



**Metropolitan Transportation Planning Organization**  
For the Gainesville and Alachua County Area

## **6.1 Election of Officers**



# Metropolitan Transportation Planning Organization

## For the Gainesville and Alachua County Area

December 1, 2025

### MEETING MEMORANDUM

To: Metropolitan Transportation  
Planning Organization Board

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From: Alison Moss, Interim Executive Director

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Subject: **Election of Officers**

### **RECOMMENDATION**

**The Metropolitan Transportation Planning Organization (MTPO) must elect board members to serve in the following MTPO leadership positions for the 2026 calendar year:**

- **Chair**
- **Vice Chair**
- **Representative to the Florida Metropolitan Transportation Planning Organization Advisory Council (MPOAC)**
- **Alternative representative to the Florida MPOAC**

Staff recommend the Board nominate and elect officers per the Bylaws of the MTPO.

### **BACKGROUND**

During the last meeting of each calendar year, the MTPO Board is required to elect officers.

Chair and Vice Chair positions will serve from January 1, 2026 – December 31, 2026. Representative and Alternative Representative to the MPOAC will serve for three years from January 1, 2026 – December 31, 2029.

Officers are nominated and elected by a majority of the votes of the MTPO Board members present. Chair and Vice Chair positions must be members of different organizations.

Position responsibilities for the Chair and Vice Chair positions.

Attachment



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### V. Officers and Elections

- a. The MTPO Board shall hold an organizational meeting each year for the purpose of electing the following officers:
  - i. Chair;
  - ii. Vice-Chair;
  - iii. Representative to the Florida Metropolitan Planning Organization Advisory Council;  
and
  - iv. Alternative representative to the Florida Metropolitan Planning Organization Council.

The Chair and Vice-Chair shall be members of different member governments.

- b. Officers shall be elected by a majority of the votes of members present at the organizational meeting, scheduled for the last MTPO meeting of the calendar year. If this meeting is cancelled, then the organizational meeting shall occur at the next regularly scheduled meeting. The Chair and Vice Chair shall serve a term of one year from January 1 to December 31. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three calendar years.
- c. The Chair shall preside over all meetings and shall sign official documents of the MTPO. In the event of the Chair's absence, or at the Chair's direction, the Vice Chair shall assume the powers and duties of the Chair. In the absence of both a Chair and Vice Chair at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chair of the meeting, for this meeting alone. The Chair shall:
  - i. Sign, on behalf of the MTPO resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;
  - ii. Approve or revise the final agenda presented by the Executive Director;
  - iii. Accept agenda items from other MTPO members with advice of the Executive Director;
  - iv. Draft the annual performance evaluation of the Executive Director, distribute it to MTPO membership for comments, and develop the final evaluation for the MTPO approval;
  - v. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director; and



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- vi. Perform other duties as, from time to time, may be assigned by the MTPO.
  
- d. If the Chair is unable to serve the remainder of the Chair's term, the Vice Chair shall automatically become the Chair and the MTPO Board of Directors shall elect a new vice-chair. In the event of the permanent inability of the Chair or Vice Chair of the MTPO Board of Directors to serve, a new officer(s) will be elected from the membership at the next meeting.