City of Tampa
Greenways & Trails
Citizens Advisory Committee
Rules and Procedures and Bylaws

INTRODUCTION & HISTORY

The Tampa Greenways and Trails Citizens Advisory Committee (GTCAC) was formed in April 1999 to provide stewardship for the development of the Tampa Greenways & Trails Master Plan utilizing public input as the focus for the formation of the project. GTCAC tasks were focused on:

- Continue to assist the City in educating and informing the community about greenways and trails;
- Be a voice for community ideas and concerns;
- Be an advocate for greenway and trail development on public and private developments;
- Using the method adopted by the committee, update yearly the greenways and trails projects prioritization list; and
- Review plans for trail design and construction.

The Tampa Greenways and Trails Master Plan, adopted by City Council called for the original Citizens Advisory Committee to remain standing through the summer of 2001. The Master Plan is a conceptual and strategic plan for creating and maintaining a citywide greenway system. The vision is to provide a network of trails that provide natural resource protection, recreational opportunities, open space, environmental and historical education and a means of alternative transportation. Connections to existing trails and greenways beyond the city limits extend the benefits of the Tampa system to all residents of the Bay area. By working in partnership with residents and the community, the city greenway system links parks and open spaces by safe, well-maintained recreational corridors compatible with surrounding neighborhoods. Since then, the GTCAC has meet regularly and more formal recognition as a continuing standing committee of the City of Tampa is now recognized as a priority of the GTCAC.

Outlined below are recommended Rules of Procedures and Bylaws for the Greenways & Trails Citizens Advisory Committee (GTCAC) recommended by the GTCAC to City Council on February 1, 2011 and adopted as a part of the Master Plan.

Article I: Preamble

Section I: Preamble

The following sets forth the rules of procedure and bylaws of the Greenways and Trails Citizens Advisory Committee (GTCAC) of the City of Tampa.

Article II: Creation

Section 1: Creation
The City of Tampa City Council shall appoint a Greenways & Trails Citizens Advisory Committee, the member of which serve at the pleasure of City Council. The membership of the citizens advisory committee must reflect a broad cross-section of local residents with an interest in the development of greenway, trails and blueways. The membership of the citizens advisory committee includes local citizens, representatives of local governments, utility companies and greenway interest areas. Broad representation of neighborhoods within the city, persons with disabilities, women, minorities and persons with low incomes, local governments, utility companies and special interest areas is encouraged.

Article III: Administrative Services

Section 1: Administrative Services
The City of Tampa Parks and Recreation Department, Planning and Design Division administer the program and provide planning, technical and administrative support to the GTCAC.

Article IV: Purpose and Responsibilities

Section 1: Purpose and Responsibilities
The GTCAC is established to provide citizen comments and views on the greenways and trails planning process and to serve in an advisory capacity to the City of Tampa on matters related to greenways and trails. Responsibilities of the GTCAC include:

1. Review and comment on proposed goals and policies for the greenways and trails planning process.
2. Review and comment on development and subsequent text and map amendments to the Tampa Greenways and Trails Master Plan. Formal review to be conducted every two years or as needed.
3. Review and comment on specific trail projects and trail corridor studies.
4. Participate in public education and outreach activities.
5. Be a voice for community ideas and concerns.
6. Prioritize greenways and trails projects for all funding.
7. Seek out opportunities for funding greenways and trails and trail improvements.
8. Guide development of new trail concepts.

9. Carry out other tasks as needed.

Article V: Membership

Section 1: Selection of Members of the Greenways & Trails Citizens Advisory Committee

Selection:

The GTCAC shall be composed of seventeen (17) members. Members shall be voted on by the GTCAC upon completion of a application of interest or recommendation of the GTCAC, the Mayor or of City Council.

A citizen member may designate an alternate, to be confirmed by the Committee, to attend meetings that the member is unable to attend and to vote on the member's behalf.

General Qualifications:

To be considered to serve as a citizen member position on the GTCAC, an individual must meet at least one of the following qualifications: 1) resident of the City of Tampa; 2) property owner or owner representative in the City of Tampa; or 3) business owner/representative in the City of Tampa. Individuals who represent a local government or government agency cannot be appointed to a citizen member on the Committee.

Representation:

Of the 17 Citizen Members, twelve (12) are selected to represent the greenway related interests below. Three (3) individuals are selected to at-large positions. One (1) individual is appointed as a City Council representative. Ross J. Ferlita is Member Emeritus.

Number of Positions	Greenway Interest Area
1	Off-Road Multi-Use Facilities
2	On-Road Facilities
1	Blueways, Canoeing, Kayaking (rivers, creeks & coastal preserves)
1	Natural Resources/Conservation (water, wildlife, natural systems, native plants, restoration, resource management)
1	City Council Appointee
3	Citizens at Large
1	Member Emeritus – Ross J. Ferlita
7	Greenway Area Representatives
17	**TOTAL**

Liaisons, Governmental and Utility Members: The following agencies serve as liaisons to the GTCAC and attend GTCAC meetings. These agencies designate their representatives or alternates on the committee. The GTCAC may add liaison agencies with a majority vote:

- Florida Department of Transportation
- City of Tampa Transportation Division
- City of Tampa Riverwalk
- City of Tampa Police Crime Prevention Through Environmental Design (CPTED) Unit
- City of Tampa Parks & Recreation Department
- City of Tampa Neighborhood & Community Relations Department
- Hillsborough County Department of Parks, Recreation & Tourism
- Planning Commission
- Metropolitan Planning Organization Bicycle & Pedestrian Advisory Committee (MPO BPAC)
- Metropolitan Planning Organization Livable Roadways Committee
- Hillsborough County Greenways
- Friendship Trail Bridge Corporation
- Tampa Downtown Partnership
- THAN
- Tampa Electric Company/Peoples Gas
- MacDill Air Force Base
- Southwest Florida Water Management District (SFWMD)
- Environmental Lands Acquisition Protection Program (ELAPP)
- Hillsborough County School Board
- University of Tampa
- University of South Florida

Section 2. Term of Membership
The initial terms (beginning in 2008) are staggered, with seven (7) members serving a term of three (3) years and ten (10) members serving a term of two (2) years.. Succeeding terms are three (3) year terms.

Section 3. Officers
Each November, the GTCAC shall elect a Chair, and Vice-Chair. The Chair guides the development of meeting agendas with City staff and conducts the meetings of the GTCAC, with administrative support provided by the City of Tampa Parks & Recreation Department.. The Chair, or designee, also represents the GTCAC at various meetings in the community and before the Tampa City Council concerning implementation of the Tampa Greenways & Trails Master Plan. The Vice-Chair assumes the duties of the Chair when the Chair is unable to do so.

Section 4. Member Communications
The GTCAC is subject to the Florida Sunshine Law, in accordance with Chapter 285.01 of the Florida Statutes. Discussion by GTCAC members of matters that may result in recommendations on which the Tampa City Council will take foreseeable action can only occur during a noticed meeting.

Section 5. Termination of Membership

A member's term may be declared vacant by the GTCAC for any of the following causes:

A. The member no longer resides within the geographical boundaries he/she were appointed to represent.
B. A member who misses three consecutive unexcused meetings will be notified by US mail that their membership will be terminated if he/she fails to attend the next regularly scheduled meeting.

Section 6. Resignation of Membership
A member of the GTCAC wishing to resign prior to the end of his/her term shall submit a letter of resignation to the GTCAC Chair stating the effective date of such resignation.

ARTICLE VI: Meetings

Section 1. Meetings
The regular meetings of the GTCAC shall be held at 6:30pm on the third Tuesday quarterly, starting in February. When conflicting with a national, state or local holiday the meeting will move to the following Tuesday or as otherwise agreed to by the GTCAC by a majority vote. The meetings shall be held in a facility that is readily accessible to all citizens including those with disabilities.

Section 2. Committee Meetings Open to Public; Meeting Notice
All meetings shall be noticed in accordance with Chapter 285.01, Florida Statues. All meetings of the GTCAC are open to the general public, and the meeting location will be accessible by the public. Notice of GTCAC meetings will be given a reasonable time prior to the meeting, but no later than 48 hours before a meeting. Meeting notices will be posted on the official City of Tampa Meeting Notice Board in the City Clerk's office as well as posted to the City of Tampa Parks & Recreation Department trails citizen participation webpage. Members will receive a meeting agenda and any accompanying meeting material by email. Others who have requested meeting notice will be sent the meeting agenda. The mailing list will be updated and revised as needed during the year.

Noticing of GTCAC meetings to the public will be the responsibility of the City of Tampa Parks & Recreation Department, which will notice meetings in accordance with the City Clerk's office noticing procedures. Meeting schedules and agendas will be maintained at the City of Tampa Parks & Recreation Department Planning & Design Division Office.

Section 3. Special Meetings
The Chair may call special meetings. Special meetings can also be called by a majority vote of the Committee members.

Section 4. Decision Making/Quorum

A. For the purpose of conducting the business of the full GTCAC, a quorum of the Committee, comprised of the Chair or Vice-Chair and one-half of the filled GTCAC positions must be present.
B. The GTCAC has the discretion to delay a vote on a matter until more members are present.
C. A motion must be favored by a majority of those present to pass.
D. The Chair may appoint an ad-hoc sub-committee for specific purposes.

Section 5. Record of Meetings

The proceedings of the GTCAC meetings will be recorded by the City of Tampa Parks & Recreation Department in the form of summary meeting minutes and reviewed for accuracy by the Chair prior to the GTCAC's vote to approve the minutes. The City of Tampa Parks & Recreation Department will maintain a file of meeting minutes and attendance, which will be available to the public on request.

ARTICLE VII: Public Participation in GTCAC Meetings

Section 1: Public Participation

Persons attending a meeting of the GTCAC have the opportunity to address the Committee during a scheduled public hearing and at all regularly scheduled meetings and when otherwise invited by the Chair. A time limit of three minutes will be allowed for presentations unless extended by the Chair. If the speaker is reading from a prepared text, a copy should be provided for the recording secretary.

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