



# MTF Administrative Guidelines

## **Model Task Force Mission**

- To advance model development and applications to serve the transportation planning needs of the Florida Department of Transportation, MPOs, and local governments.

## **Voting Membership & Procedures**

- All members of the Florida modeling community are eligible to participate in MTF discussions. However, the MTF is sometimes faced with the need to vote on certain issues. At these times, voting-member status is limited to the following:
  - 1 representative from each FDOT District, Turnpike, Metropolitan Planning Organization (MPO), FSUTMS Users' Group, and MTF Committee Chairs not already designated as voting members. Tri-chairs generally abstain from voting unless they are the sole representative from their agency.
  - Other agencies may petition to be added to the voting membership.
- At least one-half of the current voting membership must be present for an issue to be put to a vote.
- Each voting agency should notify FDOT Central Office when their designated voting member has changed.
- A voting member who cannot attend an MTF activity may request a proxy representative with voting privileges by submitting the request in writing via email to FDOT Central Office.
- Individuals designated as proxy representatives for one or more agencies must identify the agencies they will be voting on behalf of at the beginning of the meeting.
- Individuals designated as proxy representatives may have a separate vote for each agency they are representing for full Model Task Force issues.
- Membership on committees is made up of individuals. Therefore there will be no proxy voting for committee issues.

## **MTF Leadership**

- MTF Leadership consists of tri-chairs and committee chairs.
- Nominations for MTF tri-chair positions should be made during full MTF meetings. If the nominee accepts, the nominee's name will be included as a candidate. Voting is conducted with a secret ballot during the full MTF meeting. The candidate with the majority of votes wins. If no candidate receives a majority in the first vote, there will be a runoff vote between the top two candidates.
- If a tri-chair position becomes vacant mid-term, an election will take place at the next full MTF meeting to complete the term.
- Tri-Chairs
  - Must be public-sector to be eligible.
  - At least 1 MPO staff person and 1 FDOT District staff person.
  - Voting members elect or re-elect tri-chairs to staggered 5-year terms.
- Committee Chairs
  - Must be public-sector to be eligible.
  - Must have experience in the technical subject of the committee.
  - Tri-chairs appoint or reappoint committee chairs to 3-year terms.
  - If a committee chair resigns or is unable to fulfill required duties, the tri-chairs will appoint a replacement chairperson to begin a new 3-year term.

## **Committees**

- Committee membership is open to the general modeling community.
- Tri-chairs may dissolve committees or create new committees, subcommittees, or temporary ad hoc committees, as deemed necessary.
- Each committee must have at least one tri-chair serving as a member on the committee.