



**BYLAWS  
OF THE  
TECHNICAL 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 Technical Advisory Committee (TAC) of the Charlotte County-Punta Gorda Metropolitan Planning Organization Board (hereinafter "MPO" or "MPO Board").

**Section 2. Purpose:**

- A. The Technical Advisory Committee shall serve the Charlotte County-Punta Gorda MPO in an advisory capacity on technical matters. In addition to any other duties assigned by the MPO Board or by state or federal law, the committee is responsible for considering safe access to schools when reviewing transportation project priorities, long-range transportation plans, and transportation improvement programs. The committee provides recommendations to the Policy Board and coordinates its actions with local school boards, community traffic safety teams, and other organizations engaged in school safety activities throughout the metropolitan area.
- B. The functions of this Committee shall also include, but not be limited to, the following:
1. To promote communication among members of the MPO Board, TAC and Citizens Advisory Committee (CAC), in the identification and resolution of common transportation issues;
  2. To assist in developing transportation work programs;
  3. To promote the coordination of transportation planning and programming;
  4. To review the sufficiency, accuracy and completeness of appropriate studies, plans, programs or public information documents and advise the Charlotte County-Punta Gorda MPO thereof;
  5. To make priority recommendations to the Charlotte County-Punta Gorda MPO Board for transportation plans and program implementation based on technical studies;
  6. To review and make appropriate technical responses to requests from the Citizens Advisory and Bicycle/Pedestrian Advisory Committees.
  7. Provide continuing liaison with local, state and federal agencies involved in the transportation planning process.

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

- A. Membership of the Committee shall include, but not be limited to, operating departments and agencies with responsibility for the planning, control, development or improvement of transportation within the Charlotte County-Punta Gorda planning area, as approved by the Charlotte County-Punta Gorda MPO. Representatives serve at the pleasure of their appointing member agency. The MPO Board may confirm or request changes to appointments, but removals shall occur in coordination with the appointing agency. The Charlotte County-Punta Gorda MPO and each member agency shall coordinate to ensure that the MPO receives timely written notification of the appointment, reappointment, or replacement of the agency's designated representative. A list of current Technical Advisory Committee member agencies shall be attached to these bylaws.
- B. The Technical Advisory Committee shall be composed of one regular member appointed from each of the MPO's 16 member agencies and 8 13 advisor representatives appointed from each of the advisory agencies as reflected in the attached agency list. Regular members shall be voting members. Advisory representatives shall be non-voting positions. In accordance with §339.175(6)(d), Florida Statutes, membership shall, to the maximum extent feasible, also include representatives of the local school board, any local aviation authority, and any local port authority. These representatives may serve as advisory (non-voting) members if not designated as regular members.
- C. Alternate representatives for each regular member agency shall be designated to act on behalf of regular members with all the privileges accorded thereto, with the exception of those regular members serving as Chair or Vice Chair of the Committee. MPO Staff will remain in contact with member agencies and maintain an up to date of both representative members and alternate representative members
- D. All Committee regular members, alternates and advisory representatives must identify

themselves on the attendance roster as to the agency represented.

- E. The MPO Staff will be responsible for maintaining a current list of the names of members and alternates.

**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 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, with the exception of the Lee County MPO representative, may nominate any other regular member, including him or herself, as Chair and/or Vice Chair. All elections shall require a quorum of the TAC to be present, shall take place at a regular meeting of the TAC and be by the majority vote of regular members present.
- C. The Chair shall preside at all meetings and shall be responsible for the orderly conduct of all meetings. The Chair shall also serve as a liaison between the Technical Advisory Committee and the Charlotte County-Punta Gorda MPO Board whenever necessary.
- D. The Vice Chair shall, during the absence or inability of the Chair to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform any 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 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 or 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 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.
- 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 member agencies. 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. Regular members may request to place agenda items on the tentative agenda by notifying MPO staff.
  - a. Whenever reports are to be given, copies will be prepared for each member of the committee. When possible, said copies should be transmitted with meeting notices.
  - b. Each regular member shall have one vote.
  - c. quorum shall consist of a majority of voting the members or their alternates and shall be required to conduct all official business of the TAC. A majority of the quorum shall be necessary to decide an issue before the Committee.
  - d. All meetings will be open to the public. Public participation shall be provided in accordance with §286.0114, Florida Statutes, ensuring the public has a reasonable opportunity to be heard on a proposition before the Committee.

**Section 6. Amendments:**

These Bylaws may be amended by the affirmative vote of two-thirds of the voting members or alternates of the full committee, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) 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 Technical 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 Technical Advisory Committee and adopted by the MPO Board.

**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 Technical Advisory Committee and approval by the MPO Board.

These Bylaws for the Technical 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 4, 2026, by the Technical Advisory Committee and subsequently approved by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board on March 30, 2026.

**TECHNICAL ADVISORY COMMITTEE**

  
\_\_\_\_\_  
TAC Chair

**METROPOLITAN PLANNING ORGANIZATION**

By:   
\_\_\_\_\_  
Christopher G. Constance  
MPO Chairman

ATTESTED By:   
\_\_\_\_\_  
Lakshmi N. Gurram  
MPO Director

Dated this 30<sup>th</sup> day of March 2026

**REGULAR MEMBER AGENCIES**

City of Punta Gorda

City of Punta Gorda Urban Design Department  
City of Punta Gorda Public Works Department

City of North Port

City of North Port Development Services

DeSoto County Administration/Planning/ Public Works

DeSoto County Administration/ Planning/Public -Works

Charlotte County

Charlotte County Community Development Department  
Charlotte County Community Development Public Works  
Budget & Administrative Services/Transit/Human Services Department  
Charlotte County Office of Emergency Management  
Economic Development Office

Charlotte County Airport Authority

Charlotte County Airport Authority Administration

Charlotte County Public Schools

Charlotte County Public Schools Transportation

Charlotte County Sheriff's Office

Charlotte County Sheriff's Office Community Liaison

Lee County MPO

MPO Director or their Designee

**ADVISORY AGENCIES (non-voting)**

Charlotte County

Other Local Entities within Charlotte County

Heartland Regional TPO

TPO Director or their Designee

Southwest Florida Regional Planning Council

Southwest Florida Regional Planning Council Director

Sarasota – Manatee MPO

MPO Director or their Designee

Regional

Polk TPO  
Collier MPO

Florida Office of Greenways and Trails

District 1 Florida DOT

District 1 Liaison District 1 Transit Liaison

State Florida DOT

Tallahassee Policy Planning

Commission for Transportation Disadvantaged

Federal

Federal Highway Administration  
Federal Transit Administration