
MIAMI-DADE PLANNERS TECHNICAL COMMITTEE

BY-LAWS

1. GENERAL PROVISIONS

- A. Name and Service Area: The official name of the organization is the Miami-Dade Planners Technical Committee (PTC). The area to be served is Miami-Dade County (unincorporated and incorporated municipalities).
- B. Mission: The Miami-Dade Planners Technical Committee is a council of professional planners representing local governments and public regulatory/review agencies in Miami-Dade County that addresses common concerns and shares resources toward solving planning problems. In particular, State of Florida planning requirements are examined in the context of metro Miami-Dade's unique governmental structure, while a close working partnership with the Florida Department of Community Affairs and South Florida Regional Planning Council is maintained.
- C. Objectives: The objectives of the organization include the following:
 - 1. To coordinate the planning efforts of local governments in Miami-Dade County and maintain a close working relationship with the Florida Department of Community Affairs and the South Florida Regional Planning Council.
 - 2. To promote inter-governmental communication, coordination, and cooperation in Miami-Dade County and in the South Florida region.
 - 3. To formulate policy positions and communicate them to the Miami-Dade County Commission and/or municipal governing bodies in Miami-Dade County on comprehensive, land use, transportation, and other appropriate planning issues.
 - 4. To provide information exchange on planning matters among local governments and regulatory/review agencies.
 - 5. To serve as a technical working group for various plans, programs, and projects, as appropriate.

2. MEMBERSHIP, QUALIFICATIONS, AND RESPONSIBILITIES

- A. Voting Members: Each unit of local government, including Miami-Dade County and incorporated municipalities, shall appoint one (1) voting member and two (2) alternate voting members to the committee. Appointments shall be made by a local government's county/city manager, planning director, or their functional equivalents. Those same positions shall act as an organization's de-facto members in the absence of an appointment. Voting members must be full time staff or consultant to the local unit.
- B. Ex-Officio Members: Public regulatory/review agencies engaged in planning-related issues within Miami-Dade County may appoint one (1) ex-officio (i.e., non-voting) member and two (2) alternate members to the committee. Appointments shall be made by the chief administrative officer of the agency, the agency's local district chief, or their functional equivalents. Those same positions shall act as an organization's de-facto members in the absence of an appointment. Regulatory/review agencies include, but are not limited to, the School Board of Miami-Dade County; the South Florida Regional Planning Council; the Florida Departments of Community Affairs, Transportation, and Environmental Protection, and the South Florida Water Management District.

- C. Planning-related entities other than local governments and public regulatory/review agencies ~ such as the Miami-Dade League of Cities, Gold Coast Chapter of the American Planning Association, and other similarly engaged organizations - shall be encouraged to participate in committee activities as non-voting "interested parties."
- D. Qualifications: A member of the Committee shall be appointed on the basis of technical or professional backgrounds, which may include planning, engineering, or other related disciplines.
- E. Responsibilities: Each member of the Committee is responsible for participating in the activities of the Committee, including attendance at regularly scheduled meetings and acting as liaison to the unit of government or agency they represent.
- F. Any member may be expelled for due cause by an affirmative two-thirds vote of members present, and reinstated by same at any future meeting.

3. OFFICERS' DUTIES AND RESPONSIBILITIES

- A. Chair:
 - 1. To call and preside at meetings of the committee.
 - 2. To appoint subcommittees, working groups, and their respective membership as needed. Subcommittees shall be governed by the same procedures as the committee, as applicable, except that there are no predefined membership criteria, and a minimum three (3) members shall constitute a quorum.
 - 3. To set the agenda.
 - 4. To schedule special meetings as appropriate.
 - 5. To give and serve all notices to members of this organization.
 - 6. To prepare and present a brief annual report of the work of the committee to the entire membership at least one month prior to the meeting at which officers are to be nominated (i.e., December).
 - 7. To perform such other duties as are customary to the office.
- B. Vice-Chair/Secretary:
 - 1. To act in place of the Chair as needed.
 - 2. To maintain a record of committee meetings and activities.
 - 3. To maintain and update an official roster of active committee members.
 - 4. To perform other duties as are customary to the office

4. NOMINATION FOR OFFICE AND ELECTIONS

- A. Nominations for office shall be held in January of each year.
- B. Elections for each office shall be held via secret ballot in February of each year.
- C. New terms shall begin at the first meeting of the committee following an election.
- D. In the event an officer must vacate their office before his term has expired, nominations and elections for that office shall take place at the first regularly scheduled meeting of the committee following the vacancy.
- E. Officers may serve consecutive terms without limits or restrictions.

- F. An Officer may be removed from his position for due cause by an affirmative two-thirds vote of members present.

5. MEETINGS AND MINUTES

- A. There shall be a regularly scheduled committee meeting held monthly to fulfill the objectives of the committee unless the Chair determines that the meeting is not necessary. The Chair shall submit a schedule of monthly meetings no later than the second regularly scheduled meeting of the year.
- B. To the extent possible, meetings of the committee shall be held at rotating locations throughout the county. A notice telling the time and place of each meeting shall be emailed to each member and interested party at least 24 hours before the meeting.
- C. All meetings are open to the public and other interested parties. The Chair shall keep a list of all interested parties that express a desire to be notified of future meetings, and notify them of those meetings in the same manner as he notifies the membership.
- D. The minutes of any business conducted at committee meetings shall be recorded in writing by the Vice-Chair/Secretary and made part of the permanent record of the committee.
- E. A quorum for voting on regular business shall be five (5) voting members.
- F. In the event all officers of the committee are absent for a meeting, a temporary Chair shall be elected by an affirmative two-thirds vote of members present.
- G. To the extent possible, Committee business shall be conducted informally and via consensus. However, should formality of procedure become necessary, the business at hand shall be governed by the latest edition of "Roberts Rules of Order," except as otherwise expressly provided for in these By-Laws.

6. VOTING

- A. At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers.
- B. Unless otherwise indicated herein, all motions shall be approved by an affirmative vote of a simple majority of members present, with tie votes resulting in a failed motion.
- C. Should a voting member happen to represent more than one member organization, (i.e., contracted consultants that represent two or more cities), he shall only be counted as one vote on any given motion.
- D. All votes by ballot shall be counted and inspected by an ex-officio member as designated by the Chair and approved by an affirmative two-thirds vote of members present. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

7. ORDER OF BUSINESS

- A. The order of business shall be as follows:
 - 1. Assembly and Organization.
 - 2. Approval of Minutes.
 - 3. Housekeeping.
 - 4. Working Group / Subcommittee Reports and Presentations.

5. Old and Unfinished Business.
6. New Business.
7. State, Regional, County, and Community News.
8. Other Communications.
9. Next Meeting Date and Location.
10. Adjournment.

B. The Order of Business may be altered by the Chair, or by an affirmative two-thirds vote of members present.

8. **DUES**

A. No dues shall be required in exchange for membership, except that strictly voluntary contributions may occasionally be sought towards the funding of specific projects, purchases, events, or services.

9. **ADMINISTRATION**

A. The committee may seek administrative assistance as necessary in fulfilling its mission, and may enter into agreements with other organizations to that effect.

10. **AMENDMENTS**

A. These By-Laws may be amended, revised, or repealed by affirmative two-thirds votes of members present over two consecutive regularly scheduled meetings of the committee (i.e., requires first and second reading).

PASSED ON FIRST READING ON THE THIRTIETH DAY OF APRIL, 2007, A.D.

ADOPTED BY BALLOT ON THE TWENTY-FIFTH DAY OF MAY, 2007, A.D.

APPROVED:

ATTEST:

JAVIER A. BETANCOURT
CHAIR

SHARI KAMALI
VICE-CHAIR/SECRETARY