

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY BOARD
OPERATIONS COMMITTEE CHARTER**

TABLE OF CONTENTS

I. PURPOSE..... 2

II. RESPONSIBILITIES..... 2

III. ORGANIZATION..... 2

IV. CHAIRMAN SELECTION..... 3

V. SUPPORT STAFF..... 3

VI. MEETINGS..... 3

VII. QUORUM..... 4

CENTRAL FLORIDA EXPRESSWAY AUTHORITY BOARD OPERATIONS COMMITTEE CHARTER

I. PURPOSE

The Operations Committee's primary function is to assist the CFX Board in fulfilling its responsibilities by making recommendations regarding operational projects and programs.

II. RESPONSIBILITIES

The Operations Committee is responsible for evaluating and providing recommendations to the Executive Director, Chief of Technology/Operations and the CFX Board regarding customer service and toll operations.

III. ORGANIZATION

The Operations Committee shall be composed of the following voting members:

1. Orange County staff member or citizen representative appointed by the Orange County Commission or in accordance with Orange County's policies providing for appointments to other governmental agencies;
2. City of Orlando staff member or citizen representative appointed by the City of Orlando Commission or in accordance with the City of Orlando's policies providing for appointments to other governmental agencies;
3. Lake County staff member or citizen representative appointed by Lake County Commission or in accordance with Lake County's policies providing for appointments to other governmental agencies;
4. Osceola County staff member or citizen representative appointed by the Osceola County Commission or in accordance with Osceola County's policies providing for appointments to other governmental agencies;
5. Seminole County staff member or citizen representative appointed by the Seminole County Commission or in accordance with Seminole County's policies providing for appointments to other governmental agencies;
6. Brevard County staff member or citizen representative appointed by the Brevard County Commission or in accordance with Brevard County's policies providing for appointments to other governmental agencies; and,
7. Up to three (3) citizen representatives appointed by the CFX governing Board after receiving nominations submitted by the gubernatorial Board appointees. The term for such appointments shall be for two years commencing upon appointment which term may be renewed. One nomination per gubernatorial appointee is allowed, but it shall not be mandatory that nominations be made.

Committee member appointments may not be delegated. The Committee members will serve at the pleasure of their respective jurisdictions. County and City appointments may include contract personnel currently providing services to the appointing entity. Notwithstanding the two-year term, the citizen representatives shall serve at the pleasure of the CFX Board.

Committee members should have operations and management experience.

IV. CHAIRMAN SELECTION

The Operations Committee will be chaired on an annual, rotating basis beginning September 1, 2017, in the following order:

- a.) One of the Citizen Representatives
- b.) Lake County Representative
- c.) Osceola County Representative
- d.) Orange County Representative
- e.) Brevard County Representative
- f.) Seminole County Representative
- g.) City of Orlando Representative

The Operations Committee Chair shall serve as the Board Liaison and may be requested to attend CFX Board meetings.

In the event there is no available representative from the entity assigned to serve the role of Chairman, the next scheduled representative shall serve a one-year term with regular order of succession to resume thereafter.

V. SUPPORT STAFF

The Central Florida Expressway Authority Chief of Technology/Operations or a designee determined by the Executive Director shall serve as an advisor to the Committee and may retain independent consultants to assist in the conduct of CFX responsibilities, subject to CFX's procurement policy and budget.

VI. MEETINGS

The Operations Committee shall meet as required to adequately fulfill Committee responsibilities. Meetings may be called by the Executive Director or the Chief of Technology/Operations. Public notice shall be provided in accordance with state law.

An agenda will be prepared by the Executive Director and the Chief of Technology/Operations and provided in advance to members, along with appropriate briefing materials.

Committee recommendations shall be submitted to the Board for approval. Final committee meeting minutes shall be submitted to the Board for information.

VII. QUORUM

If all three gubernatorial Board members make nominations and the Board approves the appointments, the Committee shall consist of nine members and a quorum shall be five members present. If only two appointments are made the Committee shall consist of eight members and a quorum shall be five members present. If only one appointment is made the Committee shall consist of seven members and a quorum shall be four members present. In order for any action or recommendation to pass there must be a majority affirmative vote of the quorum based on the then current composition of the Committee.

Due to scheduling conflicts or illness a Committee Member may appear by telephone and vote on agenda items where a quorum is physically present not to exceed three meetings per calendar year. The participating absent member must be able to hear all participants in the meeting and be heard by all participants. In the event of continued absenteeism, the Operations Committee Chairman may recommend that the Board make alternate appointments.