



**BYLAWS  
OF THE  
CITIZENS ADVISORY COMMITTEE (CAC)  
OF THE HERNANDO/CITRUS MPO**

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METROPOLITAN PLANNING ORGANIZATION  
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Adopted July 15, 2014  
Amended October 20, 2015  
Amended April 4, 2024  
Amended December 5, 2024

## BYLAWS

### CITIZENS ADVISORY COMMITTEE (CAC) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

#### A. ESTABLISHMENT OF COMMITTEE

The Hernando/Citrus Metropolitan Planning Organization's Citizens Advisory Committee (CAC) is established under the Department of Transportation, Federal Highway Administration 23 CFR Part 450.316 and pursuant to Florida Statutes 339.175.

#### B. PURPOSE - FUNCTION

The Citizens Advisory Committee (CAC) shall assist the MPO in a review and advisory capacity relating to transportation planning and programming.

The Citizens Advisory Committee shall:

1. Provide a forum for the discussion of community needs and values relative to planning goals and to future land use and transportation decisions.
2. Promote communication among CAC members (subject to the limitations in Section 286.011, Florida Statutes) for the successful identification and resolution of common transportation problems and concerns.
3. Evaluate and propose solutions from a citizen's perspective concerning alternative transportation proposals and critical issues.
4. Provide knowledge gained through the CAC into local citizen group discussions and meetings.

#### C. MEMBERSHIP

1. The CAC shall be comprised of 11 appointed citizens whose membership shall represent a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented (F.S. 339.175, (6)(e)1).
2. Committee members representing specific political jurisdictions shall be recommended by the MPO Board members representing said jurisdictions and confirmed by the MPO Board. Membership will be by geographic area in which the person lives as follows:
  - a. 2 members from unincorporated Citrus County
  - b. 2 members from unincorporated Hernando County
  - c. 1 member from the City of Brooksville
  - d. 1 member from the City of Crystal River
  - e. 1 member from the City of Inverness
  - f. 1 member low income and/or minority representative from Citrus County
  - g. 1 member low income and/or minority representative from Hernando County
  - h. 1 member who qualifies as a public transit user representing Citrus County

- i. 1 member who qualifies as a public transit user representing Hernando County
3. Committee members may be asked to represent the CAC on short-term/temporary ad hoc committees.
4. Members shall serve two (2) year terms. The initial appointments shall be staggered so that six members are appointed for a two-year term and five members are appointed to a one-year term. Each member shall serve at the pleasure of the MPO Board. Three unexcused consecutive absences by a member shall be grounds for dismissal. An unexcused absence shall be where the member does not report to the designated MPO staff an absence at least 24 hours in advance of the meeting.
5. CAC members, including alternates, shall not reside in the same household with another current CAC member, shall not be part of the immediate family of another current CAC member, and shall not hold an elected public office.
6. A list of membership and attendance record of the CAC shall be maintained and updated by the MPO staff.

D. OFFICERS

1. A Chair and Vice Chair shall be elected at the first regularly scheduled meeting of each calendar year and shall serve one year until the first regularly scheduled meeting of the next calendar year when elections will be held. The jurisdictional representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.
2. Any member may nominate or be nominated as Chair or Vice Chair. All elections shall be by the majority vote of regular members present.
3. The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. If both officers are absent from a meeting, an acting Chair shall be elected by those members present for the purpose of presiding over that specific meeting.
4. When conducting joint meetings with other committees, a Chair of one of the committees shall preside over the meeting for efficiency. The committees may alternate the presiding Chair.
5. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair agency shall be filled by majority vote of members present at the next regularly scheduled meeting. The new office holder will fill the remainder of the unexpired term of the vacant office.

## E. MEETINGS

1. The CAC will generally meet quarterly beginning in January. The meetings shall rotate quarterly between locations in Hernando County and Citrus County, based on meeting location availability, at locations approved by the MPO Executive Director. The MPO Board will approve an annual meeting calendar for date, time, frequency, and location of the CAC\* meetings, by simple majority vote.  
The CAC Chair shall have the authority to cancel a scheduled committee meeting when requested by the MPO Executive Director. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least twelve (12) hours before the scheduled time of the meeting. The CAC will conduct joint meetings with the Bicycle/Pedestrian Advisory Committee (BPAC), unless otherwise noticed.
2. Each regular member present will have a single vote. A vote on an issue or decision is by a simple majority vote of the voting members present.
3. A quorum shall consist of the physical presence of a majority of the current voting membership.
4. Meetings will be open to the public. Public notice shall occur pursuant to the MPO's adopted Public Participation Plan. Public participation provision will be available on each agenda.
5. The MPO staff duties shall include agenda preparation as well as the recording, preparation, and distribution of the minutes. Agendas and minutes of the previous CAC meeting shall be prepared and transmitted via email to members at least five (5) days before meetings.
6. Except as otherwise provided in these Bylaws, the following guidelines shall generally be followed as a means of establishing the order of meetings:
  - a. The Committee shall approve the order of the agenda at the meeting.
  - b. Agendas and minutes shall be the responsibility of the MPO staff.
  - c. Any business transacted by the Committee must be approved by not less than a simple majority of votes cast.
  - d. All votes shall be by voice vote.
  - e. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the proponents thereof.

## F. AMENDMENTS

Recommended changes in the Bylaws require a majority vote of the current voting membership, provided all voting members have received written copies of the proposed amendments with the regular agenda prior to the meeting. The CAC recommended changes must be presented to the MPO Board for final review and approval.