

LEON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD BYLAWS

Prepared by the

Leon County
Transportation Disadvantaged Coordinating Board

Star Metro
the Community Transportation Coordinator

Apalachee Regional Planning Council
the Designated Official Planning Agency

Approved by the

Leon County Transportation Disadvantaged Coordinating Board
On

September 16, 2026



Chairperson

In accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and the Local Coordinating Board and Planning Agency Operating Guidelines, August 2017

I. PURPOSE OF THE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

The purpose of the Transportation Disadvantaged Coordinating Board, also uniformly referred to as the Board, is to determine local service needs and to provide information, advice and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged within the county. In general, the Board is considered an advisory body.

The Board shall perform duties in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and the Local Coordinating Board and Planning Agency Operating Guidelines, as amended August 2017.

II. ADMINISTRATION OF THE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

A. Planning Agency Responsibilities

The Apalachee Regional Planning Council contracted by the Capital Region Transportation Planning Agency or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The responsibilities of the Planning Agency include assistance in the scheduling of meetings; training Board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan (TDSP); preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

B. Meetings

The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson and committee members. The Board shall meet at least quarterly or more often as necessary in order to meet its responsibilities.

All meetings, including committee meetings, will function under the "Government in the Sunshine Law." The Board will conduct business using parliamentary procedures according to Robert's Rules of Order.

C. Quorum

At all meetings of the Board, the presence, in person, of at least forty percent (40%) of the voting members, or their alternates, shall be necessary and sufficient to constitute a quorum for the transaction of business. Vacant positions on the Board shall not be included in the number of persons required to be present in order to constitute a quorum.

Board members can participate (and vote) in meetings via conference call; however, a physical quorum must be present to vote on action items.

The Planning Agency staff shall make every effort to secure a quorum. In the absence of a quorum, the Chairperson may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum is present.

In situations where a quorum is not obtained, the members present may elect to either cancel the meeting and reschedule the meeting at a later date, or, continue to meet and discuss agenda items for informational purposes only. Agenda items that need formal action shall be presented at a future meeting where a quorum is present.

D. Voting

Each Board member shall have one (1) vote. A majority vote of those present and voting shall decide any question, unless as otherwise expressly required by law or these bylaws.

Alternate representatives shall enjoy full voting rights in the absence of the appointed member.

Board member may not abstain from voting when an official decision, ruling or other official act is to be taken, except when there is a conflict of interest. Conflict of interest is defined as a situation in which concern for a private interest tends to lead to disregard of a public duty or interest. It generally involves something, which works to the member's special private gain or to the special gain of a principal by whom the member is retained. The member must state, at the meeting, the conflict of interest in order to abstain from voting on an issue. More complete procedures on how to record a conflict of interest are found in the Code of Ethics, Section 112, Florida Statutes.

Proxy voting shall not be allowed.

E. Meeting Notices

Full Board Meeting Notices – A schedule for the required quarterly meetings of the Board shall be adopted at the last regularly scheduled meeting of each year. Proposed topics shall be listed on the schedule. The schedule shall be provided to the Florida Commission for the Transportation Disadvantaged and other interested parties upon adoption by the Board.

All Board meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting.

Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and telephone number to call for additional information and request accessible formats.

Emergency Meeting Notices and Committee Meeting Notices – Planning Agency staff shall give the Florida Commission for the Transportation Disadvantaged, the Board members and all interested parties one week notice, if possible, of the date, time, location, and proposed

agenda for the Board committee meetings and emergency meetings. Meeting materials shall be provided as early as possible. Emergency/ Committee Meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

F. Agendas

Planning Agency staff shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, the Board members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the Transportation Disadvantaged Service Plan, shall be given for additional review time.

The agenda shall include a public participation opportunity.

G. Minutes

Planning Agency staff is responsible for preparing and maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. The record of official actions shall include who initiated and seconded the motion, as well as who voted for and against the motions. If there is no quorum, action items will be tabled until the next Board meeting. Minutes shall reflect that no official action was taken and shall include a summary of discussions. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval. Copies of approved minutes shall be sent to the Florida Commission for the Transportation Disadvantaged in the quarterly report. Committee meetings minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full Board.

H. Committees

All committee members shall be voting, or ex-officio members of the Board.

The Board will appoint the following committees:

Administrative Committee – The Administrative Committee shall be composed of three members. This committee will assist the Planning Agency staff in any requested assistance with administrative duties of the Board or staff.

Grievance Committee – The Grievance Committee shall be composed of three members, include a minimum of one minority representative. The Board's Grievance Procedures shall compliment the Community Transportation Coordinator's Grievance Procedures. This committee is further explained in Section VI, Local Coordinating Board Duties.

Other Committees – The Chairperson shall appoint other standing, temporary or special purpose committees, as approved by the Board.

III. MEMBERSHIP OF THE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

Members of the Board shall be appointed by the Planning Agency in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and the Local Coordinating Board and Planning Agency Operating Guidelines, as amended August 2017.

The Planning Agency shall attempt to appoint individuals who have positions of responsibility within the agencies at a level high enough to allow for adequate agency representation during Board discussions and when issues require a vote. Members shall serve without compensation.

A. Voting Members

1. An elected official from the service area, serving as the Chairperson;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department Children and Family Services;
4. A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
6. A person who is recognized by the Veterans Service Office representing the veterans in the county;
7. A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
8. A person over sixty representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. A citizen advocate representative in the county;
11. A citizen advocate representative in the county who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
12. A local representative for children at risk;
13. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator.
14. A local representative of the Florida Department of Elder Affairs;
15. 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. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the Transportation Disadvantaged Coordinating Board;

16. A local representative of the Florida Agency for Health Care Administration;
17. A local representative of the Agency for Persons with Disabilities;
18. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
19. 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.

Membership of the Board shall consist of individuals who represent the appropriate governmental agencies or groups of people as defined above. The membership shall also represent, to the maximum degree possible, a cross section of the local community.

No employee or family member of the coordinated system shall serve as voting member of the Board. The Community Transportation Coordinator and their employees are not prohibited from serving on a Board in an area where they are not the Community Transportation Coordinator. An elected official serving as Chairperson of the Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator shall not be precluded from serving as voting members of the Board.

B. Terms of Appointment

Except for the Chairperson and state agency representatives, the Board members shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years to avoid a significant turnover during a particular period (41-2.012(4), FAC).

Board members can be reappointed for more than one term.

Any Board member may resign at any time by written notice to the Planning Agency. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Planning Agency.

C. Technical Advisors – Non-Voting Board Members

Upon a majority vote of a quorum of the Board, technical advisors may be approved for the purpose of providing the Board with technical advice as necessary.

D. Alternates

Alternates are to be appointed in writing and filed with the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.

Each alternate may vote only in the absence of that Board member on a one-vote-per-member basis.

Alternates must be a representative of the same interest as the primary Board member.

E. Attendance

The Planning Agency shall review, and consider rescinding, the appointment of any member who fails to attend three consecutive meetings. A letter shall be sent to members advising of the impending action. The Board shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings.

Board members shall be responsible for notifying the Planning Agency of their absence prior to the meeting.

The Planning Agency must complete attendance roster for each local coordinating Board meeting.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on action items.

F. Duties

The Board shall:

Memorandum of Agreement – Review and make recommendations regarding the approval of the Memorandum of Agreement between the newly recommended Community Transportation Coordinator and the Florida Commission for the Transportation Disadvantaged.

Transportation Disadvantaged Service Plan (TDSP) – Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan (TDSP). The Transportation Disadvantaged Coordinating Board shall ensure that the TDSP has been developed by involving all appropriate parties in the process.

Community Transportation Coordinator Evaluation – Annually, provide the MPO/planning agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b), FAC). As part of the Community Transportation Coordinator's performance, the Transportation Disadvantaged Coordinating Board shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The Transportation Disadvantaged Coordinating Board shall utilize the Florida Commission for the Transportation Disadvantaged's Quality Assurance Performance Evaluation Tool to evaluate the performance of the Community Transportation Coordinator. This evaluation Tool and Summary will be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Transportation Disadvantaged Coordinating Board. In areas where a planning agency serves as the Community

Transportation Coordinator, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the Community Transportation Coordinator.

Applications for Local Government, State or Federal Funds — In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Florida Commission for the Transportation Disadvantaged and the MPO or Designated Official Planning Agency, 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 (427.0157(3), Florida Statutes). The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and Community Transportation Coordinator have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least the review of applications to ensure that they are consistent with the TDSP. This review shall consider a) the need for the requested funds or services; b) consistency with local government comprehensive plans; c) coordination with local transit agencies, including the Community Transportation Coordinator; d) consistency with the TDSP; e) whether such funds are adequately budgeted amounts for the services expected; and, f) whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations and the notification to the Florida Commission for the Transportation Disadvantaged of any unresolved funding requests without delays in the application process.

Eligibility Guidelines and Trip Priorities — When requested, assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities.

Coordination Strategies or Service Provision — Review coordination strategies or 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 (427.0157(5), Florida Statutes). Such strategies should include supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.

Grievance Committees — Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the Community Transportation Coordinators in the designated service area, and make recommendations for the local Coordinating Board or to the Florida Commission for the Transportation Disadvantaged, when local resolution cannot be found, for improvement of service. The Transportation Disadvantaged Coordinating Board shall establish a process and procedure to provide regular opportunities for issues to be brought

before such committee and to address them in a timely manner in accordance with the Florida Commission for the Transportation Disadvantaged's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Transportation Disadvantaged Coordinating Board. (41-2.012(5)(c), FAC).

Coordination Contracts – Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3), FAC).

Public Hearing – Annually hold at a minimum, one Public Hearing for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public hearing be held in conjunction with a regular business meeting of the Coordinating Board (immediately following or prior to the Transportation Disadvantaged Coordinating Board meeting). A public hearing held jointly with the Florida Commission for the Transportation Disadvantaged will satisfy this annual requirement.

LCB Training – All Board members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest (41-2.012(5)(d), FAC).

Regional Workforce Board – Work cooperatively with Regional Workforce Boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7), Florida Statutes).

Regional Transportation Opportunities – Evaluate multi county or regional transportation opportunities (427.0157(6), Florida Statutes).

G. Officers

Chairperson – The Planning Agency shall appoint an elected official to serve as the official Chairperson for all Board meetings. The appointed Chairperson shall be an elected official from the county that the Board serves. The Chairperson shall serve until their elected term of office has expired or otherwise replaced by the Planning Agency. The Planning Agency shall replace or reappoint the Chairperson at the end of his/her term.

The responsibilities of the Chairperson include overseeing the working organization of the Board; seeing that all policies of the Board are implemented; presiding over all Board meetings; signing instruments carrying out authorized Board purposes; serving as an

ex-officio member of committees; appointing members to committees; and carrying out other duties as may be imposed by these bylaws.

Vice-Chairperson – The Board shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson. The Vice-Chairperson must be a voting member of the Board. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board. The Vice-Chairperson shall serve a term of one year starting with the first meeting after the election. The Vice-Chairperson may serve more than one term.

The responsibilities of the Vice-Chairperson include acting in the Chairperson's absence or inability to act; and performing other duties that the Board may assign.

IV. AMENDMENTS TO THE BYLAWS

The Bylaws shall be reviewed, updated (if necessary), and adopted annually. Approved Bylaws shall be submitted to the Florida Commission for the Transportation Disadvantaged. The Bylaws can be amended at any regular or special meeting of the Board by a two-thirds vote of the members present and voting at said meeting, provided that written notice of such proposed action has been extended to each member of the Board at least one week prior to the meeting and that such notice include the nature of the proposed amendment.

V. DEFINITIONS

Community Transportation Coordinator (CTC) or Coordinator is the transportation entity that shall ensure that coordinated transportation services are provided to the transportation disadvantaged population in the county. The Community Transportation Coordinator is recommended by the planning agency and approved by the Florida Commission for the Transportation Disadvantaged.

Designated Official Planning Agency or Planning Agency is the body or agency designated by the Florida Commission for the Transportation Disadvantaged to provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the duties of the Board. This includes, but is not limited to, assistance in the scheduling of meetings; training Board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan; preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

Florida Commission for the Transportation Disadvantaged (CTD) or Commission is the entity created by the Florida Legislature for the purpose of accomplishing the coordination of transportation services provided to the transportation disadvantaged in the State of Florida as authorized by Chapter 427, Florida Statutes.

Minority Person is a lawful, permanent resident of Florida who is an African American, a Hispanic American, an Asian American, a Native American, or an American woman (Chapter 288.703(3), Florida Statutes).

Non-sponsored Trip is a passenger trip that is sponsored in whole by the Transportation Disadvantaged Trust Fund.

Sponsored Trip is a passenger trip that is subsidized in part or in whole by a local, state, or federal government funding source.

Transportation Disadvantaged (TD) are persons who, because of physical or mental disability, income status or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities, or children who are handicapped or high-risk or at risk as defined in Section 411.202, Florida Statutes.

Transportation Disadvantaged Coordinating Board (TDCB) or Board is the advisory entity in the county composed of representatives appointed by the planning agency to provide assistance to the Community Transportation Coordinator relative to the coordination of transportation services.

Transportation Disadvantaged Service Plan (TDSP) is a five-year implementation plan, which contains the provisions of service delivery in the coordinated transportation system.

Transportation Disadvantaged Trust Fund (TDTF) is a fund administered by the Florida Commission for the Transportation Disadvantaged to carry out the Florida Commission for the Transportation Disadvantaged's responsibilities and to subsidize a portion of a transportation disadvantaged person's transportation costs that are not sponsored by an agency.

Transportation Operator is a public, private for profit, or private non-profit entity engaged by the Community Transportation Coordinator to provide services to the transportation disadvantaged persons pursuant to the Transportation Disadvantaged Service Plan.

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Approved by the Leon County Transportation Disadvantaged Coordinating Board on the 16th day of September 2026.



Chairperson