



Metropolitan Planning Organization

**TRANSPORTATION DISADVANTAGED (TD)  
LOCAL COORDINATING BOARD (LCB)**

**LCB  
BYLAWS**

May 2019, 20265

# BYLAWS OF THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

## 1.0 The Local County Coordinating Board (LCB).

1.01 Preamble. The LCB has been created by an action of the Broward Metropolitan Planning Organization (MPO) acting as the Designated Official Planning Agency (DOPA) for Broward County, Florida. These rules, which constitute the bylaws of the LCB, shall serve to guide the proper functioning of the transportation disadvantaged coordination process by the LCB for Broward County, Florida. These rules provide general procedures and policies for the LCB fulfilling the requirements of the applicable provisions of Chapter 427, Florida Statutes (FS) and Rule 41-2, Florida Administrative Code (FAC).

1.02 Interpretation. All provisions contained in these rules shall be interpreted to be consistent with applicable state and federal law.

### 1.03 Membership.

1.031 The membership of the LCB shall be consistent with Rule 41-2, FAC.

1.032 Each member of the LCB, except the chairperson, shall have an alternate.

- (1) Non-agency alternates shall be appointed by the LCB on the recommendation of the member. Agency alternates shall be designated by the agency. Alternates shall be proposed within sixty (60) days of a member's appointment.
- (2) In the absence of a proposal from the non-agency member, staff as defined in Section 1.07 Administration herein, shall propose a non-agency alternate.
- (3) Alternates acceptance by the LCB shall be accomplished by a vote of the LCB.
- (4) Each alternate may vote only in the absence of the member the alternate represents.

- (5) It shall be the obligation of the regular member to provide five (5) business days' notice to alternate and staff that the regular member will or will not attend a meeting.

1.033 Each member is expected to demonstrate interest in the activities of the LCB through regular attendance at scheduled meetings. Staff shall maintain attendance records and shall send a notice to any member and alternate after two (2) missed consecutive meetings. Staff shall notify the LCB of any member or his/her alternate who fails to attend three (3) consecutive meetings. The LCB shall have staff notify the CTD if any state agency voting member or his/her alternate fails to attend three (3) consecutive meetings. The LCB may review and consider remedial action including rescinding the appointment of any such member.

1.04 Appointment, Qualification and Terms of Office.

1.041 The MPO shall appoint all members to serve on the LCB.

1.042 The non-agency members shall serve a staggered three-year term, expiring November 30.

1.043 LCB members must be qualified, as specified in Rule 41-2, FAC, in order to retain membership.

1.044 A member appointed to a vacant position will complete that unexpired term.

1.05 Officers and Duties.

1.051 The chairperson is an elected official appointed by the MPO.

1.052 The LCB shall hold an election at its organizational meeting each year to select a vice-chairperson. The vice-chairperson shall be elected by a majority of those present and voting.

1.053 The chairperson shall preside over all meetings and workshops. In the absence of the chairperson, or at the chairperson's direction, the vice-chairperson shall temporarily assume the powers and duties of the chairperson.

1.054 In the absence of the chairperson and vice-chairperson, those present shall elect a chairperson pro tem.

1.06 Duties.

- 1.061 The LCB shall review and approve the Memorandum of Agreement (MOA) between the Florida Commission for the Transportation Disadvantaged (CTD) and Community Transportation Coordinator (CTC) and the Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the CTD.
- 1.062 The LCB shall conduct an annual performance evaluation of the CTC, using evaluation criteria developed by the CTD. The results of this evaluation shall be forwarded to the MPO for its use in recommending the designation of a new entity, or continuance of an existing entity as the CTC.
- 1.063 In cooperation with the CTC, the LCB shall review and provide recommendations to the CTD of funding applications affecting the transportation disadvantaged.
- 1.064 The LCB member government agencies will provide for LCB review, all applications or purchase of service requests for client services, which contain funds for transportation disadvantaged services.
- 1.065 The LCB shall consolidate annual expenditures of direct federal funds and local government funds used within the service area to provide transportation disadvantaged services and forward the report to the CTD.

1.07 Administration.

- 1.071 Staff to the MPO, as directed by the MPO Executive Director, shall act as the staff of the LCB.
- 1.072 Staff to the LCB is responsible for managing and overseeing the operations of the LCB.
- 1.073 Staff to the LCB is responsible for scheduling meetings, preparing meeting agendas and agenda packages, and other necessary administrative duties.

1.08 Public Meetings and Workshops

- 1.081 The regular meeting of the LCB shall be held as often as necessary; however, the LCB shall meet at least quarterly on or by the fourth Monday of such month, at a time and place designated by the LCB. Meeting dates and times may be changed by the LCB chairperson or MPO Staff to accommodate holidays or for other reasons.
- 1.082 The organizational meeting of the LCB shall be held at the first regular meeting in each calendar year.
- 1.083 Special and emergency meetings of the LCB may be called by the Chairperson or MPO Staff. Special meetings may also be called on the initiative of three or more members petitioning the chairperson.
- 1.084 The LCB may choose to hold workshops and public meetings when it is deemed necessary or required by agreement with the CTD.
- 1.085 LCB public meetings and public workshop shall be open to the public and minutes from each meeting shall be available to the public upon request.
- 1.086 LCB public meetings and public workshop must be advertised in accordance with State Law and County Ordinance.
- 1.087 Except as otherwise provided in these rules, the most recent edition of Roberts-Rules of Order shall be used to conduct all meetings of the LCB and its committees.

1.09 Quorum and Voting.

- 1.091 A majority of the total membership of the LCB shall constitute a quorum. A quorum must be present at all meetings. Any member may attend the LCB meeting by audio interactive telephone conference, including voting; however, no member attending the meeting by audio interactive telephone conference may be counted as establishing a quorum.
- 1.092 All members present must vote on all actions requiring a vote unless there is a stated conflict of interest. Voting by full roll call will be conducted as necessary to fulfill the requirements of the Florida Commission for the Transportation Disadvantaged Planning Grant Agreement.

1.093 No motion may be approved by the LCB except upon the affirmative vote of a majority of the members present.

1.10 Committees.

1.101 Committees shall be designated by the Chairperson of the LCB, as necessary, to investigate and report on specific subject areas of interest to the LCB.

1.102 The LCB will approve designation of a committee by an affirmative vote of a majority of those present.

1.103 A committee, as named by the chairperson, shall consist of at least three (3) LCB members or designated alternates in the event that a LCB member gives adequate notice to such alternate of inability to attend.

1.104 No motion may be approved by a committee except upon the affirmative vote of a majority of the full committee.

1.11 General Policies. General policies shall also apply to all committees of the LCB.

1.111 The adoption of major reports, studies, plans, and programs shall be by majority vote, or if requirements dictate, by resolution of the LCB. All committees and subcommittees of the LCB shall make recommendations, unless a more formal document is specifically required by a state or federal law, regulation, or grant procedure.

1.112 Changes in the provisions of these rules may be made only by a two-thirds (2/3) vote of the appointed LCB members. Any changes in the provisions of these rules must first be placed on the agenda and advertised prior to the meeting in which a vote will take place.

1.113 The LCB and its committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation disadvantaged needs shall result in a coordinated transportation service plan, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.

1.12 Grievance Committee.

1.121 The LCB may refer to a Grievance Committee any complaints which have not been resolved to the satisfaction of both parties, and any issues concerning Chapter 427, F.S., and/or Rule 41-2, F.A.C., which have a direct impact on service delivery.

1.122 The Grievance Committee shall serve as a mediator to process and to investigate grievances and other pertinent issues, only as referred to it by the MPO Staff/TD Planning Administrator recommending resolutions to the LCB in a timely manner.

1.123 The LCB may accept, reject, or take action on the recommendations of the Grievance Committee.

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Commissioner Caryl Shuham, LCB Chair