



BYLAWS
OF THE
BICYCLE/PEDESTRIAN
ADVISORY COMMITTEE
OF THE
CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION

As Amended: March 30, 2026

Section 1. Name:

The name of this Committee shall be the Bicycle/Pedestrian Advisory Committee (BPAC) of the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO).

Section 2. Purpose:

- A. The Committee shall serve the Charlotte County-Punta Gorda MPO in an advisory capacity on Bicycle/Pedestrian matters.
- B. The functions of this Committee shall include, but not be limited to, the following:
 - 1. To promote communication among members of the MPO, Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC), to identify and resolve transportation issues;
 - 2. To assist in developing transportation work programs;
 - 3. To promote the coordination of transportation planning and programming regarding bicycle/pedestrian planning projects;
 - 4. To review studies, plans, programs, and public information documents for sufficiency, accuracy, and completeness, and advise the MPO Board accordingly;
 - 5. To recommend priorities to the Charlotte County-Punta Gorda MPO Board for bicycle and pedestrian plans and projects implementation based on the transportation needs identified in the studies;
 - 6. Maintain ongoing liaison with local, state and federal agencies involved in the transportation planning process.

Section 3. Membership, Composition Appointment, Qualifications and Terms:

- A. Members of the Committee shall be appointed by the MPO Board and include but not limited to; two representatives each from the west, mid and southern areas of Charlotte County, one representative from a bicycle club, one at-large representative and one representative from a bicycle business. In accordance with Section 339.175, Florida Statutes, advisory participation

shall include, to the extent feasible, representatives of the Charlotte County School Board and agencies involved in community and transportation safety activities. Each member representative shall serve at the pleasure of the MPO Board and the MPO Board may remove any member representative, with or without cause, at any time. The BPAC member representatives shall be residents of Charlotte County and serve three-year terms commencing from the date of MPO Board approval.

- B. Regular members shall be voting members. Advisors shall be non-voting members.
- C. All Committee members and advisory members must identify themselves on the attendance roster as to the agency represented and voting or non-voting status.
- D. The MPO Staff will be responsible for maintaining a current list of the names of members and advisory agencies.

Section 4. Officers and Duties:

- A. A Chair and a Vice Chair, hereinafter “Chair”, “Vice Chair” or “Officer”, of the Committee shall be elected at the last ~~first~~ regularly scheduled meeting of each calendar year for a term of one year and shall hold the offices until their successors are elected.
- B. Any regular member may nominate any other regular member, including him or herself, as Chair and/or Vice Chair. All elections shall require a quorum of five (5) members of the BPAC to be present, shall take place at a regular meeting of the BPAC and be by the majority vote of regular members present.
- C. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall also serve as a liaison between the Bicycle/Pedestrian Advisory Committee and the Charlotte County-Punta Gorda MPO Board whenever the need arises.
- D. The Vice Chair shall, during the absence of the Chair or the Chair’s inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned by the Chair. If both the Chair and Vice Chair are absent from a meeting, the meeting shall be chaired by the ~~Executive~~ MPO Director, or MPO

staff designee, who shall not vote.

- E. Any vacancy in the Chair and Vice Chair positions created by the resignation, replacement or removal of the Chair and Vice Chair positions by the MPO Board or appointing member agency shall be filled by a majority vote of regular members pursuant to the provisions of paragraph B. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.
- F. If, at any time, the Committee feels that an Officer is not performing duties in accordance with Section 4, Subsection C, that Officer may be removed from office by a two-thirds vote of the regular members present at a regular meeting, provided that an item to that effect and the specific reasons for removal have been discussed at a regular meeting to be voted on at the next regular meeting, and an agenda has been distributed in accordance with Section 5, Subsection B, of these Bylaws.

Section 5. Meetings:

- A. The Committee shall meet at a date, time and place acceptable to a majority of the regular membership. The date or time may be changed by a majority vote if ten (10) calendar days notice is given to the regular members.
- B. A seven (7) calendar day notice shall be given for regular meetings. Special meetings may be called by the Chair with a minimum of three (3) calendar days' notice, indicating the reason for the meeting and notifying all members. Agendas shall be prepared prior to all meetings. Tentative agendas should be mailed with meeting notices and, whenever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting. Members may place items on the tentative agenda by notification to the MPO Staff.
- C. Whenever reports are to be given, copies will be prepared for each member of the committee. When possible, said copies should be mailed with meeting notices.
- D. Each member shall have one vote.

E. A majority of the active members of the BPAC shall constitute a quorum. If vacancies exist, the quorum shall be calculated based on the number of currently appointed members

Roberts' Rules of Order shall be followed at all meetings.

F. All meetings will be open to the public, and public participation shall be provided in accordance with Section 286.0114, Florida Statutes, ensuring the public has a reasonable opportunity to be heard before the Committee takes action on a proposition.

Section 6. Amendments:

These Bylaws may be amended by the affirmative vote of a majority of the members of the full committee, provided a copy of the proposed amendment shall have been sent to every member at least-seven (7) calendar days before it is to be voted on. All proposed amendments shall be voted on at regular meetings.

Section 7. Sunshine and Public Records Laws.

The Bicycle/Pedestrian Advisory Committee in all its proceedings shall be governed by the Florida Sunshine Law (Chapter 286, Florida Statutes), the Public Records Law (Chapter 119, Florida Statutes), and the Public Participation Law (Section 286.0114, Florida Statutes).

Section 8. Prior Agreement:

These Bylaws supersede and replace any and all Bylaws previously endorsed by the Bicycle/Pedestrian Advisory Committee.

Section 9. Effective Date:

These Bylaws and any and all amendments to the Bylaws will become effective upon endorsement of the Charlotte County-Punta Gorda MPO Bicycle/Pedestrian Advisory Committee and approval by the MPO Board.


These Bylaws for the Bicycle/Pedestrian Advisory Committee of the Charlotte County-Punta Gorda Metropolitan Planning Organization were hereby endorsed in an open session with a quorum present and voting on March 12, 2026, by the Bicycle/Pedestrian Advisory Committee


and subsequently approved by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board on March 30, 2026.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE

By: 
Laura Rossi
BPAC Chairman

METROPOLITAN PLANNING ORGANIZATION

By: 
Christopher G. Constance
MPO Chairman

ATTESTED By: 
Lakshmi N. Gurram
MPO Director

DATED this 30th day of March 2026

ADVISORY AGENCIES (non-voting)

District 1 Florida DOT

District 1 Bicycle Pedestrian Coordinator

Charlotte County Sheriff's Office

Charlotte County Sheriff's Office Community Liaison

Charlotte County Public Schools

Charlotte County Public Schools Transportation Representative

City of Punta Gorda

City of Punta Gorda Urban Design Office

City of Punta Gorda Public Works Department

Charlotte County

Charlotte County Community Development Department

Charlotte County Community Development Public Works Department

Charlotte County Office of Emergency Management

Charlotte County Economic Development Office