



**BYLAWS  
OF THE  
CITIZENS' ADVISORY  
COMMITTEE  
TO THE  
CHARLOTTE COUNTY-PUNTA GORDA  
METROPOLITAN PLANNING  
ORGANIZATION**

As Amended: August 3, 2026

## **Section 1    *Authority Creation and Name***

A Citizens' Advisory Committee (CAC) for the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) is composed of citizens serving as an advisory board to the MPO in the transportation planning process. Section 339.175, Florida Statutes (F.S.), and 23 CFR Part 450, Section 450.316(b) establishes Florida's MPOs, which includes, but is not limited, to the appointment of a Citizens' Advisory Committee (CAC) to ensure and aid in the transportation planning process.

## **Section 2    *Purpose and Function***

It shall be the purpose of the CAC, as representatives of the citizens of Charlotte County, to assist the MPO in the formulation of goals and objectives for improving transportation, soliciting public opinion on transportation issues and programs, and providing comments on transportation planning issues and needs.

It shall be the function of the CAC to:

- Advise and make recommendations to the MPO on the development, refinement and implementation of goals, objectives and policies for improving the transportation system of Charlotte County and the surrounding region.
- Assist the MPO in identifying needs and safety concerns of the citizens of Charlotte County.
- Solicit public information from citizens on the transportation planning process and the setting of planning priorities.
- Provide input on transit and paratransit planning issues and identify areas of improved service, and funding sources, including alternative modes of transportation.
- Assist the MPO in other transportation planning issues as requested.
- Inform citizens of actions and policies taken by the MPO Board.

## **Section 3    *Responsibilities***

1. CAC members should solicit and familiarize themselves with the entire range of public opinion and discourse on transportation planning and policy issues that affect Charlotte County.
2. CAC members should seek to represent the overall public sentiment of the community they represent in their role as an MPO advisory body.
3. CAC members shall familiarize themselves with the overall transportation planning process, including the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Public Involvement Plan (PIP) and the items included in the meeting agenda packets.
4. The CAC shall consider all transportation issues brought before it by its members, the public, MPO staff and other MPO sanctioned organizations. Open discussion,

discourse, and rendered advisory opinions shall be free from bias, personal reaction, or personal gain.

5. CAC members are encouraged to volunteer to serve on subcommittees, joint task forces with representatives of other CACs or, as necessary, serve on other committees concerning procedural, administrative, and planning issues.

#### **Section 4    Membership and Attendance**

The members of the CAC shall represent a broad cross section of Charlotte County residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Historically underrepresented persons must be adequately represented on the CAC.

The CAC shall be composed of voting members apportioned as follows:

- West County ..... 3
- Mid County ..... 3
- South County ..... 3
- At Large ..... 2

1. CAC Members:

- A. Shall be American citizens and fulltime residents of Charlotte County.
- B. Cannot hold public office.
- C. Cannot be employees of any government agency represented by the MPO.

If the status of any CAC member should change as outlined above, his or her membership shall immediately terminate.

2. When vacancies occur, nominees will be chosen from applicants on file, or from individuals responding to media advertisements announcing CAC member vacancies.
3. A candidate CAC member is required to contact the MPO office indicating his/her desire for CAC member appointment or reappointment.
4. All appointments to the CAC are subject to ratification by a simple majority of members of the MPO Board at a regular MPO Board meeting at which a quorum is present. The CAC members shall serve three-year terms commencing from the date of MPO Board approval.
5. Each approved member of the CAC is relied upon to provide active, constructive participation and take part in meeting discussions, deliberations, and ultimately offer advice to the MPO. Hence, meeting attendance is strongly encouraged, and foreseen meeting absence should be made known to the MPO.

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8. The CAC Chair will advise the MPO Director when any CAC member has three Unexcused/ consecutive absences within the calendar year. A letter from the CAC Chair will then be prepared requesting that the MPO remove such member for lack of participation.

## **Section 5      *Officers, Duties, and Terms of Office***

1. At the last regularly scheduled meeting of the calendar year, the CAC will nominate and elect the offices of Chair and Vice Chair to serve for the next calendar year.
2. Officers shall be elected by a majority vote of a quorum at the last meeting of the CAC for the calendar year. A quorum shall consist of a majority of the six (6) CAC members present. "A quorum of six (6) active CAC members is required to conduct a meeting. If vacancies exist at the time of the meeting, a simple majority of the remaining active members shall constitute a quorum." A quorum will be required to conduct business at all meetings. A majority of the quorum will be required to decide an issue before the CAC.
3. Each officer so elected shall serve for one (1) year.
4. Newly elected CAC officers shall be declared installed following their election at the last calendar year meeting.
5. The Chair shall preside at all meetings, call special meetings as necessary, appoint committees and subcommittees and act as liaison and lead contact with the MPO staff, other MPO staffed committees and elected government officials.
6. 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.
7. In the event of a vacancy in the office of Chair, the Vice Chair shall automatically assume the office of Chair for the remainder of the expired

term. In the event the Vice Chair is unable to serve, out his/her term, a new Vice Chair shall be elected by simple majority at the next meeting of the CAC to serve the remainder of the unexpired term.

8. In the event that neither the Chair nor Vice Chair is able to attend a meeting, the meeting shall be chaired by the MPO Director or an MPO staff designee, who shall not vote.

## **Section 6**    **Meetings**

1. There shall be a minimum of one CAC meeting per quarter. Additional meetings may be called by the MPO Board, the MPO Director, and the CAC Chair.
2. A quorum shall consist of a majority of the six (6) CAC members present. "A quorum of six (6) active CAC members is required to conduct a meeting. If vacancies exist at the time of the meeting, a simple majority of the remaining active members shall constitute a quorum." A quorum will be required to conduct business at all meetings. A majority of the quorum will be required to decide an issue before the CAC.
3. Minutes shall be kept at all meetings. With meeting summaries and agenda provided by MPO staff for comment and review at the next regularly scheduled meeting.
4. The public shall have the opportunity to comment on agenda items prior to discussion and decision by the CAC.
5. *Robert's Rules of Order* shall be followed at all meetings.
6. The CAC in all its proceedings shall be governed by the Florida Sunshine Law, Chapter 286, Florida Statutes and the Florida Public Records Law, Chapter 119, Florida Statutes.

## **Section 7**    **Adoption and Amendments**

1. These Bylaws may be amended by the affirmative vote of two-thirds of the members. A proposed bylaw amendment will be sent to every CAC member at least ten (10) working days prior to members voting upon it. Written proxy votes from excused members will be accepted until the final vote is taken. All affirmative vote amendments will become effective after ratification by the MPO Board.

These Bylaws for the Citizens' Advisory Committee of the Charlotte County-Punta Gorda MPO are hereby endorsed on July 15, 2026, by the Citizens' Advisory Committee and then, ratified by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board on August 3, 2026, and supersede any prior versions.

[Signature Page to Follow]

**CITIZENS' ADVISORY COMMITTEE**

  
CAC Chair

**METROPOLITAN PLANNING ORGANIZATION**

By:   
Christopher G. Constance, MD  
MPO Chairman

ATTESTED BY:   
Lakshmi N. Gurram  
MPO Director

Dated this 3rd day of August 2026.