

University of South Florida | College of Engineering Center for Urban Transportation Research (CUTR) Advisory Board Bylaws

Revised: October 18, 2016

Article 1: Center for Urban Transportation Research

Section 1: Powers and Objectives

The Center for Urban Transportation Research (CUTR) was established by Chapter 334.065 of the Florida Statutes. The Center was originally administered by the Board of Governors of the State University System.

The Center was established at the University of South Florida and is a continuing resource for the legislature and the Florida Department of Transportation, local governments, the nation's metropolitan regions and the private sector in the area of urban transportation and related research and shall generate support in addition to a state-funded base of support. The Center shall promote intercampus transportation and related research activities among Florida's universities in order to enhance the ability of these universities to attract federal and private sector funding for transportation and related research.

The responsibilities of the Center include but are not limited to conducting and facilitating research on issues related to urban transportation problems in this state and serving as an information exchange and depository for the most current information pertaining to urban transportation and related issues.

Section 2: Advisory Board

An Advisory Board shall be created to periodically and objectively review and advise the Center concerning its research program. Except for projects mandated by law, state-funded base projects shall not be undertaken without approval of the Advisory Board. The membership of the board shall consist of nine experts in transportation related areas, including the Secretary of the Florida Department of Transportation, the Executive Director of the Florida Department of Economic Opportunity and the Secretary of the Department of Environmental Protection or their designees and a member of the Florida Transportation Commission.

Article 2: Membership

Section 1: Board Composition

The Advisory Board for the Center for Urban Transportation Research shall consist of nine members, constituted as follows:

1. The Secretary of the Florida Department of Transportation or their designee.
2. The Executive Director of the Florida Department of Economic Opportunity or their designee.
3. The Secretary of the Florida Department of Environmental Protection or their designee.
4. A member of the Florida Transportation Commission.
5. The remaining five voting members shall be experts in transportation related areas..
6. Board members shall serve a two- or four-year term as designated in their appointment.

In addition, the Director of CUTR may appoint non-voting members of the Advisory Board to assist in promoting the national reach of the Center.

Section 2: Termination of Membership

Membership on the Advisory Board shall be terminated upon the occurrence of any of the following events:

1. Resignation or removal of office of the Secretaries of Transportation or Environmental Protection or Executive Director of Economic Opportunity. In the event of such termination or resignation, the newly appointed Secretary or Executive Director shall become automatically a member of the Advisory Board or, in the alternative, appoint a designee. Any designee serving on the board shall be reappointed by the new Secretary or Executive Director.

2. Death or incapacity of any of the Advisory Board members.
3. Resignation of any of the Advisory Board members.
4. Removal by competent authority.

Article 3: Meetings of Members of Advisory Board

Section 1: Regular Meetings

Regular meetings of the Advisory Board shall be held on a date and in a place determined by the Advisory Board. It is normally anticipated that meetings will be held on a quarterly basis.

Section 2: Special Meetings

Special meetings of the Advisory Board shall be called at any time by the Chair. It shall also be the duty of the Chair to call such a meeting whenever requested by a majority of all the members.

Section 3: Member Quorum and Voting

A majority of the voting members shall constitute a quorum at a meeting of the members. If a quorum is present absent members may vote on a particular issue by proxy. Members may appear by phone and such telephonic attendance shall constitute attendance for a quorum. If less than a quorum is present at any meeting, the members may adjourn the meeting to a future time and date or may hear any presentations to be made at the meeting but may not vote or transact business of the board other than for discussion purposes.

Section 4: Proxies

At any meeting of the Advisory Board, a member may vote by proxy only if an actual quorum is present at the meeting. The proxy must be executed in writing by the member and shall be valid only for the specific meeting for which the proxy is given. Said proxy shall clearly state the date, time, and place of meeting and who is designated to vote such proxy. Proxies of absent members may only be voted by other members of the Advisory Board physically present at the meeting.

Section 5: Presiding Officer

The Chair of the Advisory Board or in his or her absence, the Vice Chair, shall preside at all meetings. If the Chair or the Vice Chair is absent at the meeting but a quorum is present, then those present shall designate a presiding officer for that meeting only.

Section 6: Notice of Meetings

The Director of the Center for Urban Transportation Research shall be responsible for providing written public notice of all Advisory Board meetings, whether regular or special. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting and shall be provided in accordance with requirements of Florida law for such public meetings.

Article 4: Advisory Board Powers

Section 1: Review of Programs

The Advisory Board shall periodically and objectively review and advise the Center concerning its research program or programs.

Section 2: Work Program and Status Report

The Director of the Center for Urban Transportation Research shall regularly provide to the Advisory Board information on the current and anticipated activities of the Center and shall solicit objective review and advice from the Advisory Board.

Section 3: Funding Sources

The Advisory Board shall assist the Center in identifying, developing and promoting funding sources for the Center's programs and operations.

Article 5: Officers

Section 1: Presiding Officers

The officers of the Advisory Board shall be a Chair and a Vice Chair.

Section 2: Election

The officers shall be elected annually at the first scheduled meeting of the calendar year of the Advisory Board.

Section 3: Removal

Any officer may be removed by two-thirds affirmative vote by the Advisory Board whenever, in the judgment of the board, the officer's removal will be in the best interest of the Advisory Board.

Section 4: Additional Officers

The Advisory Board shall elect or appoint from time to time such additional officers as it, in its opinion, deems are desirable for conduct of the business of the Advisory Board.

Section 5: Vacancies

If any office becomes vacant for any reason, the Advisory Board shall fill such vacancy. Any officer so appointed or elected by the Advisory Board shall serve only until the unexpired term of his or her predecessor's term expires unless reelected by the Advisory Board.

Section 6: Compensation

Officer shall not receive any compensation for services rendered by them in the performance of their duties on the Advisory Board.

Section 7: Chair

The Chair shall be the chief executive officer of the Advisory Board and ex officio member of all standing committees. The Chair shall preside at all meetings of the members.

Section 8: Vice Chair

The Vice Chair shall perform general administrative functions under the direction of the Chair. In case of the absence or disability of the Chair, the Vice Chair shall perform the Chair's duties.

Article 6: Committees

At any meeting of the Advisory Board the Board may appoint committees and committee chairs or vice chairs for the necessary transactions of the business of the Advisory Board.

Article 7: Statement of Purpose

The CUTR Advisory Board will work with the Director, administrative staff, research faculty, and students to advance the purposes of the Center for Urban Transportation Research.

As part of these bylaws, the CUTR Advisory Board adopts the following Statement of Purpose:

1. Maintain a strong advocacy role on behalf of the center, including communicating specific CUTR assets and needs to appropriate administrative, legislative and customer bodies and seeking opportunities to contribute to the resolution of important societal issues.
2. Assist in identifying future research directions for CUTR and maximize its involvement in state and national problem solving.
3. Assist as needed in securing funding for adequate physical space for CUTR's growth.
4. Assist in activities related to advancement/development, specifically, fund raising activities on behalf of CUTR.
5. Provide advice on CUTR's participation in education and training programs of the University.

Article 8: Amendment of Bylaws

These bylaws may be altered or amended or repealed and new bylaws may be adopted by a majority vote of the Advisory Board of the Center for Urban Transportation Research.