Florida Commission for the Transportation Disadvantaged

DRAFT

Bylaws of the Polk County Transportation Disadvantaged Local Coordinating Board

LCB Statement:

I, Vice-Mayor Jeremy Clark as the Polk County Local Coordinating Board (LCB) Chairperson, hereby certify in accordance with Rule 41-2.012(5)(c), F.S., that the Polk County LCB has reviewed this document, and the Polk Transportation Planning Organization (TPO) has received a copy.

Date Adopted: September 15th , 2025

LCB Chairperson's Signature: _____

Polk Transportation Planning Organization

ARTICLE I

Purpose and Authority

The authority and duties of the Polk County Transportation Disadvantaged Coordinating Board, hereinafter the "Coordinating Board," are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The purpose of the Coordinating Board is to help identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged, i.e., persons who, because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are therefore dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities, or to children who are handicapped, high risk, or at risk.

ARTICLE II

Membership

In accordance with Chapter 427, Florida Statutes, all members of the Coordinating Board shall be appointed by the Polk Transportation Planning Organization (TPO), the Official Designated Planning Agency.

A. Voting Members

The following agencies or groups shall be represented on the Coordinating Board as voting members:

1. A representative of the TPO who is an elected official;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department of Children and Family Services;
4. A local representative of the Public Education Community;
5. A local representative of the Florida Division of Vocational Rehabilitation or Division of Blind Services;
6. A representative of Veterans who has been recommended by the local Veterans' Service Office;

7. A person recognized by the Florida Association of Community Action to represent the economically disadvantaged;
8. A person over 60 representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. A citizen advocate (Position 1);
11. A citizen advocate who uses public transportation as the primary means of transportation (Position 2);
12. A local representative for children at risk;
13. A representative of public transit who has been designated by a local public transit system Board;
14. A local representative of the Florida Department of Elderly Affairs;
15. An experienced representative of the local private transportation industry (for-profit or non-profit);
16. A local representative of the Florida Agency for Health Care Administration;
17. A representative of the Regional Workforce Development Board established in Chapter 445, FS;
18. A representative of the local medical community.
19. A local representative of the Agency for Persons with Disabilities.

B. Non-Voting Members

Additional non-voting members of the Coordinating Board may be appointed by the TPO, as appropriate.

C. Alternates

Alternates are to be appointed in writing to the Polk TPO by an agency representative. Non-agency alternates may be appointed by the TPO, if desired. Each alternate may vote only in the absence of that member on a one-vote-per-member basis. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

ARTICLE III

Officers

A. Chairperson

The TPO representative (Elected Official) on the Coordinating Board shall serve as the Chairperson. The Chairperson shall perform the duties prescribed by those outlined in the current edition of *Robert's Rules of Order, Newly Revised.* The Chairperson must be appointed or reappointed by the Polk TPO every two (2) years. Individuals can be re-appointed for more than one term.

B. Vice-Chairperson

A Vice Chairman shall be elected from the members at the first scheduled meeting of each calendar year where a quorum is present. The Vice-Chairperson shall be elected by majority vote of a quorum of the members. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson. The Vice-Chairperson shall serve a term of one year, starting with the first meeting after the election.

C. If both the Chairman and the Vice Chairman are absent from a meeting, a temporary Chairman shall be selected by a majority vote of the members present. The temporary Chairman shall serve only until either the arrival of the Chairman and the Vice Chairman or the end of the meeting.

ARTICLE IV

Terms of Appointment

Except for the Chairperson and agency representatives, the members of the Coordinating Board shall be appointed for three (3) year terms.

ARTICLE V

Meetings and Attendance

A. Meetings

1. As required by Chapter 427, FS, the Coordinating Board shall meet at least quarterly. However, it shall meet as often as necessary to meet its responsibilities.

2. In accordance with the Coordinating Board Operating Guidelines, all LCB meetings and public hearings shall be advertised two weeks prior to the scheduled meeting. Agenda and meeting materials shall be available and delivered to Board members no less than one (1) week in advance of the meeting. Attendance at a meeting shall constitute a waiver of notice.

3. The Chairperson will call special meetings when he or she deems necessary or when two or more members request a meeting or by request of the TPO Coordinator. The purpose of the meeting shall be stated in the call. The established mailing list for the Coordinating Board shall be used to notify members of the special meeting. No less than three (3) business days' notice shall be given for special meetings. Attendance at a meeting shall constitute a waiver of notice.

4. The first meeting of each calendar year shall serve as the organizational meeting for the Coordinating Board.

5. At least once a year, a public workshop must be held for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services. The public workshop may be held in conjunction with a regularly scheduled TD LCB meeting.

6. Each published agenda for a TD LCB meeting shall include a period for public comment that must commence and conclude prior to the undertaking by the Board of any action on the agenda that falls outside the scope of subsection (3) of Section 286.0114, Florida Statutes. The public comment period will appear on the agenda before the Board takes official action on a proposition.

7. As a guideline, each individual or representative addressing the TD LCB shall have three (3) minutes to speak on the proposition before the LCB subject to the discretion of the chair to extend the time, and to the power of the TD LCB as a whole to overrule the chair.

8. With respect to propositions that appear on a meeting's published agenda that is available for public inspection prior to the commencement of the meeting, the opportunity for public comment thereon shall be limited to the public comment period specified above.

9. With respect to any proposition that does not appear on a meeting's published agenda that is available for public inspection prior to the commencement of the meeting, the chair shall solicit public comment thereon any time during the meeting prior to the TD LCB action thereon. An individual desiring to be heard may indicate by appropriate sign and shall be recognized by the chair.

10. A quorum of the Coordinating Board shall consist of 5 voting members or their alternates who must be physically present in the meeting room and shall be required for the conduct of all official business other than scheduling of meetings.

11. "Virtual" access to TD LCB Meetings. All regular quarterly meetings of the Polk TD LCB and the Polk TD LCB's annual public workshop will provide reasonable accommodations for virtual access. The link to the virtual LCB meeting will be contained in the published agenda for each meeting.

12. The TPO staff shall be responsible for preparing a set of minutes for each Coordinating Board meeting. Meeting minutes shall be approved by the Coordinating Board and a copy of all minutes shall be sent to the Commission for the Transportation Disadvantaged.

13. Very Bad Weather. If any portion of Polk County, Florida is under a watch or warning as defined by the National Weather Service, for any type of 'bad weather,' then, any scheduled LCB meetings may be canceled by TPO Staff. Any canceled LCB meetings may be rescheduled for a later date, following appropriate public notification procedures and Polk TD LCB bylaws.

B. Attendance

The TPO shall review and consider rescinding the appointment of any member of the Coordinating Board who fails to attend four (4) consecutive meetings.

ARTICLE VI

Committees

A. Standing Committees

The Coordinating Board shall have one standing committee. The Chairperson shall appoint the members of all committees.

1. The Grievance Committee

The Grievance Committee shall process, investigate and assist in the resolution of formal grievances. In addition, the Grievance Committee shall verify that the CTC implements and follows grievance procedures established by the Coordinating Board.

B. Ad Hoc Committees

The Coordinating Board shall, from time to time, create ad hoc committees as are necessary to carry on the work of the Board. All such committees shall be appointed by the Chairperson and dissolved when their work has been completed.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised,* shall govern the Coordinating Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VIII

Amendment of Bylaws

These Bylaws can be amended at any regular meeting of the Coordinating Board by a two-thirds' majority of voting members present (if there is a quorum), provided that the amendment has been submitted in writing to all members with the notification of the meeting.

*****END*****