BYLAWS OF THE HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

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A. PREAMBLE

The following sets forth the Bylaws which shall serve to guide the functioning of the Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Rule 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged within Hernando County.

B. NAME AND PURPOSE

The name of the Coordinating Board shall be the "Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)."

The purpose of the TDLCB is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within Hernando County, through the Florida Coordinated Transportation System (FCTS), in accordance with 427.0157, F.S., and Rule 41-2.012, F.A.C.

C. MEMBERSHIP

1. APPOINTMENT OF MEMBERS
Pursuant to Chapter 427.0157, Florida Statutes and Rule 41-2.012, F.A.C., the directors of the public agencies and local government departments and/or divisions identified shall each appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation system. Each member will have one (1) vote.

Non-agency members of TDLCB shall be appointed by the Hernando/Citrus Metropolitan Planning Organization ("MPO")[1] Board. Each volunteer member will have one (1) vote.

2. VOTING MEMBERS
The MPO Board shall appoint individuals to serve as voting members on the TDLCB as follows:

a. Chair - the MPO Board shall appoint one elected official from Hernando County who shall serve as the Chair for the TDLCB at all its meetings.

b. The following agencies and groups shall be represented as voting members on the TDLCB:
   (1) A local representative of the Florida Department of Transportation.
   (2) A local representative of the Florida Department of Children and Family Services.
   (3) A local representative of the Public Education Community which could include, but not be limited to, a representative of the Hernando County District School Board, School Board Transportation Office, or Head Start

[1] The Hernando/Citrus Metropolitan Planning Organization is the Designated Official Planning Agency (DOPA) for Hernando County for purposes of Chapter 427, F.S.

Program in areas where the Hernando County School District is responsible.

(4) To the extent existing within Hernando County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.

(5) A person recommended by the Hernando County Veterans Service Office representing the veterans of the county.

(6) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in Hernando County.

(7) A person over sixty representing the elderly in Hernando County.

(8) A person with a disability representing the disabled in Hernando County.

(9) Two citizen advocate representatives in Hernando County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.

(10) A local representative for children at risk.

(11) The Chair or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator.

(12) A local representative of the Florida Department of Elder Affairs.

(13) An experienced representative of the local private for-profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.

(14) A local representative of the Florida Agency for Health Care Administration.

(15) A local representative of the Florida Agency for Persons with Disabilities.

(16) A representative of the Regional Workforce Development Board established in Chapter 445, F.S.

(17) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services, etc.; and,

(18) Such other voting members as may be designated under Rule 41-2.012(3), F.A.C., as such rule may be amended or renumbered from time to time.

3. ALTERNATE MEMBERS

Alternate representatives should be designated to act on behalf of represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate agency representatives must be employed or designated by the represented agency. Alternates would not be required to attend a meeting if the primary member is able to be present at the meeting.

The MPO Board shall appoint non-agency alternate members to serve in the absence of the primary member of the agencies.

Each alternate may vote in the absence of the primary member representative on a one vote per member basis.

4. NON-VOTING MEMBERS

The MPO Board may appoint non-voting members to the TDLCB.

**2-8-24 Updated for scrivener error missing 2.b.(15)*

5. TERMS OF APPOINTMENT
Except for the Chair and state agency representatives, the non-agency members of the TDLCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one, two, and three years. Upon expiration of a member's term, the individuals may be reappointed to serve an additional term or terms unless otherwise prohibited by statute or governing administrative rule.

6. RESIGNATION; TERMINATION OF MEMBERSHIP
A member of the TDLCB may resign at any time by providing written notice to the MPO staff. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the MPO staff. Each member of the TDLCB is expected to demonstrate his/her interest in the TDLCB's activities by attending the scheduled meetings. If a voting non-agency member has three (3) or more un-excused consecutive absences, the TDLCB may remove such member upon a majority vote of the voting members. If that voting member is an agency representative rather than a citizen member, the MPO staff shall notify the Florida Transportation Disadvantaged Commission (CTD).

D. OFFICERS AND DUTIES

The TDLCB shall have a Chair and a Vice Chair as its officers.

1. CHAIR
The Chair is appointed by the MPO Board in accordance with Section C above. The Chair shall preside at all meetings and review the official meeting minutes. The Chair shall serve until replaced by the MPO Board or until the individual is no longer in office, in accordance with Rule 41-2.012(4), F.A.C.

2. VICE CHAIR
The TDLCB shall hold an organizational meeting each year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of the voting members where a quorum is present. The Vice Chair shall serve a term of one year starting with the first meeting after his/her election. In the event of the Chair's absence or at the direction of the Chair, the Vice Chair shall assume the duties of the Chair and conduct meetings.

3. ABSENCE OF CHAIR OR VICE CHAIR
If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.

E. MEETINGS

1. REGULAR MEETINGS AND ANNUAL PUBLIC WORKSHOP
The TDLCB shall meet at least quarterly as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., but may meet more often as necessary to meet its responsibilities.

2. NOTICE OF MEETINGS
Meetings will be noticed in accordance with the Hernando/Citrus MPO Public Participation Plan (PPP). The meeting notice and associated agendas will be

transmitted to the Transportation Disadvantaged Local Coordinating Board Members and posted to the MPO website approximately one week prior to meetings.

3. QUORUM
At all meetings of the TDLCB, the presence in person of a majority of the voting members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

4. VOTING
At all meetings of the TDLCB, at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the TDLCB present.

F. STAFF

The TDLCB utilizes the staff of the Hernando/Citrus MPO to assist it in fulfilling its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. The TDLCB may also utilize volunteers to assist it.

G. DUTIES OF THE TDLCB

Pursuant to F.S. 427.0157 and Rule 41-2 the TDLCB shall perform the following duties:

1. Review and approve the coordinated community Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission for the Transportation Disadvantaged (also referred to as the "Commission").

2. Evaluate services provided in meeting the approved plan.

3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission on funding applications affecting the transportation disadvantaged.

4. Assist the Community Transportation Coordinator in establishing priorities with the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Funds.

5. Evaluate multi-county or regional transportation opportunities.

6. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to assist in the development of innovative transportation services for participants on public assistance.

7. Upon request by the MPO Board, review and make recommendations to the MPO Board on those matters so designated; and

8. The TDLCB shall have the following duties as set forth in Rule 41-2.012, F.A.C., as may be amended:
   a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for Transportation Disadvantaged.

b. Annually provide the Hernando/Citrus MPO Board with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in Rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the TDLCB shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the TDLCB shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the TDLCB to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission for Transportation Disadvantaged upon approval by the TDLCB.

c. Appoint a Grievance Committee to process and investigate complaints or adverse incidents, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area and make recommendations to the TDLCB or to the Commission, when local resolution cannot be found, for improvement of service. The TDLCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint or adverse incident and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Only voting members of the TDLCB may be appointed to the Grievance Committee. Appointments to the Grievance Committee shall be for one year unless otherwise provided.

d. Receive training on, and comply with, the requirements of Chapter 112.3143, F.S., concerning voting conflicts of interest.

H. COMMITTEES

In addition to the Grievance Committee, the TDLCB may appoint such other committees necessary to fulfill its responsibilities. The designation and appointment of any committee shall be based upon a majority vote of the voting members where a quorum is present.

I. AMENDMENTS TO THESE BYLAWS

These bylaws serve as the rules of procedure for the Board and may be amended by a majority vote of the voting members where a quorum is present provided all members have received written copies of proposed amendments with the regular agenda prior to the meeting.

J. CERTIFICATION

The Hernando County Transportation Disadvantaged Local Coordinating Board certifies these Bylaws were approved by a majority of the voting members where a quorum was present on the date shown below.

John Allocco, Chairman
Hernando County Local Coordinating Board

Dated: 11/13/2025

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: Natasha López Perez
MPO Attorney