



## **TRAFFIC MANAGEMENT AND OPERATIONS COMMITTEE BYLAWS**

Adopted: December 8, 2010

Amended: September 16, 2011

Amended: August 8, 2012

815 Nicholas Parkway East  
P.O. Box 150045  
Cape Coral, Florida 33915-0045  
239 244-2220  
Fax: 239 790-2695  
[www.leempo.com](http://www.leempo.com)

**SECTION 1. NAME**

The name of this Committee is the Traffic Management and Operations Committee (TMOC).

**SECTION 2. RESPONSIBILITIES AND FUNCTIONS**

It shall be the responsibility of this committee to:

- A. Review proposals for all new traffic signals in Lee County;
- B. Review mail in coupon responses of congested traffic locations in Lee County and complaints received through the MPO's congestion reporting interactive form posted in the MPO Web Site, and refer these complaints to appropriate agencies for corrective actions;
- C. Advise staff in the development of an annual Congestion Monitoring Report as called for in the Congestion Management Process (CMP) Element of the MPO's Long Range Transportation Plan, and subsequently revise the CMP Element as needed to ensure that it functions efficiently and effectively;
- D. Review and revise the list of recommended CMP projects in the CMP Element periodically. This list will be the source of candidate projects for congestion management priorities to be implemented with the MPO's Multimodal Enhancement Box funds. This list can also be the source of candidate projects for the Lee County share of District One Allocated Surface Transportation Program and State Funds, for Highway Safety Program funds for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level. In addition, the list can be a resource for local governments looking for traffic operations improvements to be implemented by developers as part of a Development Order;
- E. Develop and recommend list of traffic operations and ITS project priorities to be implemented with Multi modal Enhancement Box funds and Lee County share of District One Allocated STP and State funds. Projects may include improvements including, but not limited to, installing or synchronizing traffic control devices, evacuation efficiency improvements, adding or extending turn lanes at intersections, ITS deployments, and projects that shift automobile congestion to other modes and change or reduce single occupant vehicle trip demand;
- F. Assist the MPO in the monitoring and tracking of any transportation bill that addresses Traffic Systems Management and Operations, and Air Quality;
- G. Review proposals for local and regional ITS systems, and serve as an initial clearinghouse for ITS projects that seek funding through the MPO;
- H. When appropriate, review state Project Development and Environmental (PD&E) studies and design plans to ensure that adequate provisions for ITS, traffic operations and flow are included in the planning and design of new and reconstructed highways, and consistent with any specific committee recommendations that may have come out of the congestion management/transportation system management priority process, and also consistent with the list of recommended CMP projects discussed under D in this section. MPO staff or any committee member may bring design plans to the committee for review at the discretion of the committee;
- I. Coordinate the integration of communication systems between governmental agencies to improve intra- and interagency communications and information exchanges;
- J. Participate in updates to the regional ITS architecture; and
- K. Coordinate with the MPO's other advisory committees.

**SECTION 3. RELATIONSHIP TO THE MPO POLICY BOARD AND ITS ADVISORY COMMITTEES, AND OTHER AGENCIES**

A. The TMOB is an Advisory Committee to the MPO's Technical Advisory Committee (TAC). Recommendations for any action shall be first reviewed and approved by the TAC before they are presented to the Citizens Advisory Committee for recommendation, and approval by the MPO Board.

**SECTION 4. MEMBERSHIP**

A. Voting Membership: The voting membership shall include one representative from each of the following agencies and MPO committee:

- ❖ City of Bonita Springs – *Public Works Department*
- ❖ City of Cape Coral – *Public Works - Traffic Engineering*
- ❖ City of Fort Myers - *Public Works Department – Engineering*
- ❖ Florida Department of Transportation - *Traffic Operations*
- ❖ Town of Fort Myers Beach – *Public Works Department*
- ❖ Lee County Department of Transportation – *Traffic Division*
- ❖ Lee County Department of Transportation – *Toll Facilities Section*
- ❖ Lee County Transit Division
- ❖ City of Sanibel – *Public Works Department*
- ❖ Lee County MPO Bicycle Pedestrian Coordinating Committee
- ❖ Lee County Division of Public Safety – *Emergency Management*
- ❖ Lee County Community Traffic Safety Team
- ❖ Cape Coral Police Department
- ❖ Florida Highway Patrol
- ❖ Fort Myers Police Department
- ❖ Lee County Port Authority
- ❖ The School District of Lee County – *Transportation Services*
- ❖ Lee County Fire Chiefs Association
- ❖ Lee County Division of Public Safety – *Emergency Medical Services*
- ❖

B. Non Voting Membership: Non-voting members shall include agencies having stakeholder interests in Traffic Operations and Local and Regional ITS Programs and Projects. They include:

- ❖ Collier County MPO staff
- ❖ Collier County Transportation Department
- ❖ Collier County School Board
- ❖ FDOT District One Commuter Services

## *Traffic Management and Operations Committee Bylaws*

---



- ❖ Lee County Fire Chiefs Association
- ❖ Charlotte County Engineering Department

In addition, this Committee may include a non-voting representative from the Lee-Collier Traffic Incident Management Team.

- C. Each member agency shall appoint one person to represent it on the committee, and may also appoint one or more alternate members.

### **SECTION 5. OFFICERS**

- A. The officers of this committee shall consist of a Chairman and a Vice Chairman, both of whom shall be regular (*i.e.* not alternate) voting members of the committee.
- B. An election for both officers shall be held at the first regularly scheduled meeting of each calendar year.
- C. Each member so elected shall serve for one (1) year.
- D. The Chairman and/or Vice Chairman may serve consecutive terms.
- E. The Chairman shall preside at all meetings, call meetings, assign duties to members, appoint subcommittees, establish the agenda for meetings in consultation with the administrative support agency and MPO staff, and act as a liaison with the MPO, its staff, government bodies, and other related committees.
- F. The Vice Chairman shall, during the absence of the Chairman or his inability to serve, have and exercise all of the duties and powers of the Chairman. The Vice Chairman shall also perform such other duties as may be assigned him by the Chairman.
- G. In the absence of both the Chairman and the Vice Chairman from a meeting, a temporary chairman shall be elected from among the voting membership.

### **SECTION 6. MEETINGS**

- A. Meetings shall be held bi-monthly on second Wednesdays at 1:30 pm following the Lee/Collier TIM meetings, or as necessary, to accomplish the tasks assigned to the TMOC by these bylaws, the Unified Planning Work Program, and the *Public Involvement Plan*. All meetings shall be advertised consistent with the guidelines of the MPO's Public Involvement Plan. Members shall be sent written or e-mail notice of meetings no less than seven days before the date of each meeting.
- B. The Chairman will call special meetings when deemed necessary or when two or more member agencies request a meeting.
- C. Members shall inform administrative support agency at least twenty-four hours before the meeting whether they will attend. Meetings may be canceled or rescheduled at the discretion of the Chairman (under advisement of administrative support staff).
- D. A quorum shall consist of 6 voting members, or their alternates.
- E. A majority of the quorum shall be necessary to decide an issue before the Committee.
- F. Meetings will be open to the public. The public may be allowed the right to speak or participate at the discretion of the Chairman.



**SECTION 7. SUBCOMMITTEES**

Subcommittees may be appointed by the Chairman to address specific projects or issues.

**SECTION 8. AMENDMENTS**

- A. These Bylaws may be amended by a two-thirds (2/3) vote of the membership or their alternates present, provided a copy of the proposed amendment shall have been mailed or e-mailed to every member at least seven calendar days before it is to be voted upon.
- B. Amendments shall be effective upon approval by a majority vote of the TAC and CAC, and ratification by the MPO Policy Board.

**SECTION 9. ADMINISTRATIVE SUPPORT**

Administrative support to the TMOC shall be provided by MPO staff. Administrative support functions shall include meeting notification, advertising in newspapers, and preparation of minutes and agenda packages.