

**MIAMI-DADE COUNTY  
TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD**

**BY-LAWS**

**FY 2023-2024**

**LCB Statement:**

I, Cornell Crews, as the Miami-Dade County Local Coordinating Board (LCB) Vice-Chairman, hereby certify in accordance with Rule 41-2.012(5)(c), F.S. that the Miami-Dade County LCB has reviewed this document, and the Miami-Dade Transportation Planning Organization (TPO) has received a copy.

Date Adopted: September 21, 2023

LCB Signature: \_\_\_\_\_



**MIAMI-DADE COUNTY  
TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD  
BY-LAWS**

*Transportation Disadvantaged Local Coordinating Boards are recognized as advisory bodies. Under Chapter 427.0157 Florida Statutes, the purpose of the Local Coordinating Board is to “identify 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 through the Florida Coordinated Transportation System (FCTS).”*

**RULE 1.0 MEMBERSHIP**

The Florida Commission for the Transportation Disadvantaged (CTD) establishes the membership of the Transportation Disadvantaged Local Coordinating Board (LCB). In accordance with Section 427.0157, Florida Statutes, members of each LCB shall be appointed by the Miami-Dade Transportation Planning Organization (Miami-Dade TPO), the designated official planning agency (DOPA). No employee of a Community Transportation Coordinator (CTC) shall serve as a voting member in an area where the CTC serves. An elected official serving as Chairperson, or any other governmental employee who is not employed for the purpose of making provisions for transportation, and is not directly supervised by the CTC is not precluded from serving as a voting member of the LCB. The membership shall be consistent with Rule 41-2.012, F.A.C.

**1.01 Voting Members**

1. An elected official, appointed by the Miami-Dade TPO, to serve as Chairperson
2. A local representative of the Florida Department of Transportation
3. A local representative of the Florida Department of Children and Family Services
4. A representative of the Public Education Community
5. A local representative of the Agency for Persons with Disabilities
6. A local representative of the Florida Department of Veterans’ Affairs
7. A local representative of the Florida Association for Community Action (FACA)
8. A person over sixty representing the elderly in the county
9. A disabled person representing the disabled in the county
10. One citizen advocate
11. One citizen advocate who must be a person who uses the transportation service(s) of the system as their primary means of transportation
12. A local representative recommended by the State Coordinating Council for Early Childhood Services
13. 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 Elderly 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

16. A local representative of the Florida Agency for Health Care Administration (AHCA)
17. A representative from a Workforce Development Board
18. A representative from the local medical community/local Health Department

### **1.02 Alternates**

Alternates shall be appointed on a written recommendation by the LCB member whom they would represent.

### **1.03 Robert's Rules of Order**

The conduct of the business of the LCB shall be governed by "Robert's Rules of Order" in all cases where applicable. Departure from parliamentary procedures may be made at a meeting by majority vote of the Board members present. A majority is defined as one half plus one members of the Board members present.

### **1.03 Government in the Sunshine Law**

All Board members, meeting and committee meetings shall function under the Government in the Sunshine Law, Chapter 286, Florida Statutes.

### **1.04 Quorum**

A quorum will be required for an official meeting. One third (1/3) of current members shall constitute a quorum of the full Committee.

### **1.05 Voting**

A quorum shall be necessary for a vote to be taken. A majority is defined as one half plus one members of the Board members present. Voting members, or their designated alternates, must be present to cast a vote. A roll call shall be made upon request of a Board member. A tie vote shall be interpreted as failure for item passage.

All grievances reviewed and resolved by the membership of the LCB will be a roll call.

## **RULE 2.0 OFFICERS AND DUTIES**

### **2.01 Chairperson**

The Miami-Dade TPO shall appoint one elected official to serve as the official Chairperson for all LCB meetings. The appointed Chairperson shall be an elected official from the County which the LCB serves.

## **2.02 Vice Chairperson**

The Vice Chairperson shall serve a term of one year starting with the first LCB meeting of the State's fiscal year (July 1 thru June 30) and will be elected by a majority vote of a quorum of the voting members present.

## **2.03 Secretariat**

The Miami-Dade TPO staff shall serve the LCB in an administrative and coordinating capacity as Secretariat.

In the absence of the Chairperson and Vice Chairperson, the Secretariat shall assume the duties of the Chairperson and preside over the meeting.

## **RULE 3.0 TERMS OF TENURE**

Except for the Chairperson, the non-agency members of the LCB shall be appointed for three year terms by the Miami-Dade TPO Governing Board. The Chairperson shall serve until replaced by the Miami-Dade TPO Governing Board. The Vice-Chairperson shall be elected by the LCB voting members during the first meeting of the State's fiscal year (July 1 – June 30), and serve a term of one year. Individuals can be reappointed for more than one term.

## **RULE 4.0 ATTENDANCE**

Board members are expected to participate by attendance at all scheduled meetings. Any member who intends to be absent from an LCB meeting shall, unless prevented by unusual circumstances, notify the Secretariat of their intended absence prior to the meeting. The Miami-Dade TPO shall review and consider rescinding the appointment of any member of the LCB who fails to attend or send an alternate to three consecutive meetings. The Secretariat shall notify the CTD of any state agency voting member or their alternate who fails to attend three consecutive meetings.

## **RULE 5.0 ADMINISTRATION**

### **5.01 Staff Support**

The Miami-Dade TPO shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities. The staff will assist the Chairperson or the Vice Chairperson, in the absence of a seated Chairperson, with the preparation, duplication, and distribution of all materials necessary for LCB meetings.

## **5.02 Meetings**

As required by Chapter 427.0157, Florida Statutes, the LCB shall meet at least quarterly, or more often as necessary in order to meet its responsibilities. Meetings may be called by the LCB Chairperson, or the Vice Chairperson, in the absence of a seated Chairperson.

The annual Public Hearing will be held in the last quarter (May – July) of each year for the purpose of soliciting feedback from the transportation disadvantaged community.

All meetings are open to the public. All individuals will be given the opportunity to address the Board at the discretion of the Chairperson, or the Vice Chairperson, in the absence of a seated Chairperson.

## **5.03 Order of Business**

The order of business will be conducted as approved by the LCB at the beginning of each meeting. Modifications to the order of business can be changed at any time with a motion by a member of the LCB, and a majority vote. Each item on the agenda will be addressed with Board discussion and/or a motion with a second made to approve the item. The public will have an opportunity to address each item after the LCB members. Following public comment, the members of the LCB will have a final opportunity to discuss the item and vote appropriately.

## **5.04 Meeting Notices**

The Miami-Dade TPO staff shall provide all Board members and other interested parties seven (7) days advance public notice of the date, time, and location for all meetings. The Miami-Dade TPO staff shall provide the Board members the agenda package information seven (7) days prior to the scheduled Board meetings.

## **5.05 Agenda and Minutes**

The Miami-Dade TPO is responsible for preparing agendas and maintaining official minutes for each LCB meeting. The minutes shall include an attendance roster and reflect official actions taken by the LCB. Copies of all LCB minutes shall be sent to the CTD. All meetings are recorded, are public records, and are available in accordance with Chapter 119, Florida Statutes. All meetings will provide an opportunity for public comment on their agenda.

Mailing address for the LCB is:

Miami-Dade Transportation Planning Organization  
150 West Flagler Street, Suite 1900  
Miami, FL 33130

Any individual, profit or not-for-profit business, or governmental unit may initiate a request for consideration of an item to be placed on the agenda. Such request is to be submitted to the Miami-Dade TPO in an email or letter format at least twenty days prior to the next regularly scheduled LCB meeting. The Chairperson or the Vice Chairperson, in the absence of a seated Chairperson, and the Secretariat shall determine the agenda items to be presented to the LCB.

## **5.06 Public Participation**

In accordance with Florida's Sunshine Laws, all LCB meetings are open to the public. The public will have an opportunity to comment at the discretion of the Chairperson or the Vice Chairperson, in the absence of a seated Chairperson. The public will also have an opportunity to comment once at the end of each LCB meeting, any items not addressed in the meetings' agenda. Each individual will have up to three (3) minutes to speak or such other period of time at the discretion of the Chairperson or the Vice Chairperson, in the absence of a seated Chairperson. Appropriate behavior is expected of the public at all times.

## **5.07 Rules of Conduct**

Inappropriate behavior will not be tolerated. The appropriateness of personal conduct is at the sole discretion of the Chairperson of the LCB, or the Vice Chairperson, in the absence of a seated Chairperson.

## **RULE 6.0 RESPONSIBILITIES**

### **6.01 Section 427.0157, Florida Statutes:**

In accordance with Chapter 427 Florida Statutes, the LCB shall:

- (a) Hold an annual Public Hearing.
- (b) Review and approve the By-Laws on an annual basis.
- (c) Approve the local Transportation Disadvantaged (TD) Grievance Procedures on an annual basis.
- (d) Appoint members to the local TD Grievance Committee to serve a two year term.
- (e) Review and approve the Annual Operating Report (AOR) on an annual basis.
- (f) Review and approve the Annual Expenditures Report (AER) on an annual basis.
- (g) Review and approve Coordination and Fare Agreements (CFA) on an annual basis.
- (h) Review and approve the Trip & Equipment (T&E) Grant Rate Model on an annual basis.
- (i) Review and approve the initial Transportation Disadvantaged Service Plan (TDSP) and its annual updates.
- (j) Assist with and approve the local Community Transportation Coordinator's (CTC) evaluation process during the first four years of the five year CTC designation period.
- (k) Approve the designation of a local CTC every five years.

### **6.03 Transportation Disadvantaged (TD) Grievance Committee**

The LCB shall establish and appoint five (5) members to the TD Grievance Committee to serve as mediators to process and investigate complaints from agencies, transportation operators, users of the system, the public, and the CTC. Members appointed to the TD Grievance Committee shall serve a two year term and be voting members of the LCB.

### **RULE 7.0 BY-LAWS**

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order, unless stated otherwise in the by-laws. The by-laws shall be reviewed, updated (if necessary), and adopted annually. It is recommended that the by-laws are reviewed and approved during the first quarter (July-September). Approved by-laws shall be submitted to the CTD.