

**BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY  
BY-LAWS, PROCEDURES, AND POLICIES**

**ADOPTED February 14, 2001**

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**A. Preamble.** The following sets forth the By-Laws, Policies and Procedures which shall serve to guide the proper functioning of the Blueprint 2000 Intergovernmental Agency, consistent with the Interlocal Agreement between the City of Tallahassee and Leon County, adopted September 6, 2000, as may be amended from time to time. Such agreement authorizes the City and County to create a Blueprint 2000 Intergovernmental Agency to govern the project management structure for the project planning and construction of the Blueprint 2000 projects described in the Interlocal Agreement.

**B. By-Laws**

**B-1. Membership**

- (1) As designated in the Interlocal Agreement, the Intergovernmental Agency shall consist of the following voting members:
  - (a) Five members from the Tallahassee City Commission with a weighted vote of seven each.
  - (b) Seven members from the Leon County Board of County Commissioners with a weighted vote of five each.

**B-2. Membership Term of Office**

The membership of elected officials as voting members of the Intergovernmental Agency shall coincide with their respective elected terms.

**B-3. Officers and Duties**

- (1) The Intergovernmental Agency shall meet at least once annually to consider an annual work plan and the past year's performance report.
- (2) A Chairperson and Vice-Chairperson shall be elected by a majority of the votes of members present at the annual organizational meeting, utilizing the weighted structure as referenced in Section B-1.(1) (a) and (b).
- (3) The Chairperson shall serve as Chair for a period of one year effective 1 June of each year.

- (4) The Vice-Chairperson shall be elected for a term of two years the second of which will be Chairperson.
- (5) The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson.
- (6) At the first meeting of the agency after 1 June of each year a new Vice-Chairperson shall be elected for a term of two years the first to serve as the Vice-Chairperson and the second as the Chairperson.
- (7) In the event of the permanent inability of the Chairperson or Vice-Chairperson to serve, a new officer will be elected from the membership at the next meeting.
- (8) The Chairmanship of the Agency shall rotate annually between the City and County Commissions with the County serving as Chairperson from June 2003 through May 2004.

#### **B-4. Meetings**

- (1) Agency meetings shall be held in the Tallahassee City Commission Chambers, or be held at another location designated by the Chairperson.
- (2) All meetings will be recorded and transcribed by the staff of the Blueprint 2000 Intergovernmental Agency.
- (3) It is the desire of the Agency and the Capital Region Transportation Planning Agency (CRTPA) not to schedule Agency and CRTPA meetings on the same day except for extraordinary reasons approved by the Chairperson.
- (4) The Chairperson may call special meetings.
- (5) There must be majority representation from both the City Commission and Board of County Commissions to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority of the total quorum present on issues before the Agency, based on the weighted voting structure, except as specified in Section D(1) of these bylaws regarding significant changes to Blueprint 2000 projects.
- (6) In accordance with the Telephonic Participation Policy, Directors may participate telephonically when approved by the majority of the Board. Directors approved for telephonic participation will not be counted in the determination of a quorum, however they may participate in discussions and their vote on issues before the Board shall be counted as if the Director were present.
- (7) Agenda materials for the meetings shall be distributed seven days prior to the meeting.

- (8) Meetings will be open to the public and press. All city and county neighborhoods of record, CONA (Tallahassee/Leon County Council of Neighborhood Associations), and any group which so requests in writing, will be notified of meetings.
- (9) Roberts Rules of Order Revised is the adopted rule of meeting procedure.
- (10) The Agency Meeting Schedule and Agenda Development Policy shall prescribe the process and procedure for establishing the meeting schedule and the development of the agenda.

#### **B-5. By Law Amendments**

The bylaws may be amended by majority vote of the total quorum present based on the weighted voting structure of the Intergovernmental Agency, except where the section being amended includes in it a more restrictive voting method, in which such section may only be amended by the more restrictive voting method.

#### **B-6. Voting Procedure**

Except as provided in Section D(1) regarding significant changes to Blueprint 2000 projects, an affirmative vote shall consist of a majority of the total quorum present, based on the weighted voting structure, on issues before the Agency.

#### **C. General Policies**

- (1) The agenda will include, as a minimum, sections for Information, Consent and Discussion.
- (2) The Staff Director shall work with the Intergovernmental Management Committee to develop the agenda for meetings as scheduled. (See Agency Meeting Schedule and Agenda Development Policy)

#### **D. Specific Policies**

- (1) Significant changes to Blueprint 2000 projects, as identified in the Interlocal Agreement and further defined in the Project Definitions Report (February 7, 2000), shall be approved by a supermajority vote of the members of each body, after taking into consideration the recommendations of the Citizen's Advisory Committee, the Blueprint 2000 Technical Coordinating Committee, and the Intergovernmental Management Committee. Significant changes are defined as:
  - reprioritization of projects (advancing or delaying)
  - deletion of projects
  - addition of projects not on the original approved lists
  - changes in project scope that alter the original intent or location.

Such a vote will not be taken until the Intergovernmental Agency holds at least two (2) public hearings.

- (2) Contracts, change orders, etc. which exceed the authority of the Intergovernmental Management Committee shall be approved by a majority of the total quorum present based on the weighted voting structure of the Intergovernmental Agency.

**E. Citizen Participation**

- (1) Citizen participation is a key tenet of the Blueprint 2000 Program and the Tallahassee-Leon County planning process and citizen comments are encouraged.
- (2) Citizens will be allowed to provide comments on any Discussion Agenda Item prior to the vote taken.
- (3) Citizens will be required to fill out a speaker request form and will be allowed to speak for three minutes.

**F. Effective Date**

These bylaws shall become effective immediately upon the approval of the Intergovernmental Agency.

Revised:

September 17, 2001  
April 15, 2002  
September 9, 2003  
April 26, 2004  
September 19, 2005  
June 17, 2013