



- (1) The citizens of the area shall be involved in the transportation disadvantaged planning process by the establishment of a LCB. The purpose of the LCB shall be 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 through the Florida Coordinated Transit System (FCTS).
- (2) The Board shall meet at least quarterly and shall perform the following duties:
  - (a) Maintain official meeting minutes, including an attendance roster, reflecting official action and provide a copy of same to the State Transportation Disadvantaged Commission and the Chairperson of the Designated Official Planning Agency (DOPA).
  - (b) Review and approve the Memorandum of Agreement including the Coordinated Community Transportation Disadvantaged Service Plan.
  - (c) On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA) with an evaluation of the Coordinator's performance in general and relative to the State Transportation Disadvantaged Commission standards and the completion of the annual service plan. Recommendations relative to performance and the renewal of the Coordinator's contract shall be included in the report.
  - (d) In cooperation with the CTC, review and provide recommendations to the Commission and the MPO or DOPA on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner.
  - (e) Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation or adjacent designated service areas when it is appropriate and cost effective to do so.
  - (f) Appoint a Grievance Subcommittee to process, investigate and resolve complaints and make recommendations to the Board for improvement of service from agencies, users or potential users of the system in the designated service area. The Board shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner.
  - (g) In coordination with the CTC, jointly develop applications for funds that may become available.
  - (h) Prepare by October 1, an Annual Report to be consolidated with the Coordinator's Annual Operating Report, outlining

the accomplishments and activities or other areas of interest to the Commission and the MPO or DOPA for the most recent operating year period.

- (i) Consolidate the annual budget of local and federal government transportation disadvantaged funds estimates and forward to the Commission no later than December 1, for reporting purposes. A copy of the consolidated report shall be provided to the MPO or DOPA for planning purposes.
- (j) Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the Board Annual Report to the Commission.

Section 107

Membership

- (1) LCB voting membership may be attained in the following ways:
  - (a) An elected official may be chosen by his peers to serve as Chair;
  - (b) A representative may be selected by a state or local agency and be recommended to the Designated Official Planning Agency to serve on the Board.
- (2) The LCB membership shall include the following voting members:
  - (a) A representative of the Florida Department of Transportation;
  - (b) A representative of the Florida Department of Health and Rehabilitative Services;
  - (c) A representative of the Public Education Community;
  - (d) A representative of the Florida Department of Labor and Employment Security;
  - (e) A person who is recognized by the Florida Department of Veterans Affairs, representing the veterans in the county;
  - (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
  - (g) A person over sixty representing the elderly in the county;
  - (h) A handicapped person representing the handicapped in the county; and
  - (i) Two citizen advocate representatives in the county; one who must be a user of the system.
- (3) Additionally, the DOPA may appoint persons who apply for non-voting membership appointments. Should the county have a public mass transit operator he or she shall be appointed as a non-voting member by the DOPA.
- (4) Non-voting members shall sit with 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 motion of the LCB.

Section 108

Appointment, Qualifications and  
Terms of Office

- (1) The LCB shall encourage affected state/local agencies, the Board of County Commissioners serving as the DOPA and interested citizens in Indian River County to nominate representatives to serve as voting members on the LCB.
- (2) Voting members of the LCB may have mass transportation expertise or interests to advise the CTC on public transportation operations, management and planning matters.
- (3) Each LCB member is expected to demonstrate his or her interest in the LCB activities through regular attendance at scheduled LCB meetings, except for unavoidable reasons. If any voting member misses three (3) consecutive meetings for unexcused reasons, the County Administrator shall review and determine if a recommendation for resignation should be provided to the DOPA. If that voting member is an agency representative rather than a citizen member, the DOPA shall send written communication to the agency head to report the three consecutive unexcused absences, and request a recommendation for a replacement to be appointed by that agency.
- (4) In the event a member resigns, such member shall submit his/her resignation in writing to the DOPA. The resignation shall take effect upon receipt of the letter.
- (5) LCB members shall be appointed to terms as follows:
  - (a) Except for the Chair, and state agency representatives, the members of the Board shall be appointed for three (3) year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until replaced by the DOPA.
- (6) Vacancies shall be filled in the same manner as the initial appointment.
- (7) The DOPA shall recommend that alternates be nominated by the agency representatives to serve in their place should they be absent.
- (8) Each member of the LCB may request that the DOPA recognize one designated alternate who may vote in the absence of that member on a one-vote-per-member basis.

Section 109

Officers and Duties

- (1) The LCB voting membership shall hold an organizational meeting as part of their January meeting for the purpose of electing a Vice Chair from its voting membership. The LCB will also confirm the yearly calendar of meetings at the January meeting.
- (2) The Chair shall accept nominations either in written or verbal form at the meeting specified in (1) above.
- (3) If a quorum (one-half of the total membership, plus one) is in attendance, Vice Chair shall be elected by a majority of the members present at the organizational meeting and shall serve a term of one year.
- (4) The Chair shall preside at all meetings. In the event of his or her absence, or at his or her direction, the Vice Chair shall preside.
- (5) In the event of the permanent incapacitation or removal from the LCB of the Chair or Vice Chair, a new Chair will be chosen

from his or her peers of elected officials and named by the DCPA, or a new Vice Chair elected from the membership at the next scheduled meeting.

- (6) The Chair shall sign all correspondence and delegate letter preparation to county staff.

Section 110 Regular LCB Meetings

- (1) LCB meetings shall be held at least quarterly or on an as-needed basis at a date, time and place to be designated by the Chair. Regular meeting dates and times may be changed by the Chair or Vice Chair to accommodate holidays or for other reasons.
- (2) In the event that the Chair or Vice Chair wishes to cancel or change the meeting time and/or date of a regular meeting, advance notice of such cancellation or change shall be given at least seven (7) working days before such meeting was to have taken place.
- (3) No less than seven (7) working days prior to a regular LCB meeting, notice and tentative agendas shall be sent to the members of the LCB and local media services and a legal advertisement published in the local newspaper.

Section 111 Special LCB Meetings

- (1) A special meeting of the LCB may be called by the Chair or a majority of the voting members by a phone vote. Each voting and non-voting member of the LCB will receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- (2) No less than forty-eight (48) hours before such special meeting, the LCB shall give notice of the date, hour and place of the special meeting including a statement of the subject matter to be considered and public notice provided to the print media and posted at the site of the special meeting.

Section 112 Emergency LCB Meetings

- (1) An emergency meeting of the LCB may be called by the Chair when, in his or her opinion, an emergency exists which requires immediate action by the LCB. When such a meeting is called, each LCB member will 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. Every attempt shall be made to give a twenty-four (24) hour advance notice of such emergency meeting before the meeting is held.
- (2) If, after reasonable diligence, it becomes impossible to give notice to each member, such failure shall not affect the legality of the emergency meeting if a quorum (one-half of the voting membership, plus one) is present. The minutes of each emergency meeting shall show that proper notice was given to each member of the LCB, or shall show a waiver of notice.

Section 113 Public Hearings and Workshops

- (1) Public hearings and workshops may be called by the LCB and may be scheduled before or after regular meetings at the same meeting place or may be scheduled at other times and places, provided:

- (a) The LCB shall give notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than ten (10) working days (or as required by Federal and State Regulations) before the event; and
- (b) No formal business, for which notice has not been given, shall be transacted at such workshops or hearings.

Section 114                      LCB Meeting Agenda

- (1) There shall be an official agenda for every meeting of the LCB, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any LCB meeting may be presented to the Chair at the meeting.
- (3) The LCB shall not take action upon any matter, proposal or item of business not listed on the official agenda, unless a majority of the voting members present shall have first consented to the presentation thereof for consideration and action; however, the Chair may add new business to the agenda under other business, or reports.
- (4) No agenda item listed on the agenda for public hearings or vote thereon may be deferred until a later time unless a majority of the voting members present shall vote in favor of such deferral.
- (5) The agenda shall be prepared by the County staff, except for special or emergency meetings.
- (6) This section is not applicable to special or emergency meetings.

Section 115                      LCB Motions

- (1) All actions of the LCB shall be by motion. These actions may include but are not limited to:
  - (a) Endorsement of transportation disadvantaged plans and programs and amendments thereto;
  - (b) Endorsement of goals and objectives;
  - (c) Endorsement of policy directives;
  - (d) Approval of administrative matters including directives or authorizations of the Chairman, LCB Subcommittees, or the technical staff;
  - (e) Amendments to the LCB By-laws subject to the approval of the Board of County Commissioners serving as the DOPA; and
  - (f) Any other matters deemed by the LCB to be of sufficient importance to require a motion.
- (2) All official and formal motions of the LCB shall be recorded in the minutes and kept in the Board of County Commissioners permanent files.

Section 116                      Conduct of LCB Meetings

- (1) All LCB meetings will be open to the public and members of the press.

- (2) The procedures of Indian River County's Board of County Commissioners shall be used at all LCB meetings as set forth in Chapter 101 of the Indian River County Code.
- (3) One-half of the total membership, plus one, of the LCB shall constitute a quorum. No official action shall be taken without a quorum. No motion shall be adopted by the LCB except upon the affirmative vote of a simple majority of the voting members present.
- (4) Should no quorum attend within fifteen (15) minutes after the hour appointed for the meeting of the LCB, the Chair or Vice Chair may adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour or day with provision of adequate notice. The names of the members present and their action at such meeting shall be recorded in the minutes.
- (5) All meetings of the LCB shall be conducted in accordance with the following:
  - (a) The Chair shall preside at all meetings at which he or she is present;
  - (b) In the absence of the Chair, the Vice Chair shall preside;
  - (c) The Chair shall state every question coming before the LCB and announce the position of the LCB on all matters coming before it;
  - (d) A simple majority vote of the voting members present shall govern and conclusively determine all questions of order not otherwise covered. Individual dissent shall be recorded and represented as such;
  - (e) No individual member shall represent an individual opinion to the press, State, Federal or local officials or any other party as being the consensus/findings of the LCB unless previous discussion and a majority vote was taken at LCB meeting;
  - (f) The Chair shall call the LCB meeting to order at the appointed hour;
  - (g) In the absence of the Chair and Vice Chair, the County staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chair. The temporary Chair shall preside at the meeting and relinquish the chair upon conclusion of the meeting;
  - (h) Any LCB member who must be absent from any LCB meeting shall notify the County staff of the absence as soon as convenient;
  - (i) Any LCB member who is presented with a voting conflict of interest under Section 112.3143, Florida Statutes must file a "Form 8B Memorandum of Voting Conflict for County, Municipal and other Local Public Officers" and comply with the instructions contained therein. A voting conflict occurs when the measure to be voted on could inure to the LCB members special private gain or to the special gain of a principal (other than a governmental agency) by whom the Board member is retained.

The secretary of the Board shall provide any member with form 8B upon request.

- (j) Any LCB member who has disagreement with Committee or Board policies shall state same in a letter to the LCB Chair and the County Administrator prior to seeking a resolution;
- (k) The vote upon any resolution, motion or other matter shall be a voice vote, unless the Chair or any member requests that a roll call be taken;
- (l) Upon every roll call vote, the County staff representative shall call the roll, tabulate the votes, and announce the results;
- (m) The minutes of prior meetings may be approved by a majority of the voting members present, and upon approval shall become the official minutes;
- (n) Any citizen who is not on the LCB can be placed on an agenda upon prior written request of a regular meeting of the LCB and be heard concerning any matter within the scope of the jurisdiction of the LCB;
- (o) Any citizen who is not on the LCB shall not be permitted to address the LCB on any matter not appearing on the agenda, unless the LCB shall first grant permission to be heard by a majority of the voting members present;
- (p) Any citizen who is not on the LCB shall not be entitled as a matter of right to address the LCB on any matter listed on the official agenda which is not scheduled for public hearing, discussion or debate, unless the LCB shall first grant permission to be heard by the majority of the voting members present at the meeting.
- (q) Each person, other than County staff members who address the LCB shall give the following information for the minutes:
  - 1. Name;
  - 2. Address;
  - 3. Representing;
  - 4. Whether or not he or she is being compensated by the person(s) for whom he or she speaks; and whether he or she, or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in 4. of this section.
- (r) Unless further time is granted by the LCB, each person shall limit his or her address to five (5) minutes; and
- (s) All remarks shall be addressed to the LCB as a body and not to any member thereof. No person, other than LCB members and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the presiding

officer. No question shall be asked of a LCB member except through the presiding Chair.

Section 117

Subcommittees

- (1) LCB Subcommittees shall be designated by the LCB as necessary to investigate and report on specific subject areas of interest to the LCB. These subcommittees shall include, but are not limited to:
  - (a) Paratransit, intercounty travel and future public transportation development;
  - (b) Fare structure and service area needs assessment; and
  - (c) Directions for future growth and funding sources
- (2) LCB Subcommittees may be designated as necessary to deal with administrative and legislative procedures. These subcommittees may include, but are not limited to:
  - (a) Administrative matters (CTC evaluation, etc.);
  - (b) By-law amendments, and
  - (c) Grievance matters.

Section 118

Administration

- (1) The County Administrator, or designee, shall be the direct liaison between the LCB Chair and the Board of County Commissioners.
- (2) The Board of County Commissioners (Community Development, and Legal Departments) shall serve as the support staff of the LCB.
- (3) The County staff is responsible for the minutes of all meetings and all notices and agendas for future meetings.
- (4) The County staff shall furnish recording capability for all meetings.
- (5) The County staff will assist the Chair in the preparation, duplication and distribution of all printed materials necessary for meetings.
- (6) All official actions of the LCB are to be recorded and kept in permanent minute files by the County staff. These files shall be open to public inspection during regular office hours of the County staff office in Vero Beach, Florida.

ADOPTED THIS 21ST DAY OF FEBRUARY, 1991.

INDIAN RIVER COUNTY LOCAL  
COORDINATING BOARD

*Margaret C. Bowman*  
Margaret C. Bowman, Chair

*Vincent McCann, Jr.*  
Vincent McCann, Jr., Vice Chair

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