. All members not representing an agency or organization may have an alternate appointed by the M.P.O, who may vote only in the absence of that member.

Section 4: Technical Advisors – Non-voting Members: Non-voting technical advisors may be approved upon a majority vote of a quorum of the TDCB members to provide the TDCB with technical advice.

Section 5: Terms of Appointment: Except for the Chairperson and state agency representatives, the members of the TDCB shall be appointed for three (3) year terms. The Chairperson shall serve until the elected term of office has expired or until the M.P.O. Individuals replacing the Chairperson may be reappointed to serve an additional three (3) year term. No employee of a C.T.C. shall serve as a voting member of the TDCB in an area where the C.T.C. serves.

Section 6: Termination of Membership: A member of the TDCB may resign at any time by giving notice in writing to the Chairperson. Unless otherwise specified in such notice, the resignation shall take effect when the Chairperson receives it. Each member of the TDCB is expected to demonstrate their interest in the TDCB's activities by attending the scheduled meetings. If a voting member cannot attend a meeting, they should ensure that their alternate will attend. The M.P.O. shall review and consider rescinding the appointment of any voting member of the TDCB who fails to attend three (3) consecutive meetings. The TDCB shall notify the Florida Transportation Disadvantaged Commission (Commission) of any agency voting member or their alternate failing to attend three (3) consecutive meetings.

ARTICLE IV: OFFICERS AND DUTIES

Section 1: Officers: The officers of the TDCB shall include a Chairperson and a Vice-Chairperson.

Section 2: Chairperson: The M.P.O. shall appoint an elected official from Lake County to serve as the official Chairperson for all TDCB meetings. The Chairperson shall preside at all meetings, review and sign the official meeting minutes, and be responsible for all notices and agendas for future meetings. The Chairperson shall serve until the elected term of office has expired or otherwise replaced by the M.P.O., in accordance with Rule 41-2.012(4), F.A.C.

Section 3: Vice-Chairperson: The TDCB shall hold an organizational meeting each year to elect a Vice-Chairperson. A majority vote of the voting TDCB members present shall elect the Vice-Chairperson. The Vice-Chairperson's term of office shall be for one (1) year starting with the first meeting after their election, but the Vice-Chairperson may be re-elected to an additional term or terms of office. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

Section 4: Absence of Chairperson and Vice Chairperson: In the event of the TDCB Chairperson's and the Vice-Chairperson's absence, the TDCB will, if a quorum is present, elect a voting member of the TDCB to assume the duties of the Chairperson for that meeting and conduct the meeting.

ARTICLE V: COORDINATING BOARD MEETINGS

Section 1: Regular Meetings: The TDCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., it shall meet at least quarterly. All meetings, including committee meetings, shall function under Florida's "Government in the Sunshine Law."

Section 2: Notice of Meetings and Meeting Agendas: A notice stating the date, time, and place of each meeting shall be publicly advertised and sent to all TDCB members and other interested parties at least fourteen (14) days in advance of the meeting. A meeting agenda shall be sent to all TDCB members and other interested parties at least seven (7) days in advance of each meeting. They shall be made available to the public at least four (4) days in advance of the meeting in accordance with the M.P.O. Public Participation Policy (Section 6.0, Lake~Sumter M.P.O. Bylaws). Agenda changes may be made at any meeting by a two-thirds (2/3) vote of the TDCB members present, provided that all agenda changes are made in accordance with the M.P.O. Public Participation Policy (Section 6.0, Lake~Sumter M.P.O. Bylaws).

Section 3: Emergency Meetings: If determined by the Chairperson to be necessary, the Chairperson may call an emergency meeting. A notice stating the emergency meeting's date, time, and place shall be publicly advertised and sent to all TDCB members and other interested parties at least seven (7) days, if possible, in advance of the meeting. A meeting agenda shall be sent to all TDCB members as soon as possible.

Section 4: Quorum: At all meetings of the TDCB, the presence of a majority of the currently seated members shall be necessary and sufficient to constitute a quorum for the business transaction.

Section 5: Voting: Unless otherwise expressly required by law or these Bylaws, all matters to be voted on shall be decided by a majority vote of those TDCB members present. TDCB members can participate in meetings via conference call. However, a physical quorum must be present to vote for the business transaction.

Section 6: Public Participation: All TDCB meetings shall be held in accordance with the M.P.O. Public Participation Policy (Section 6.0, Lake~Sumter M.P.O. Bylaws).

ARTICLE VI: STAFF

The M.P.O. shall provide the TDCB with sufficient staff support and resources to enable the TDCB to fulfill its responsibilities as outlined in Chapter 427, F.S., and Chapter 41-2, F.A.C. This includes providing sufficient staff to manage and oversee the responsibilities of the TDCB. This includes but is not limited to assistance in the scheduling of meetings, preparing meeting agenda packets, training board members, evaluating cost-effectiveness, reviewing the local Transportation Disadvantaged Service Plan (TDSP), and other necessary administrative duties as appropriate.

ARTICLE VII: COORDINATING BOARD DUTIES

Section 1: Coordinating Board Duties: Pursuant to F.S. 427.0157 and Rule 41-2.012, the TDCB shall perform the following duties:

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the M.P.O.;
2. Review and approve the C.T.C.'s Memorandum of Agreement and the C.T.C.'s Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the Commission;
3. Continually evaluate services provided under the approved Service Plan. Annually, provide the M.P.O. with an evaluation of the C.T.C.'s performance in general and relative to Commission standards and the completion of current Service Plan elements. Recommendations relative to performance and the renewal of the C.T.C.'s Memorandum of Agreement shall be included in the report;
4. In cooperation with the C.T.C., review and provide recommendations to the Commission and the M.P.O. on all applications for local government, state, or federal funds relating to the transportation of the transportation disadvantaged in Lake County to ensure that any expenditures within the County are provided most cost-effectively and efficiently;
5. Review the coordination strategies of service provision to the transportation disadvantaged in the County to seek innovative ways to improve cost-effectiveness, efficiency, safety, working hours, and types of service to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area C.T.C.s and consolidation of adjacent designated service areas when it is appropriate and cost-effective to do so;
6. Appoint a Grievance Subcommittee to serve as a mediator to process, investigate and decide grievances or complaints from agencies, users, and potential users of the system and the C.T.C. in the County, and make recommendations to the Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for grievances and issues to be brought before the committee and to address them in a timely manner. The Coordinating Board shall hear grievances and appeals itself as provided for in the grievance procedures. Members appointed to the Subcommittee shall be voting members of the Coordinating Board;
7. Annually review coordination contracts to advise the C.T.C. whether the continuation of said contract provides the most cost-effective and efficient transportation available;
8. Review and approve the C.T.C.s Annual Operating Report by September 15th of each year;
9. Review and approve the TDSP for consistency with approved minimum guidelines and the goals and objectives of the Coordinating Board. The TDSP shall include a vehicle inventory of those vehicles purchased with transportation-disadvantaged funds;
10. Assist the C.T.C. in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies;
11. Hold at least one public hearing per year for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services;
12. Work cooperatively with regional workforce boards established in Chapter 445, F.S., to assist in the development of innovative transportation services for participants in the welfare transition program; and

13. Evaluate multi-county or regional transportation opportunities.

ARTICLE VIII: COMMITTEES

Section 1: Grievance Subcommittee: The Grievance Subcommittee shall be appointed and function pursuant to Grievance Procedures adopted by the TDCB.

Section 2: Other Committees: Other committees may be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the TDCB and to deal with administrative and legislative matters.

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

The M.P.O. authorizes the TDCB to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Chapter 427, F.S., and Chapter 41-2, F.A.C.

ARTICLE X: AMENDMENTS

The Bylaws shall be reviewed, updated (if necessary), and adopted annually.

ARTICLE XI: CERTIFICATION

The undersigned hereby certifies that they are the Chairperson of the Lake County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true, and corrected copy of the Bylaws of this Coordinating Board as adopted by Lake County Transportation Disadvantaged Coordinating Board on the 8th day of June 2020.

LAKE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

Leslie Campione, Chairman