

BYLAWS
of the
HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION (MPO)

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Adopted July 15, 2014
Updated February 1, 2024

BYLAWS OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION

SECTION 1: NAME

The name of this organization shall be the Hernando/Citrus Metropolitan Planning Organization (MPO) for both Hernando County and Citrus County, Florida.

SECTION 2: PURPOSE

- A. The Metropolitan Planning Organization in cooperation with the State of Florida shall be responsible for carrying out the Transportation Planning Process for the federally designated Spring Hill Urbanized Area of Hernando County and the Homosassa Springs-Beverly Hills-Citrus Springs Urbanized Area of Citrus County. The MPO shall be the forum for cooperative decision making by principal elected officials of general purpose local governments.
- B. The functions of the MPO shall include, but not be limited to, the following:
 - 1. To assure eligibility of the Spring Hill Urbanized Area of Hernando County and the Homosassa Springs-Beverly Hills-Citrus Springs Urbanized Area of Citrus County for receipt of Federal capital and operating assistance.
 - 2. To promote the coordination of transportation planning and programming in accordance with Title 23, U.S. Code of Federal Regulations (CFR), Section 339.175, Florida Statutes.
 - 3. To adopt Transportation Plans and Programs, including a Public Participation Plan.
 - 4. To develop and adopt a transportation plan as a product of and subject to modification by a continuous, comprehensive, and cooperative transportation planning process.

SECTION 3: MEMBERSHIP

- A. Membership shall include principal elected officials of general purpose local governments and representatives from the Florida Department of Transportation as designated by the Governor of Florida.
- B. Voting members and non-voting advisor(s) shall serve by virtue of the office held and at the pleasure of the Governor.
- C. Should a vacancy occur, the member government entity, in the case of a voting member, may designate a replacement voting member. Once approved, the replacement member shall be counted in the quorum and have voting rights.

- D. A vacancy shall be filled by the original appointing entity. A member may be reappointed for one or more additional 4-year terms.
- E. Consistent with the *MPO Redesignation and Reapportionment Plan* approved by the Governor, voting members and non-voting advisor(s) are apportioned as follows:
 - Hernando County (4)
 - Citrus County (2)
 - City of Brooksville (1)
 - City of Crystal River (1)
 - City of Inverness (1)
 - A Representative of the Florida Department of Transportation, District Seven (non-voting advisor)
- F. Each voting member is entitled to one (1) vote.
- G. The members of an MPO shall serve 4-year terms. The membership of a member who is a public official automatically terminates upon the member's leaving his or her elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the entity's governing board represented by the member.

SECTION 4: ALTERNATE MEMBERSHIP

- A. If desired, an MPO member government entity may appoint, by action taken at an official meeting of the governmental entity, an alternate for one or more of its appointed MPO members.
- B. An alternate voting member must be an elected official and serve the same governmental entity or area that the regular member serves.
- C. An alternate voting member's term shall be for no longer than the term of the voting member he or she represents.
- D. The alternate member, when attending an MPO meeting in the place of a regular member, shall have full voting rights and be counted towards a quorum.
- E. The member government entity shall notify the MPO Chair in writing that the appointed individual may act as an alternate member if the regular voting member cannot attend a meeting.
- F. The MPO shall acknowledge the appointment of each alternate member by motion and approval of the MPO at the first MPO meeting following notification by the governmental entity.

SECTION 5: OFFICERS AND DUTIES

- A. A Chair and Vice Chair shall be selected from among the voting members at the first scheduled meeting of each calendar year and shall hold the offices until their successors are elected. The Chair and Vice Chair shall rotate annually between the member government entities of Hernando County and Citrus County, with the initial Chair being from the member government entities of Hernando County and the initial Vice Chair from the member government entities of

Citrus County.

- B. Any voting member may be nominated for office.
- C. Any voting member may nominate an officer. All elections shall be by the majority vote of the voting members of the MPO.
- D. The Chair shall preside at all regular and special meetings, workshops and public hearings. The Chair shall sign all contracts, resolutions or other official documents of the MPO. The Chair, or Vice Chair in the absence of the Chair, is authorized to endorse checks over to the Agency with which the MPO has a Staff Services Agreement. All checks shall be further endorsed by that Agency for deposit only.
- E. The Vice Chair shall, during the absence of or inability of the Chair to serve, have and exercise all the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned by the Chair.
- F. If both the Chair and the Vice Chair are absent from a meeting, an Acting Chair shall be selected by a majority vote of the members present. The Acting Chair shall serve only until either the arrival of an officer or the end of the meeting.
- G. In the event of a vacancy in the office of Chair or Vice Chair, it shall be filled by a majority vote of the members. The Officer so elected shall be from the member government entities of the County holding the Chair, and shall fill the remainder of the unexpired term of the vacant office.
- H. The MPO Board shall establish and appoint all committee memberships.
- I. The MPO Board shall annually appoint the Chair for the Transportation Disadvantaged Local Coordinating Board (TDLCB) for each county pursuant to Chapter 427, F.S. and Rule 41-2 F.A.C.

SECTION 6: MEETINGS

- A. The MPO shall meet at least quarterly at a date, time and place acceptable to a majority of the voting members. Each regular or special meeting shall be noticed in advance as consistent with applicable law. The meetings shall rotate annually between locations in Hernando County and Citrus County depending upon the member government entity of the County holding the Chair. The meetings shall be held at locations designated by the MPO.
- B. Other meetings may be scheduled by a majority vote of members present at any meeting. Notice of such meetings shall be given to members at least seven (7) days in advance.
- C. Special meetings may be called by the Chair with a minimum of three calendar days notice indicating the reason for the meeting and notifying all members of the MPO.
- D. A quorum shall consist of five (5) of the voting Board members and shall be required for the conduct of all official business other than scheduling of meetings.

- E. Each voting Board member shall have an equal vote. A vote on an issue or decision shall be made by a simple majority of the voting members present, with the exception of the election of officers. (See Section 3)
- F. All meetings will be open to the public. Public participation shall be at the discretion of the Chair. A time limit of 3 minutes shall be allowed for speakers unless extended by the Chair. Any printed material used by a speaker shall be provided for the recording secretary. All questions and requests or clarifications shall be directed through the Chair.
- G. The Chair shall determine the order of business; however, the following shall be used as a guideline to govern proceedings of the MPO:
 - (1) Call to order
 - (2) Pledge and Invocation
 - (3) Introductions
 - (4) Approval or modification of the agenda
 - (5) Approval of minutes
 - (6) Correspondence and informational items
 - (7) Public Hearings, presentations and business action items
 - a. presentation by staff
 - b. public comment
 - c. deliberation by the Board
 - (8) Board, Staff, Citizen Comments
 - (9) Announcement of next meeting time, date and location
 - (10) Adjournment
- H. A motion and a second is required for all items that require some form of action. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the proponents thereof. In the event that public hearings cannot be concluded, the Chair shall continue the item to a date and time certain if possible. The Chair shall determine all points of order, and the Board Attorney shall be consulted where necessary.

SECTION 7: MPO EXECUTIVE DIRECTOR

- A. The MPO Executive Director is responsible to the MPO and will oversee and coordinate all aspects of the Transportation Planning Process, including the general administrative functions of the MPO.
- 8. The MPO Executive Director, or designee, will act as a liaison between the MPO, and any committees established by the MPO.
- C. The MPO Executive Director, or designee, shall be responsible for the preparation and dissemination of agendas, notices, budget, correspondence, and reports.
- D. The MPO Executive Director shall be authorized to take such actions as may be required, consistent with applicable statutes and agreements, to enable the MPO to fulfill its mission.

SECTION 8: STANDING COMMITTEES AND TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

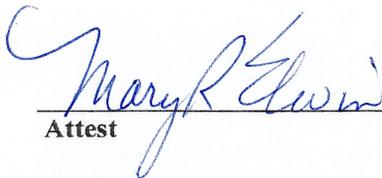
- A. The MPO shall have three (3) standing committees which are: the Technical Advisory Committee, the Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee. These shall be governed by separate committee by-laws.

- 8. The MPO shall serve as the Designated Official Planning Agency for the Transportation Disadvantaged Local Coordinating Board of Hernando County as governed by Florida Statutes, Chapter 427, and Florida Administrative Code, Rule 41-2., and its separate by-laws.

SECTION 9: AMENDMENTS

These Bylaws may be amended by a majority vote of the voting members.

Approved on July 15, 2014, updated and re-approved by the MPO Board in regular session the 1st day of February 2024.



Attest

Hernando/Citrus Metropolitan Planning Organization Board



Chair
JERRY CAMPBELL

Printed Name of Chair

Approved as to Form and Legal Sufficiency

By: 

County Attorney's Office