

**CONSTITUTION**  
**TRANSPORTATION BOARD**  
**OF THE CITY OF MAITLAND, FLORIDA**

**ARTICLE I**  
**ESTABLISHMENT OF THE TRANSPORTATION BOARD**

The Transportation Board of the City of Maitland, Florida, is hereby authorized by action of the City Council of Maitland and shall perform all advisory functions appropriate of said Board as designated in the Constitution and By-Laws governing this Board and as authorized by the City Council of Maitland.

**ARTICLE II**  
**PURPOSE: GENERAL FUNCTIONS, POWERS AND DUTIES**

**SECTION A. Mission Statement**

The Transportation Board shall serve as a direct conduit between the citizens of Maitland and the City Council ~~and Planning and Zoning Commission~~ in areas including, but not limited to, local and regional transportation issues.

**SECTION B. General Functions, Powers and Duties.**

1. The Board shall provide recommendations regarding the ~~Traffic Circulation~~ Transportation Element of the Comprehensive Development Plan and Future Traffic Circulation Map.
2. The Board shall review and monitor proposed projects of all applicable regional, County and local transportation committees and Boards and communicate ~~regularly~~ as needed to City Council activities or project impacting the City of Maitland. The Board shall not be involved in traffic related development review activities.
3. The Board shall review specific transportation issues as referred by ~~the Planning and Zoning Commission~~ or City Council to ensure consistency with overall transportation policies and sound transportation planning and engineering.
4. The Board shall provide recommendations for use of ~~Traffic Impact Fee Fund~~ Mobility Fee Fund and transportation improvements thru the Capital Improvements Program for the City.
5. The Board shall identify process to encourage to the greatest extent possible community participation in the transportation decision-making process through regular communications and information dissemination on key issues.

## **ARTICLE III MEMBERSHIP AND OFFICERS**

### SECTION A. Membership.

The Board shall consist of ~~seven (7)~~ five (5) members to be appointed by and serve at the pleasure of the City Council. ~~of which one shall be from the Planning and Zoning Commission.~~ Members of the Board shall be residents of the City of Maitland. No person shall be appointed with private or personal interests likely to conflict with the general public interest. The members of the Board shall in ~~October 1999~~ 2016 be appointed so two (2) members serve for one (1) year (this term shall be treated as fulfilling an unexpired term of a previous member); ~~one (1)~~ two (2) members for two (2) years; and ~~two (2)~~ one members for three (3) years. ~~The remaining member was appointed in April 1999 and for consistency will be subject to reappointment in October 2001.~~ There after all members shall be appointed to serve in accordance with SECTION B.

### SECTION B. Terms of Members.

Board members shall each serve on the Board for a term of three (3) years. A member may be reappointed by the City Council for one successive term. If a member is appointed to fill a vacancy, pursuant to III.C. below, that appointment shall not be considered a full term unless the appointment period is for eighteen months or greater.

### SECTION C. Filling Vacancies.

Vacancies shall be filled by appointment of the City Council for the remainder of the unexpired term of office. ~~The City Council shall fill such vacancies within thirty (30) days of notification from the Chairperson of the Board or City Clerk.~~

### SECTION D. Removal from Office.

Members of the Board may be removed form office by the affirmative vote of three (3) of the members of the City Council for cause upon written charges and after public hearing, if requested by the member.

If any member is absent from three consecutive regular meetings, or from fifty (50%) percent of the scheduled meetings in any continuous six-month period and that member has not resigned, that member is assumed to have resigned from the Board. That member shall be notified within thirty (30) days by the City Clerk that the member's office is vacant and City Council shall promptly fill such vacancy. The member shall have the right to reapply.

### SECTION E. Officers and Committees.

The Board shall annually elect a Chairperson and Vice-Chairperson, and may create and fill other offices and committees as needed.

SECTION F. Executive Secretary and Administrative Assistance.

The City Manager shall designate a Department which shall provide clerical and administrative support to the Board as may be reasonably required by the Board for the proper performance of its duties.

SECTION G. Funding and Compensation.

Members of the Board shall receive no salaries or fees, but may receive necessary travel, per diem, and other expenses while on official business for the City. The City Council shall make available to the Board such appropriations as it may see fit for expenses necessary in the conduct of the board work through the City Budget allocation process and appropriate City administrative procedures.

SECTION H. Ethics and Statutory Reference.

Members shall be bound by State Statutes regarding Government in the Sunshine and Conflict of Interest.

**ARTICLE IV  
PROCEDURES, MEETING AND QUORUM**

SECTION A. Adoption of Rules.

The Board shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this Constitution.

SECTION B. Meetings.

The Board shall hold meetings at least once each month, on a day to be established by the Board, and may hold such additional regular meetings as may be designated by the Board. In addition, the Board may hold such special meetings as may be called by the Chairperson or by the request of three (3) members. ~~Each member of the Board shall be entitled to at least two (2) days<sup>2</sup> written notice, to be delivered to his residence, of any special meeting of the Commission.~~ All meetings shall be open to the public.

SECTION C. Minutes and Records.

The Board shall keep minutes of its proceedings, showing the vote of each member upon question. If a member is absent or fails to vote, the minutes shall reflect this fact. The Board shall also reflect in its minutes all official actions, which minutes shall be a public record and be filed in the office of the City Clerk.

SECTION D. Quorum and Votes.

The Board shall not transact any business at any regular or special meeting unless a quorum of ~~four~~(4) three (3) members is present, and every action taken and every decision rendered by the

Board shall be approved by at least three (3) members. If any matter coming before the Board shall inure the special private gain of a member of the Board (as defined in Chapter 112.3143, Florida Statutes), said member shall declare his conflict of interest with the pending request. After a conflict of interest has been declared, the declarant shall file a Memorandum of Voting Conflict form within fifteen (15) days with the City Clerk disclosing the nature of the interest in conflict. Said form will be attached to the made part of the Board minutes. If no conflict of interest as defined above has been declared, then the member is required to vote on each issue before the Board.

SECTION E. Recommendations to City Council.

The Chairperson shall take special care to convey in writing any formal recommendation of the Board to City Council. ~~In the event that the recommendation is an Ordinance, Resolution or Budget item, then the Board shall conduct a minimum of two (2) meetings on the item.~~ The first shall be for public input and the second shall be formulate and adopt the recommendation.

**ARTICLE V  
APPEALS**

Any person or persons, or any board, taxpayer, department, or bureau of the City jointly or severely aggrieved by any decision of the Board may petition the City Council for review of the decision. The petition must be filed with the City Clerk within thirty (30) days of the determination of the Board.

~~**ARTICLE VI  
FEES**~~

~~The City Council shall establish by resolution a schedule of fees to cover administrative costs for the functions of the Board.~~

**ARTICLE VII  
TERMINATION**

SECTION B. Formal Termination.

The City Council may, by majority vote, cause the Board to cease operations at any time as it may deem appropriate.

Approved by Maitland City Council on \_\_\_\_\_

By. \_\_\_\_\_  
A. Dale McDonald, Mayor

Attest: \_\_\_\_\_  
Maria Waldrop, City Clerk