

**BLUEPRINT TECHNICAL COORDINATING COMMITTEE  
RULES OF PROCEDURE**

**ADOPTED November 19, 2001**

**1.1 BLUEPRINT TCC PREAMBLE**

The Blueprint Technical Coordinating Committee (TCC) has been created to provide professional advice and technical expertise to the Blueprint Director on a project basis. The following sets forth the Rules of Procedures that serve to guide the proper functioning of the TCC, consistent with the Interlocal Agreement between the City of Tallahassee and Leon County as it may be amended from time to time. The intent of this document is to provide a procedure for the operation of the TCC to the successful implementation of Blueprint projects tasks within a cooperative framework on a continuing basis. The TCC shall function as a fact-gathering body lending professional advice and technical expertise to the Blueprint Director and it is not intended nor authorized to function as a decision-making body subject to Section 286.011, Florida Statutes.

**1.2 BLUEPRINT TCC PURPOSE AND FUNCTION**

- (1) Qualified persons representing the various governmental entities, departments, and public organizations shall be involved in providing professional advice and technical expertise by the establishment of the TCC. The purpose shall be to insure the technical sufficiency, accuracy and completeness of studies, plans, projects and programs funded by sales tax revenues allocated to Blueprint and to insure coordination/ consistency with state, local and regional plans and programs.
- (2) The TCC shall assist the Blueprint Director and the Blueprint Intergovernmental Agency to implement the various Blueprint projects by providing advice to the Blueprint Director on various professional and technical issues.
- (3) To carry out its function as an advisory committee to the Blueprint Director, the TCC shall:
  - (a) Provide a technical review of Blueprint project scope, studies, reports, implementation plans and programs and to provide professional advise as to their feasibility, technical accuracy and consistency with local, state and regional plans, programs, projects and comprehensive plans;
  - (b) Nominate studies and projects to be undertaken by the Blueprint Intergovernmental Agency (may include, but are not limited to, planning studies, identifying problems and requesting studies, and reviewing data which are required for the successful implementation of the Blueprint projects);
  - (c) Provide data to the Blueprint Director on revenue sources, local capital improvement programs, existing and future land use, and other planning issues to assist the Blueprint Intergovernmental Agency with achieving coordination and consistency among Blueprint projects, local Comprehensive Plans, the Long Range Transportation Plan and the Transportation Improvement Program;
  - (d) Transmit to the Blueprint Director and share with other committees all significant findings and comments on professional and technical matters;
  - (e) Conduct any other functions assigned to the TCC by the Blueprint Intergovernmental Agency or the Blueprint Director.

### **1.3 BLUEPRINT TCC MEMBERSHIP**

- (1) The TCC membership shall consist of an Assistant City Manager; an Assistant County Administrator; Director of PLACE; the Planning Director; the Engineer, City Underground Utilities and Public Infrastructure; the Director, County Public Works & Community Development; the Manager, City Stormwater; the Chief, County Stormwater; the Manager, Land Use and Environmental Services, City Growth Management; the Director, County Environmental Services; and the Director, Capital Region Transportation Planning Agency. Other City and/or County staff may be added on a project basis at the discretion of the Blueprint Director and subject to approval of the Intergovernmental Management Committee.
- (2) TCC members, who fill the TCC positions, serve at the pleasure of the appointing department or agency and the Blueprint Intergovernmental Agency. In the event that the appointed member is unable to attend a TCC meeting, an alternate from that department or agency may serve as their representative at the meeting.
- (3) TCC members shall retain their membership as long as they are employed by the local government or agency in the position approved by the Blueprint Intergovernmental Agency. If a member wishes to no longer serve on the TCC, or is removed from the committee, the local government or department/ agency they represent shall appoint a replacement who holds a similar position in that organization.
- (4) There is no limit on the number of members who may serve on TCC. The addition of any new member to the TCC must be approved by the Blueprint Intergovernmental Management Committee.
- (5) The TCC may include additional advisory members on a project-specific basis as deemed appropriate by the Blueprint Director and subject to approval of the Blueprint Intergovernmental Management Committee.
- (6) A person cannot be an alternate for more than one TCC member.

### **1.4 NO VOTES TAKEN**

In providing professional advice to the Blueprint Director, there shall be no votes taken by the members of the TCC. Rather, it is intended that the Blueprint Director be provided the collective input of the individual members of the TCC in achieving the Purpose and Function of the TCC as outlined in Section 1.2 of these Rules of Procedure.

### **1.5 BLUEPRINT TCC MEETINGS AND AGENDAS**

- (1) Regular TCC meetings shall be held at dates, times, and places as approved by the TCC. Regular meeting dates and times may be changed to accommodate holidays or for other valid reasons.
- (2) Every attempt shall be made to send agenda packages to TCC members seven (7) days prior to a regular TCC meeting.
- (3) There shall be an official agenda for every TCC meeting. The agenda shall be prepared by Blueprint staff.
- (4) The agenda and supporting information for each TCC meeting shall be prepared and electronically sent to each member.

- (5) Any TCC member or alternate member of the TCC, the Blueprint Intergovernmental Agency, the Blueprint Intergovernmental Management Committee, or Blueprint staff may place additional items on the TCC agenda, with the approval of the Blueprint Director.

#### **1.6 BLUEPRINT TCC CONDUCT OF MEETING**

- (1) The Blueprint Director shall preside at all meetings of the TCC and shall direct the TCC with regard to its purpose, function, goals, and responsibilities.
- (2) Notwithstanding that the meetings of the TCC are not subject to the requirements of the Government in the Sunshine Law, all regularly scheduled TCC meetings shall be noticed on Blueprint's website and may be noticed on other electronic platforms. TCC meetings shall be open to the public.
- (3) The public will not have the right to speak, enter into discussion or actively participate in any way except with the permission of the Blueprint Director.

#### **1.7 ADMINISTRATION**

- (1) A special meeting of the TCC may be called by the Blueprint Director, or the Blueprint Intergovernmental Management Committee. Each member of the TCC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which the meeting is called.
- (2) An emergency meeting of the TCC may be called by the Blueprint Intergovernmental Agency, Blueprint Director, or the Intergovernmental Management Committee when an emergency exists which requires the immediate professional/technical advice of the TCC. When such a meeting is called, each TCC member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (3) If after reasonable diligence, it becomes impossible to give notice to each TCC member, such failure shall not affect the legality of the emergency meeting.
- (4) The Blueprint staff shall staff the TCC meetings.
- (5) The Blueprint staff is responsible for the minutes of all TCC meetings and all notices and agendas for the TCC meetings.
- (6) The Blueprint staff shall furnish a recording secretary for all TCC meetings.
- (7) The Blueprint Director shall transmit TCC's professional advice to the Blueprint Intergovernmental Agency by incorporating such advice into the applicable agenda item.

## **1.8 REVISIONS TO RULES OFPROCEDURE**

- (1) These Rules of Procedure may be revised by the Blueprint Director with input from the TCC.
- (2) Revisions to the Rules of Procedure shall become effective immediately after the approval of the Blueprint Intergovernmental Management Committee.

## **1.9 EFFECTIVE DATE**

- (1) These Rules of Procedure shall become effective immediately upon approval of the Blueprint Intergovernmental Management Committee.

Revised:

September 9, 2003  
June 17, 2013  
December 19, 2019  
July 20, 2020