

BLUEPRINT 2000 TECHNICAL COORDINATING COMMITTEE BYLAWS, POLICIES AND PROCEDURES

1.1 BP2000 TCC PREAMBLE

The Blueprint 2000 Technical Coordinating Committee (BPTCC) has been created to provide professional advice and technical expertise to the Intergovernmental Agency and the Blueprint 2000 staff director on a project basis. The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the BPTCC. The intent is to provide guidance for the operation of the BPTCC to insure the successful implementation of Blueprint 2000 projects tasks within a cooperative framework on a continuing basis.

1.2 BP2000 TCC PURPOSE AND FUNCTION

- (1) Qualified persons representing the various governmental entities, departments, and public organizations shall be involved in providing professional advice and technical expertise by the establishment of the BPTCC. The purpose shall be to insure the technical sufficiency, accuracy and completeness of studies, plans, projects and programs funded by sales tax revenues allocated to Blueprint 2000 and to insure coordination/ consistency with state, local and regional plans and programs.
- (2) The TCC shall assist the Blueprint 2000 staff director and the Blueprint 2000 Intergovernmental Agency implement the various Blueprint 2000 projects through recommendations on various professional and technical issues.
- (3) To carry out its function as an advisory committee to the Blueprint 2000 Intergovernmental Agency, the BPTCC shall:
 - (a) Provide a technical review of Blueprint 2000 project scope, studies, reports, implementation plans and programs and to make recommendations as to their feasibility, technical accuracy and consistency with local, state and regional plans, programs, projects and comprehensive plans;
 - (b) Nominate studies and projects to be undertaken by the Blueprint 2000 Intergovernmental Agency (may include, but are not limited to, planning studies, identifying problems and requesting studies, and reviewing data which are required for the successful implementation of the Blueprint 2000 projects);
 - (c) Provide data to the Blueprint 2000 Intergovernmental Agency on revenue sources, local capital improvement programs, existing and future land use,

and other planning issues to assist the Blueprint 2000 Intergovernmental Agency with achieving coordination and consistency among Blueprint 2000 projects, local Comprehensive Plans, the Long Range Transportation Plan and the Transportation Improvement Program;

- (d) Transmit to the Blueprint 2000 Intergovernmental Agency and share with other committees all significant findings and comments on professional and technical matters;
- (e) Conduct any other functions assigned to the BPTCC by the Blueprint 2000 Intergovernmental Agency or the Blueprint 2000 Staff Director.

1.3 BP2K TCC MEMBERSHIP

- (1) The TCC voting membership shall consist of an Assistant City Manager, the Assistant County Administrator, the Planning Director, the City Public Works Director, the County Transportation Engineering Director, the City Stormwater Manager, the County Chief of Stormwater Engineering, the City Growth Management Biologist, the County Director of Environmental Compliance, and the Blueprint 2000 Staff Director as provided for in the Blueprint 2000 Interlocal agreement. Other non-voting staff may be added on a project basis.
- (2) BPTCC members, who fill the BPTCC positions, serve at the pleasure of the appointing department or agency and the Blueprint 2000 Intergovernmental Agency. In the event that the appointed member is unable to attend a BPTCC meeting, an alternate from that department or agency may serve as their representative at the meeting.
- (3) BPTCC members shall retain their membership as long as they are employed by the local government or agency in the position approved by the Blueprint 2000 Intergovernmental Agency. If a member wishes to no longer serve on the BPTCC, or is removed from the committee, the local government or department/agency they represent shall appoint a replacement who holds a similar position in that organization.
- (4) There is no limit on the number of members who may serve on BPTCC. The addition of any new voting member to the BPTCC other than those specified in the Interlocal Agreement must be approved by the Blueprint 2000 Intergovernmental Agency.
- (5) The BPTCC shall have additional ex-officio (non-voting) members on a project basis.
- (6) A person cannot be an alternate for more than one BPTCC member.

(7) The following organizations shall be represented as non-voting members on the BPTCC.

- (a) Tallahassee Leon County MPO staff
- (b) City Public Works Engineering
- (c) County Public Works Department

1.4 VOTING

- (1) Each Voting member of the BPTCC may name one (1) alternate who may vote only in the absence of that member on a one vote per member basis.
- (2) Non-voting members shall sit with the same rights and privileges as other members, except that non-voting members shall not have the right to present motions or second same, or to vote upon any motions of the BPTCC.

1.5 BP2K TCC OFFICERS AND ELECTIONS

- (1) The officers of the BPTCC will be the Chairperson and Vice Chairperson. The officers shall be the voting members elected by the BPTCC membership.
- (2) The BPTCC Chairperson shall preside at all meetings. In the event of his/her absence or at his/her direction, the Vice Chairperson shall assume the powers of the Chairperson. In the event that neither the Chairperson nor Vice Chairperson can preside at the meeting, the committee members present shall elect one of its members to serve as temporary Chairperson for the meeting.
- (3) Election of officers shall be part of the regular monthly meeting in November or in the event there is not a meeting in November, the election shall take place during the regular monthly meeting in October or December. Nominations for officers shall be made at the meeting. Election shall be a majority vote of the BPTCC voting members present.
- (4) Newly elected officers shall assume their duties at the first meeting of the next calendar year. They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.
- (5) In the event that either the Chairperson or Vice Chairperson office becomes vacant, a replacement shall be elected at the next scheduled BPTCC meeting and assume duties immediately and hold the position for the remainder of the calendar year.

1.6 BP2K TCC MEETINGS AND AGENDAS

- (1) Regular BPTCC meetings shall be held at dates, times, and places as approved by the BPTCC. Regular meeting dates and times may be changed to accommodate holidays or for other valid reasons.
- (2) Every attempt shall be made to send agenda packages to BPTCC members seven (7) days prior to a regular BPTCC meeting.
- (3) There shall be an official agenda for every BPTCC meeting. The agenda shall be prepared by Blueprint 2000 staff.
- (4) The agenda and supporting information for each BP2K TCC meeting shall be prepared and mailed to each member.
- (5) Any BPTCC member or alternate who is eligible to vote at the BPTCC meeting, the Blueprint 2000 Intergovernmental Agency or Blueprint 2000 staff may place additional items on the BPTCC agenda, with the approval of the majority of the eligible voting members or alternates present.

1.7 BP2K TCC OFFICIAL ACTIONS

- (1) All official actions of the BPTCC shall be by motion and open vote.
- (2) All official and formal positions of the BPTCC, regardless of whether adopted or rejected, shall be recorded in the minutes. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

1.8 BP2K TCC CONDUCT OF MEETING

- (1) All BPTCC meetings shall be conducted under the requirements of the Florida “Government in the Sunshine” law and be open to the public and press.
- (2) The public will not have the right to speak, enter into discussion or actively participate in any way except with the permission of the majority of the eligible voting members or alternates present.
- (3) In the absence of rules covered in this document, Roberts Rules of Order shall be followed at all BPTCC meetings.
- (4) A quorum for BPTCC meetings shall consist of a minimum of five voting members or alternates including at least two members representing a City only department and two members representing a County only department.
- (5) Any BPTCC member who has a conflict of interest on any particular matter shall declare the conflict of interest before discussion and a vote is taken and shall be excused from voting on that issue.

1.9 ADMINISTRATION

- (1) A special meeting of the BPTCC may be called by the Blueprint 2000 Staff Director, Intergovernmental Management Committee or the Chairperson. Each member of the BPTCC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which the meeting is called.
- (2) An emergency meeting of the BPTCC may be called by the Blueprint 2000 Intergovernmental Agency, Blueprint 2000 Staff Director, Intergovernmental Management Committee or the Chairperson when an emergency exists which requires immediate action by the BPTCC. When such a meeting is called, each BPTCC member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (3) If after reasonable diligence, it becomes impossible to give notice to each BPTCC member, such failure shall not affect the legality of the emergency meeting, if a quorum is present.
- (4) The Blueprint 2000 staff shall staff the BPTCC meetings.
- (5) The Blueprint 2000 staff is responsible for the minutes of all BPTCC meetings and all notices and agendas for the BPTCC meetings.
- (6) The Blueprint 2000 staff shall furnish a recording secretary for all BPTCC meetings.
- (7) The Blueprint 2000 staff shall transmit BPTCC recommendations to the Blueprint 2000 Intergovernmental Agency by incorporating such recommendations into the applicable agenda item.

1.10 AMENDMENT

- (1) These bylaws may be amended by a two-thirds vote of those eligible voting members or alternates present at a regularly scheduled BPTCC meeting.
- (2) Amendments to the bylaws shall become effective immediately after the approval of the Blueprint 2000 Intergovernmental Agency.

1.11 EFFECTIVE DATE

- (1) These bylaws shall become effective immediately upon the approval of the Blueprint 2000 Intergovernmental Agency.