

RESOLUTION NO. R-20252026-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REESTABLISHING AND CONTINUING THE PALM TRAN SERVICE BOARD; ADDRESSING TERMS, POWERS AND DUTIES; INCLUDING UNIFORM POLICIES AND PROCEDURES REQUIREMENTS OF THE COUNTY FOR ADVISORY BOARDS; REPEALING RESOLUTION NOS. R-2001-2241, R-2002-0485, R-2003-1582, R-2004-0949, R-2007-0711, ~~AND R-2008-1568, AND R2015-0893~~; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (~~Board~~BCC) adopted Resolution No. R-2001-2241, which created the Palm Tran Service Board (PTSB); and

WHEREAS, the PTSB was created to act as an advisory body to the ~~Board of County Commissioners~~BCC regarding the County's provision of fixed route public transportation and paratransit services, except that it was authorized to hold public hearings and make determinations regarding adjustments to Palm Tran's fixed route public transportation services; and

WHEREAS, the ~~Board of County Commissioners~~BCC adopted Resolution No. R-2013-0193 establishing uniform policies and procedures for Palm Beach County advisory boards; and

WHEREAS, the requirements of Resolution No. R-2013-0193 may be waived upon a majority vote of the ~~Board of County Commissioners~~BCC; and

WHEREAS, the ~~Board of County Commissioners~~BCC has previously waived the requirements of Resolution No. R-2013-0193 which limit the maximum number of members that may serve on a County board and which require all board members to be residents of the County; and

WHEREAS, the ~~Board of County Commissioners~~BCC desires to repeal Resolution No. R-2001-2241, and all of its amending resolutions, and to adopt in their stead, a resolution reestablishing the ~~Palm Tran Service Board~~PTSB in conformity with the requirements of Resolution No. R-2013-0193, except as such requirements have been waived by the ~~Board of County Commissioners~~BCC, and continuing the PTSB as further described herein, without lapse in its authority or effect; and

WHEREAS, the ~~Palm Tran Service Board~~PTSB has been and shall continue to be a mechanism for the participation of individuals with disabilities in the continued development and assessment of public transit services to individuals with disabilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA that:

Section 1. Repeal of Prior Resolutions - Resolutions Nos. R-2001-2241, R-2002-0485, R-2003-1582, R-2004-0949, R-2007-0711, ~~and R-2008-1568~~ and R-2015-0893 of the ~~Board of County Commissioners~~BCC of Palm Beach County, Florida, are hereby repealed.

Section 2. Reestablishment of the Palm Tran Service Board - The ~~Board of County Commissioners~~BCC of Palm Beach County, Florida, does hereby reestablish and continue the "Palm Tran

Service Board" (PTSB), without lapse in its authority, effect, or membership. Its purpose, functions, and actions shall be advisory in nature, except for the exercise of authority granted in Section 4 below.

Section 3. Purpose - The PTSB shall act as an advisory board to the ~~Board of County Commissioners~~BCC regarding Palm Tran's fixed route and paratransit programs and services, and in performance of the duties set forth in Section 9, except when exercising the authority described in Section 4 and paragraphs a. and b. of Section 9 below. The PTSB shall provide an ongoing mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation, and assessment of all Palm Tran services.

Section 4. Authorization to Hold Public Hearings and Meetings - The ~~Board of County Commissioners~~BCC does hereby expressly authorize the PTSB to exercise the authority vested in the ~~Board of County Commissioners~~BCC to conduct all public meetings and public hearings required to be held prior to the implementation of any adjustment to Palm Tran's fixed route public transportation services, and having solicited and considered all public comments received related to the proposed service adjustments, to approve or disapprove the implementation thereof. All route and schedule adjustments, for which there will be an increase in the cost of services, must be funded in Palm Tran's annual budget approved by the ~~Board of County Commissioners~~BCC. All authority vested in the ~~Board of County Commissioners~~BCC is retained by the ~~Board of County Commissioners~~BCC, including but not limited to, the approval of Palm Tran's capital and operating budgets, the establishment of all fares, the filing of all grant applications, the approval of all solicitations, contracts and purchases, and the establishment of all Palm Tran policies and procedures.

Section 5. Application of County's Uniform Policies - The PTSB and its members shall comply with the uniform policies and procedures established by the ~~Board of County Commissioners~~BCC in Resolution No. R-2013-0193, as it may be amended or replaced by action of the ~~Board of County Commissioners~~BCC from time to time, except to the extent the application of such policies has been waived by the ~~Board of County Commissioners~~BCC. As of the date of this resolution, the ~~Board of County Commissioners~~BCC has waived the limitation on the maximum number of members that may constitute a board as set forth in Section 11 of Resolution No. R-2013-0193. This waiver remains in effect until extinguished or removed by the ~~Board of County Commissioners~~BCC by amendment to this resolution or the adoption of a resolution or enactment of an ordinance that rescinds or extinguishes prior waivers granted by the ~~Board of County Commissioners~~BCC.

Section 6. PTSB Appointments - -The PTSB and its members shall be subject to the procedure for at-large and district appointments to advisory boards established by PPM CW-O-023, as it may be amended or replaced from time to time, so as to ensure consistency with agenda submittal and review procedures.

Section 7. Composition - The PTSB shall be composed of ~~thirteen~~fourteen (~~13~~14) voting members who must be residents of Palm Beach County, unless such residency requirement is waived by the ~~Board of County Commissioners~~BCC. Each member shall serve at-large and at the pleasure of the ~~Board of County Commissioners~~BCC.

Section 8. Terms -

a. The term of the office for each member of the PTSB holding office at the time this Resolution is adopted shall remain in effect, except that each member's term shall be modified to end on September 30 of the year in which the member's term is to expire. Thereafter, the terms of office for all members shall be three (3) years, and all terms shall begin on the 1st of October and end on the 30th of September. No member shall serve more than three (3) consecutive three (3) year terms. This limitation shall not be applied retroactively to include the terms or portions thereof served by a member from serving a maximum of three (3) consecutive terms or nine (9) additional years from the date of the adoption of R-2013-0193.

b. All members serve at the pleasure of the ~~Board of County Commissioners~~BCC and may be removed, for any reason whatsoever, with or without cause, by a majority vote of the ~~Board of County Commissioners~~BCC.

c. Notwithstanding anything contained herein, a member's appointment shall terminate and the member shall be automatically removed, with or without the action of the ~~Board of County Commissioners~~BCC, for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or failure to attend more than one-half ($\frac{1}{2}$) of the meetings scheduled during a calendar year. Participation for less than three-fourths ($\frac{3}{4}$) of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the PTSB, and such removal shall create a vacancy.

d. To the extent deemed possible by the ~~Board of County Commissioners~~BCC, the criteria set forth below will be used in the selection and appointment of ~~fourteen (14)~~ members to serve on the PTSB, except that Seat 4 must be filled by an elected municipal official. Except as to the category assigned to Seat 4, it is the goal of the ~~Board of County Commissioners~~BCC to have one (1) member appointed to the PTSB from each of the remaining categories:

- Seat 1. Transportation Experience
- Seat 2. Disability Advocate
- Seat 3. Environmental Advocate
- Seat 4. Elected Municipal Official (Palm Beach County municipality)
- Seat 5. Business Community Representative
- Seat 6. Representative with Multi-Cultural Experience
- Seat 7. Senior Citizen Representative
- Seat 8. Certified Paratransit User
- Seat 9. Regular Fixed Route Bus Passenger
- Seat 10. Fixed Route Bus Operator
- Seat 11. Citizen At-Large
- Seat 12. Representative with Extensive Paratransit Experience
- Seat 13. Resident of the Glades/Lake Region of Palm Beach County
- Seat 14. Citizen At-Large

Seat 4 is designated as *ex officio* office of the elected municipal official appointed to that seat. The duties imposed upon the member appointed to Seat 4 are and shall be deemed to be additional *ex officio* duties of his or her municipal office. The ~~Board of County Commissioners~~BCC may request the Palm Beach County League of Cities, Inc. to select and recommend to the ~~Board of County Commissioner~~BCC, an elected municipal official from a city located in Palm Beach County, to be appointed to perform the *ex officio* duties of Seat 4.

Section 9. Duties - the duties of the PTSB are limited to the following:

a. To hold all public hearings for fixed route service adjustments in those instances where twenty-five percent (25%) or more of the route miles are affected by a proposed change. Public hearings must be noticed at least ten (10) days in advance in a newspaper of general circulation in Palm Beach County. In those instances where a proposed fixed route adjustment impacts less than twenty-five percent (25%) of the route miles of a route, those changes shall be approved at a public meeting after public comments, but a formal public hearing need not be held.

b. To consider all public comments received regarding proposed route adjustments and to approve or reject proposed changes to fixed routes and schedules after concluding its public hearing or public meeting comment process.

c. To hold regular meetings and special meetings as convened by the Chair of the PTSB or upon the request of the Executive Director of Palm Tran.

d. To consider the input and recommendation of its standing subcommittees. All standing subcommittees shall be solely advisory bodies to the PTSB. The following standing subcommittees are established to assist the PTSB in the performance of its duties:

1. Paratransit
2. Planning

e. All standing subcommittees shall meet as frequently as deemed necessary by the PTSB, except that the Paratransit Standing Subcommittee shall meet at least six (6) times per calendar year.

f. To provide summary minutes of each meeting of the PTSB to the ~~Board of County Commissioners~~BCC.

g. To make a presentation to the ~~Board of County Commissioners~~BCC upon the request of the Executive Director of Palm Tran, the County Administrator or the ~~Board of County Commissioners~~BCC.

h. To make recommendations to the ~~Board of County Commissioners~~BCC concerning paratransit services and public transportation projects within Palm Beach County, upon the request of the ~~Board of County Commissioners~~BCC, County Administrator, or the Executive Director.

i. To make recommendations to the ~~Board of County Commissioners~~BCC regarding the activities of the South Florida Regional Transportation Authority (SFRTA) or the Palm Beach Metropolitan Planning Organization, upon the request of the ~~Board of County Commissioners~~BCC, the County Administrator, or the Executive Director.

j. To act as a mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

k. To approve or disapprove the recommendations for fixed route service adjustments made by the Executive Director or his or her designee. The PTSB may not change or modify the Executive Director's recommendations for fixed route service adjustment without the consent of the Executive Director or his or her designee. In the event the PTSB shall not approve a recommendation made by the Executive Director and the Executive Director determines that a change or modification suggested by the PTSB is not appropriate, the Executive Director shall take no action on the recommended adjustment but may, at any time, resubmit the matter to the PTSB for its consideration and approval.

l. Submit an annual narrative report to the County's Agenda Coordinator in conformity with applicable procedures or policies established by the County.

m. To perform such other duties, of an advisory nature, requested by the Executive Director.

Section 10. Qualification as Candidate - PTSB members shall not be prohibited from qualifying as candidates for elected office.

Section 11. PTSB Actions –

a. The PTSB shall not undertake any action(s) unless a motion for such action has been approved by a majority of the members physically present casting their votes in favor of the motion.

b. Motions must be made and voted upon during the course of regular or special meetings. Within any particular meeting, the PTSB will not take any action on any matter which has not been placed on the agenda for that meeting, unless the PTSB finds special conditions or circumstances exist which require immediate action.

c. The Chair of the PTSB shall appoint all standing subcommittee members and the chairs of all standing subcommittees. All standing subcommittee chairs shall be members of the PTSB. Any citizen may be appointed to serve on a standing subcommittee. Standing subcommittees shall elect a vice-chair from among its members. All standing subcommittees shall be solely advisory bodies to the PTSB and shall serve at the pleasure of the Chair of the PTSB. All standing subcommittee members shall comply with the requirements of the Palm Beach County Code of Ethics applicable to officials of advisory boards.

The attendance requirements set forth in Section 8.c. of this Resolution shall also be applicable to all standing subcommittee members. Standing subcommittee members may be automatically removed for lack of attendance, with or without action of the Chair. The Executive Director or his or her designee shall be responsible for monitoring the attendance of the members of any standing subcommittee and for notifying the PTSB and its Chair of the automatic removal of a member for lack of attendance, and for monitoring standing subcommittee members' compliance with the Palm Beach County Code of Ethics.

d. The primary purpose of the Paratransit Standing Subcommittee is to create a forum for individuals with disabilities to participate in the continued development and assessment of services to individuals with disabilities. This standing subcommittee will meet no less than six (6) times a calendar year and at least once each quarter, but may be convened more frequently to consider and provide input to the PTSB regarding proposed changes to the County's fixed route or paratransit systems or to perform any other task assigned to it by the PTSB or requested by the Executive Director. This standing subcommittee shall report directly to the PTSB and shall forward to the PTSB the comments, information, facts and opinions it has obtained or gathered.

e. The PTSB may establish temporary special subcommittees on an "ad-hoc" basis in order to enable it to more efficiently carry out its duties. The chair of the PTSB shall name the members of all such special subcommittees and the individual who will serve as the chair of any special subcommittee. Members of the PTSB may also serve on any special subcommittee.

Section 12. Maximum Number of Boards – The maximum number of boards that an individual appointed by the ~~Board of County Commissioners~~BCC may serve on at one (1) time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 13. PTSB Chair - The PTSB shall elect a chair and vice-chair from among its members. The chair and the vice-chair shall each serve for a term of one (1) year. There shall be no limit on the number of terms an individual may be elected as chair or vice-chair.

Section 14. Quorum and Meetings

a. A quorum of the PTSB's membership must be physically present in order to hold any public hearing or meeting, to conduct any business or take any action. A quorum shall consist of a majority of the appointed members to the PTSB.

b. The PTSB shall endeavor to meet on a monthly basis and may meet more or less frequently as it deems appropriate or as requested by the Executive Director.

c. Meetings of the PTSB shall be governed by Roberts' Rules of Order. The PTSB may, however, establish its own rules of procedure for the conduct of its meetings.

Section 15. Non-Interference - Members of the PTSB shall not contact Palm Tran staff, for any reason, other than the Executive Director of Palm Tran or his or her designee. Members shall not involve themselves in or interfere with the day-to-day operations of Palm Tran or the actions or activities of its employees and the employees of the ~~Board of County Commissioners~~BCC. All actions of the PTSB or of its members must be in accordance with the provisions of this resolution.

Section 16. Vacancies - Vacancies occurring during a term shall be filled for the unexpired term.

Section 17. Sunshine Law and State Code of Ethics - The PTSB and its members are subject to and shall comply with Florida's Sunshine Law and the State of Florida's Code of Ethics. Appointees to the PTSB that are required to submit a Statement of Financial Interests to the State of Florida Commission on Ethics will be notified that the failure to submit a Statement of Financial Interest within thirty (30) days of appointment shall result in invalidation of the appointment. Reasonable public notice of all PTSB meetings shall be provided. All meetings of the PTSB shall be open to the public at all times and minutes shall be taken at each meeting. All meetings shall comply with the applicable requirements of Chapter 286, Florida Statutes.

Section 18. Palm Beach County Code of Ethics - PTSB members and the members of its standing Planning and Paratransit subcommittees are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

Section 19. Conflict with Federal or State Law or County Law – Any Federal, State or County law in conflict with this resolution shall prevail.

Section 20. Effective Date – The provisions of this resolution shall become effective upon its approval by the ~~Board of County Commissioners~~BCC.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

- Commissioner ~~Sara Baxter~~ Maria Marino, Mayor -
- Commissioner ~~Marci Woodard~~ Sara Baxter, Vice Mayor -
- Commissioner ~~Maria G. Marino~~ Gregg K. Weiss -
- Commissioner ~~Gregg K. Weiss~~ Joel G. Flores -
- Commissioner ~~Joel G. Flores~~ Marci Woodward -
- Commissioner Maria Sachs -
- Commissioner Bobby Powell Jr. -

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, ~~2025~~2026.

Palm Beach County, Florida
By its Board of County Commissioners

Mikechael A. Caruso, Clerk & Comptroller

By: _____
Deputy Clerk

Approved as to Form and
Legal Sufficiency

By: _____
County Attorney

RESOLUTION NO. R-2026-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REESTABLISHING AND CONTINUING THE PALM TRAN SERVICE BOARD; ADDRESSING TERMS, POWERS AND DUTIES; INCLUDING UNIFORM POLICIES AND PROCEDURES REQUIREMENTS OF THE COUNTY FOR ADVISORY BOARDS; REPEALING RESOLUTION NOS. R2001-2241, R2002-0485, R2003-1582, R2004-0949, R2007-0711, R2008-1568, AND R2015-0893; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (BCC) adopted Resolution No. R2001-2241, which created the Palm Tran Service Board (PTSB); and

WHEREAS, the PTSB was created to act as an advisory body to the BCC regarding the County's provision of fixed route public transportation and paratransit services, except that it was authorized to hold public hearings and make determinations regarding adjustments to Palm Tran's fixed route public transportation services; and

WHEREAS, the BCC adopted Resolution No. R2013-0193 establishing uniform policies and procedures for Palm Beach County advisory boards; and

WHEREAS, the requirements of Resolution No. R2013-0193 may be waived upon a majority vote of the BCC; and

WHEREAS, the BCC has previously waived the requirements of Resolution No. R2013-0193 which limit the maximum number of members that may serve on a County board and which require all board members to be residents of the County; and

WHEREAS, the BCC desires to repeal Resolution No. R2001-2241, and all of its amending resolutions, and to adopt in their stead, a resolution reestablishing the PTSB in conformity with the requirements of Resolution No. R2013-0193, except as such requirements have been waived by the BCC, and continuing the PTSB as further described herein, without lapse in its authority or effect; and

WHEREAS, the PTSB has been and shall continue to be a mechanism for the participation of individuals with disabilities in the continued development and assessment of public transit services to individuals with disabilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA that:

Section 1. Repeal of Prior Resolutions - Resolutions Nos. R2001-2241, R2002-0485, R2003-1582, R2004-0949, R2007-0711, R2008-1568 and R2015-0893 of the BCC of Palm Beach County, Florida, are hereby repealed.

Section 2. Reestablishment of the Palm Tran Service Board - The BCC of Palm Beach County, Florida, does hereby reestablish and continue the "Palm Tran Service Board" (PTSB), without lapse in its authority, effect, or membership. Its purpose, functions, and actions shall be advisory in nature, except for the exercise of authority granted in Section 4 below.

Section 3. Purpose - The PTSB shall act as an advisory board to the BCC regarding Palm Tran's fixed route and paratransit programs and services, and in performance of the duties set forth in Section 9, except when exercising the authority described in Section 4 and paragraphs a. and b. of Section 9 below. The PTSB shall provide an ongoing mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation, and assessment of all Palm Tran services.

Section 4. Authorization to Hold Public Hearings and Meetings - The BCC does hereby expressly authorize the PTSB to exercise the authority vested in the BCC to conduct all public meetings and public hearings required to be held prior to the implementation of any adjustment to Palm Tran's fixed route public transportation services, and having solicited and considered all public comments received related to the proposed service adjustments, to approve or disapprove the implementation thereof. All route and schedule adjustments, for which there will be an increase in the cost of services, must be funded in Palm Tran's annual budget approved by the BCC. All authority vested in the BCC is retained by the BCC, including but not limited to, the approval of Palm Tran's capital and operating budgets, the establishment of all fares, the filing of all grant applications, the approval of all solicitations, contracts and purchases, and the establishment of all Palm Tran policies and procedures.

Section 5. Application of County's Uniform Policies - The PTSB and its members shall comply with the uniform policies and procedures established by the BCC in Resolution No. R2013-0193, as it may be amended or replaced by action of the BCC from time to time, except to the extent the application of such policies has been waived by the BCC. As of the date of this resolution, the BCC has waived the limitation on the maximum number of members that may constitute a board as set forth in Section 11 of Resolution No. R2013-0193. This waiver remains in effect until extinguished or removed by the BCC by amendment to this resolution or the adoption of a resolution or enactment of an ordinance that rescinds or extinguishes prior waivers granted by the BCC.

Section 6. PTSB Appointments - The PTSB and its members shall be subject to the procedure for at-large and district appointments to advisory boards established by PPM CW-O-023, as it may be amended or replaced from time to time, so as to ensure consistency with agenda submittal and review procedures.

Section 7. Composition - The PTSB shall be composed of fourteen (14) voting members who must be residents of Palm Beach County, unless such residency requirement is waived by the BCC. Each member shall serve at-large and at the pleasure of the BCC.

Section 8. Terms -

a. The term of the office for each member of the PTSB holding office at the time this Resolution is adopted shall remain in effect, except that each member's term shall be modified to end on September 30 of the year in which the member's term is to expire. Thereafter, the terms of office for all members shall be three (3) years, and all terms shall begin on the 1st of October and end on the 30th of September. No member shall serve more than three (3) consecutive three (3) year terms. This limitation shall not be applied retroactively to include the terms or portions thereof served by a member from serving a maximum of three (3) consecutive terms or nine (9) additional years from the date of the adoption of R2013-0193.

b. All members serve at the pleasure of the BCC and may be removed, for any reason whatsoever, with or without cause, by a majority vote of the BCC.

c. Notwithstanding anything contained herein, a member's appointment shall terminate and the member shall be automatically removed, with or without the action of the BCC, for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or failure to attend more than one-half ($\frac{1}{2}$) of the meetings scheduled during a calendar year. Participation for less than three-fourths ($\frac{3}{4}$) of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the PTSB, and such removal shall create a vacancy.

d. To the extent deemed possible by the BCC, the criteria set forth below will be used in the selection and appointment of 14 members to serve on the PTSB, except that Seat 4 must be filled by an elected municipal official. Except as to the category assigned to Seat 4, it is the goal of the BCC to have one (1) member appointed to the PTSB from each of the remaining categories:

- Seat 1. Transportation Experience
- Seat 2. Disability Advocate
- Seat 3. Environmental Advocate
- Seat 4. Elected Municipal Official (Palm Beach County municipality)
- Seat 5. Business Community Representative
- Seat 6. Representative with Multi-Cultural Experience
- Seat 7. Senior Citizen Representative
- Seat 8. Certified Paratransit User
- Seat 9. Regular Fixed Route Bus Passenger
- Seat 10. Fixed Route Bus Operator
- Seat 11. Citizen At-Large
- Seat 12. Representative with Extensive Paratransit Experience
- Seat 13. Resident of the Glades/Lake Region of Palm Beach County
- Seat 14. Citizen At-Large

Seat 4 is designated as *ex officio* office of the elected municipal official appointed to that seat. The duties imposed upon the member appointed to Seat 4 are and shall be deemed to be additional *ex officio* duties of his or her municipal office. The BCC may request the Palm Beach County League of Cities, Inc. to select and recommend to the BCC, an elected municipal official from a city located in Palm Beach County, to be appointed to perform the *ex officio* duties of Seat 4.

Section 9. Duties - the duties of the PTSB are limited to the following:

a. To hold all public hearings for fixed route service adjustments in those instances where twenty-five percent (25%) or more of the route miles are affected by a proposed change. Public hearings must be noticed at least ten (10) days in advance in a newspaper of general circulation in Palm Beach County. In those instances where a proposed fixed route adjustment impacts less than twenty-five percent (25%) of the route miles of a route, those changes shall be approved at a public meeting after public comments, but a formal public hearing need not be held.

b. To consider all public comments received regarding proposed route adjustments and to approve or reject proposed changes to fixed routes and schedules after concluding its public hearing or public meeting comment process.

c. To hold regular meetings and special meetings as convened by the Chair of the PTSB or upon the request of the Executive Director of Palm Tran.

d. To consider the input and recommendation of its standing subcommittees. All standing subcommittees shall be solely advisory bodies to the PTSB. The following standing subcommittees are established to assist the PTSB in the performance of its duties:

- 1. Paratransit
- 2. Planning

e. All standing subcommittees shall meet as frequently as deemed necessary by the PTSB, except that the Paratransit Standing Subcommittee shall meet at least six (6) times per calendar year.

f. To provide summary minutes of each meeting of the PTSB to the BCC.

g. To make a presentation to the BCC upon the request of the Executive Director of Palm Tran, the County Administrator or the BCC.

h. To make recommendations to the BCC concerning paratransit services and public transportation projects within Palm Beach County, upon the request of the BCC, County Administrator, or the Executive Director.

i. To make recommendations to the BCC regarding the activities of the South Florida Regional Transportation Authority (SFRTA) or the Palm Beach Metropolitan Planning Organization, upon the request of the BCC, the County Administrator, or the Executive Director.

j. To act as a mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

k. To approve or disapprove the recommendations for fixed route service adjustments made by the Executive Director or his or her designee. The PTSB may not change or modify the Executive Director's recommendations for fixed route service adjustment without the consent of the Executive Director or his or her designee. In the event the PTSB shall not approve a recommendation made by the Executive Director and the Executive Director determines that a change or modification suggested by the PTSB is not appropriate, the Executive Director shall take no action on the recommended adjustment but may, at any time, resubmit the matter to the PTSB for its consideration and approval.

- l. Submit an annual narrative report to the County's Agenda Coordinator in conformity with applicable procedures or policies established by the County.
- m. To perform such other duties, of an advisory nature, requested by the Executive Director.

Section 10. Qualification as Candidate - PTSB members shall not be prohibited from qualifying as candidates for elected office.

Section 11. PTSB Actions –

a. The PTSB shall not undertake any action(s) unless a motion for such action has been approved by a majority of the members physically present casting their votes in favor of the motion.

b. Motions must be made and voted upon during the course of regular or special meetings. Within any particular meeting, the PTSB will not take any action on any matter which has not been placed on the agenda for that meeting, unless the PTSB finds special conditions or circumstances exist which require immediate action.

c. The Chair of the PTSB shall appoint all standing subcommittee members and the chairs of all standing subcommittees. All standing subcommittee chairs shall be members of the PTSB. Any citizen may be appointed to serve on a standing subcommittee. Standing subcommittees shall elect a vice-chair from among its members. All standing subcommittees shall be solely advisory bodies to the PTSB and shall serve at the pleasure of the Chair of the PTSB. All standing subcommittee members shall comply with the requirements of the Palm Beach County Code of Ethics applicable to officials of advisory boards. The attendance requirements set forth in Section 8.c. of this Resolution shall also be applicable to all standing subcommittee members. Standing subcommittee members may be automatically removed for lack of attendance, with or without action of the Chair. The Executive Director or his or her designee shall be responsible for monitoring the attendance of the members of any standing subcommittee and for notifying the PTSB and its Chair of the automatic removal of a member for lack of attendance, and for monitoring standing subcommittee members' compliance with the Palm Beach County Code of Ethics.

d. The primary purpose of the Paratransit Standing Subcommittee is to create a forum for individuals with disabilities to participate in the continued development and assessment of services to individuals with disabilities. This standing subcommittee will meet no less than six (6) times a calendar year and at least once each quarter, but may be convened more frequently to consider and provide input to the PTSB regarding proposed changes to the County's fixed route or paratransit systems or to perform any other task assigned to it by the PTSB or requested by the Executive Director. This standing subcommittee shall report directly to the PTSB and shall forward to the PTSB the comments, information, facts and opinions it has obtained or gathered.

e. The PTSB may establish temporary special subcommittees on an "ad-hoc" basis in order to enable it to more efficiently carry out its duties. The chair of the PTSB shall name the members of all such special subcommittees and the individual who will serve as the chair of any special subcommittee. Members of the PTSB may also serve on any special subcommittee.

Section 12. Maximum Number of Boards – The maximum number of boards that an individual appointed by the BCC may serve on at one (1) time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 13. PTSB Chair - The PTSB shall elect a chair and vice-chair from among its members. The chair and the vice-chair shall each serve for a term of one (1) year. There shall be no limit on the number of terms an individual may be elected as chair or vice-chair.

Section 14. Quorum and Meetings

a. A quorum of the PTSB's membership must be physically present in order to hold any public hearing or meeting, to conduct any business or take any action. A quorum shall consist of a majority of the appointed members to the PTSB.

b. The PTSB shall endeavor to meet on a monthly basis and may meet more or less frequently as it deems appropriate or as requested by the Executive Director.

c. Meetings of the PTSB shall be governed by Roberts' Rules of Order. The PTSB may, however, establish its own rules of procedure for the conduct of its meetings.

Section 15. Non-Interference - Members of the PTSB shall not contact Palm Tran staff, for any reason, other than the Executive Director of Palm Tran or his or her designee. Members shall not involve themselves in or interfere with the day-to-day operations of Palm Tran or the actions or activities of its employees and the employees of the BCC. All actions of the PTSB or of its members must be in accordance with the provisions of this resolution.

Section 16. Vacancies - Vacancies occurring during a term shall be filled for the unexpired term.

Section 17. Sunshine Law and State Code of Ethics - The PTSB and its members are subject to and shall comply with Florida's Sunshine Law and the State of Florida's Code of Ethics. Appointees to the PTSB that are required to submit a Statement of Financial Interests to the State of Florida Commission on Ethics will be notified that the failure to submit a Statement of Financial Interest within thirty (30) days of appointment shall result in invalidation of the appointment. Reasonable public notice of all PTSB meetings shall be provided. All meetings of the PTSB shall be open to the public at all times and minutes shall be taken at each meeting. All meetings shall comply with the applicable requirements of Chapter 286, Florida Statutes.

Section 18. Palm Beach County Code of Ethics - PTSB members and the members of its standing Planning and Paratransit subcommittees are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

Section 19. Conflict with Federal or State Law or County Law – Any Federal, State or County law in conflict with this resolution shall prevail.

Section 20. Effective Date – The provisions of this resolution shall become effective upon its approval by the BCC.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

- Commissioner Sara Baxter , Mayor -
- Commissioner Marci Woodard , Vice Mayor -
- Commissioner Maria G. Marino -
- Commissioner Gregg K. Weiss -
- Commissioner Joel G. Flores -
- Commissioner Maria Sachs -
- Commissioner Bobby Powell Jr. -

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2026.

Palm Beach County, Florida
By its Board of County Commissioners

Michael A. Caruso, Clerk & Comptroller

By: _____
Deputy Clerk

Approved as to Form and
Legal Sufficiency

By:  _____
County Attorney