



# Board Orientation Handbook

October 2025

## **Mission Statement**

[Why We Exist]

To collaboratively plan, prioritize and fund the delivery of transportation projects.

## **Vision Statement**

[What We Strive For]

Our work will have measurable positive impact by ensuring transportation projects are well selected, funded and delivered.

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# WHO WE ARE

The Broward Metropolitan Planning Organization (MPO) is you, the Board. Together with your fellow Board members, you are responsible for implementing local transportation policies and guide the best use of federal tax dollars on transportation projects within Broward County (the “planning area”). In order to accomplish this, you will work with MPO staff, multiple support committees and a variety of transportation partners including: municipalities, numerous divisions of Broward County government, South Florida Regional Transportation Authority (SFRTA), Florida Department of Transportation (FDOT) and various federal agencies.



*Governmental partnerships makes the MPO strong. Together, the MPO and its partners plan, build, operate and maintain varied transportation systems that meet the mobility needs of all the residents and employers within the southeast Florida region.*



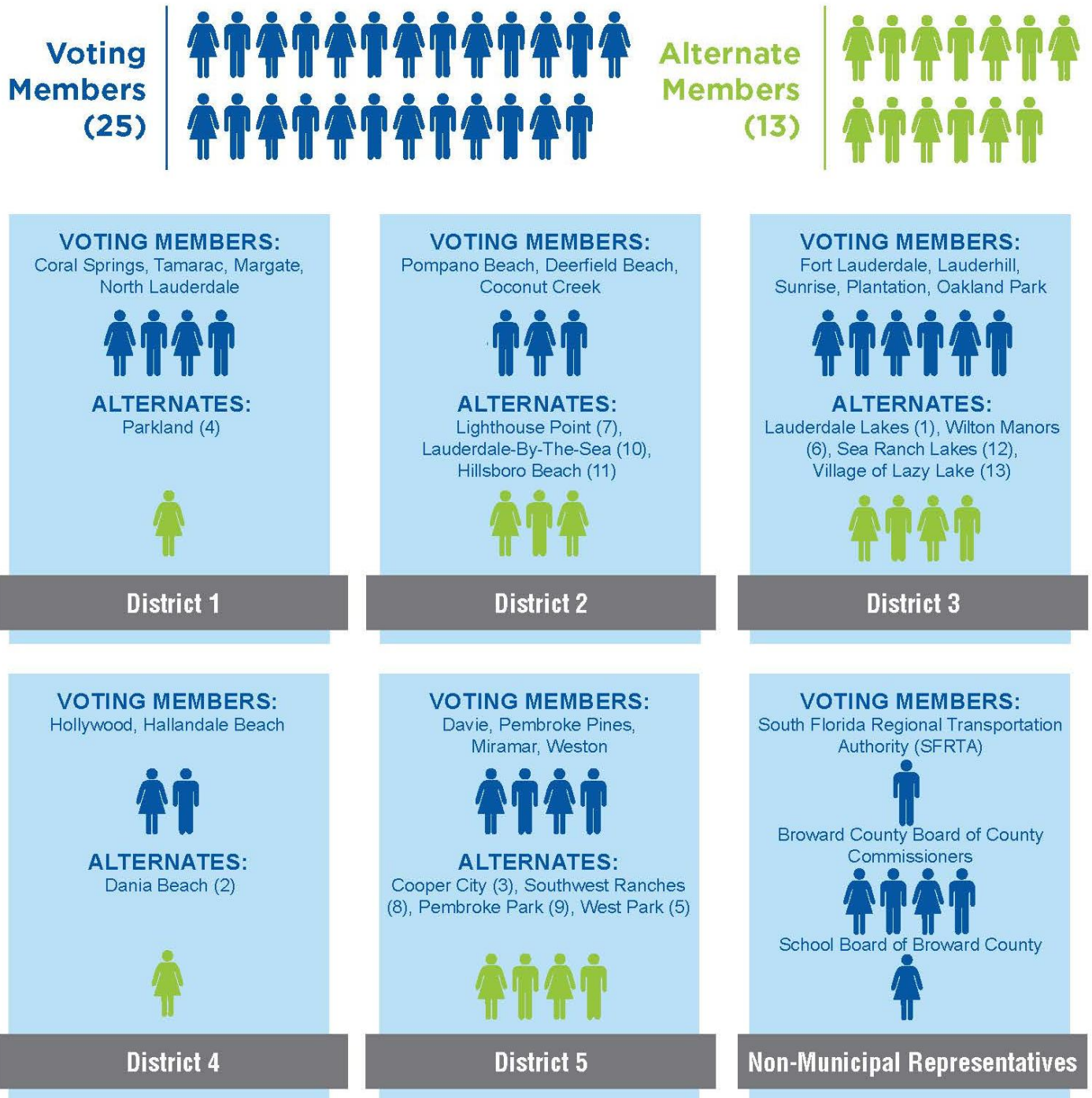
*The vision of the MPO is for our work to have measurable positive impact by ensuring transportation projects are well selected, funded and delivered.*

The MPO is a Federally mandated and Federally funded transportation policy-making Board, made up of representatives from local governments, and responsible for developing transportation plans within the planning area. These plans allocate funding to promote the safe, efficient movement of people and goods by providing balanced choices to improve mobility and economic development.

Your mission is to collaboratively plan, prioritize and fund the delivery of transportation projects. Your participation as either a voting or non-voting member fulfills this mission by helping to develop and implement planning products that emphasize the need for reliable roadway projects that promote economic strength and a continuous improvement of quality of life.



**Figure 1. Voting Structure**



**NOTE:** Alternates are given voting privileges in the absence of voting members, equalizing up to 25 total votes. Eligibility is based on population, per the most recent Census, in order of largest to smallest. The rank for each alternate is identified in parenthesis next to the name of the municipality.

# WHAT WE DO

## Core Products

### **Metropolitan Transportation Plan (MTP)**

MTPs are Federally required documents that provide strategic transportation investments for a minimum of the next 20 years. These investments center on improving the quality of life and maximizing mobility options. MTPs are updated every five years to reflect changes over time, as new transportation needs are identified and as projects are funded and built.

### **List of Priority Projects (LOPP)**

The LOPP serves as a bridge between “cost feasible” but unfunded projects identified in the MPO’s MTP and the Transportation Improvement Program, which identifies projects with firm funding commitments. The LOPP is used to set funding priorities for Federal and State funds within our region, which FDOT then uses to guide development of their funding work program.

### **Transportation Improvement Program (TIP)**

The TIP is a five (5) year program that reflects fiscally constrained transportation projects that are consistent with the MTP. Projects envisioned within the MTP “are programmed” into the TIP when funding to design and construct the projects becomes available. These projects are also consistent with FDOT’s *Five-Year Work Program*.

### **Unified Planning Work Program (UPWP)**

The UPWP is simply a statement of work that identifies planning priorities and activities to be carried out within the

planning area. Essentially, it describes the work and activities to be carried out by MPO staff as well as the funding to complete the activities. Every two years, the UPWP is updated to reflect changes in planning work and funding sources, including descriptions of: planning work, planning products, responsible parties, work timelines and costs. In addition, the UPWP accounts for Federal, State, and local participation in the transportation planning process.

### **Public Participation Plan (PPP)**

The PPP provides guidelines for achieving optimum public participation. The goals of this plan are to inform and involve the public in transportation meetings, issues and other relevant events.

### **Strategic Business Plan (SBP)**

The SBP is used to provide guidance to the MPO as it continues to play an important role in the ongoing development of our region’s transportation system. The Plan identifies transformational leadership and visionary opportunities, sets strategic focus areas and goals, and establishes a process for handling emerging issues.

## Secondary Functions

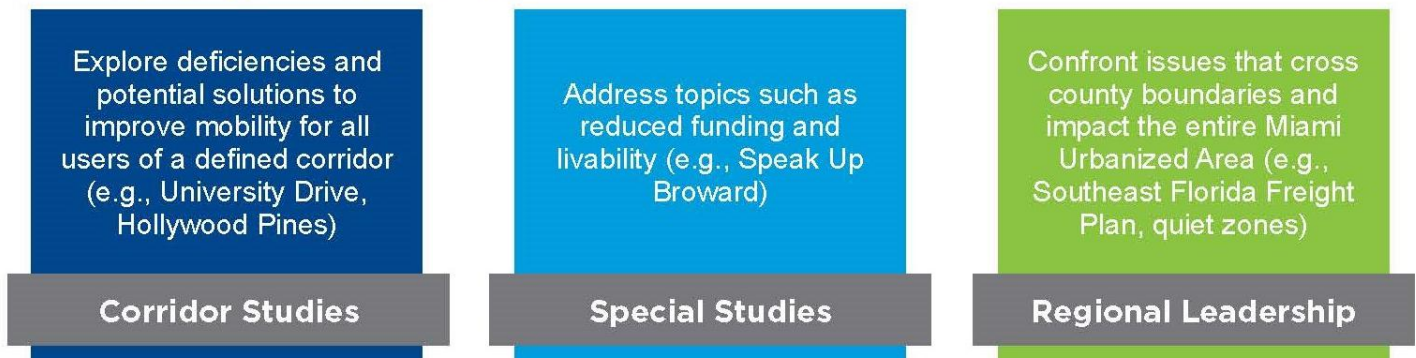
In addition to these core products, the MPO conducts other various planning studies to develop projects which improve mobility and livability within the planning area. These studies address all modes of transportation. Throughout all these efforts, community engagement and your participation is a key priority. Presentations are often provided at Board meetings on these activities.

**Figure 2. Products and Services**

## Core Products



## Secondary Functions





# WHAT ARE YOUR RESPONSIBILITIES?

## Meeting Attendance

### Board Meetings

The Board currently meets (subject to holiday schedules) the second Thursday of each month, generally at 9:30 a.m. in the MPO Board Room. You must provide at least three days advanced notice to the MPO Executive Director if you will be absent. Fourteen members of the Board are required to be present in order to constitute the quorum necessary to transact MPO business. An affirmative vote of a majority of the voting members present is necessary in order to adopt any measures.

### Committee Meetings

Committees are designated by the Chair to investigate and report on specific subject areas of interest to the Board. A committee will consist of at least three Board members, and a majority of their members must be present to take formal action.

Committees shall determine their Chair and Vice Chair positions and which member will report to the Board on committee activities. All committees shall make recommendations to the Board regarding proposed Board actions, such as actions to adopt motions and measures or creating procedures, unless state or Federal law or regulation specifically requires a more formal document or procedure.

## Officer Elections

Each June, the Board holds a meeting to elect Board members to the positions of: Chair, Vice Chair, and Deputy Vice-Chair. These positions are elected by a majority of those present and voting. The Chair presides over all meetings, signs official MPO documents and, through official designation or delegation, may authorize the MPO Executive Director to sign or act in place of the Chair.

## Other Requirements

Based upon the general policies of the MPO, you shall:

- Proactively support planning and funding initiatives that enhance transportation;
- Promote cost-feasible partnering among Broward cities and adjoining Counties to maximize opportunities for enhancing and maintaining an affordable, efficient transportation system;
- Participate in the Southeast Florida Transportation Council (SEFTC), and support regional transportation connections between adjoining counties;
- Support establishing a dedicated revenue source to fund transportation projects in Broward and its adjoining areas; and
- Create opportunities for public engagement and education on transportation issues and proposals under Board consideration.

**Figure 3. Board Responsibilities**



# WHO ARE YOUR PLANNING PARTNERS?

## Local Governments, Agencies and Institutions

Local governments, agencies and institutions - such as cities, the School Board, the Seminole Tribe of Florida, colleges, universities and trade schools - help plan, design, operate and maintain roadways and other transportation facilities. An important function of these partners is to consider transportation in the development of specific local site plans, and the implementation of long-term comprehensive plans.

## Broward County Government Departments

Broward County entities include the Highway Construction and Engineering Department, Broward County Transit (BCT), Port Everglades and Fort Lauderdale - Hollywood International Airport. Each of these entities is responsible for developing, operating and maintaining transportation infrastructure that is vital to the residents of Broward County.

## South Florida Regional Transportation Authority (SFRTA) / Tri-Rail

SFRTA is a state-legislatively created transportation policy-making body made up of representatives from county government, FDOT and private citizens. SFRTA was established to provide Tri-Rail commuter rail service in Broward, Palm Beach and Miami-Dade counties. SFRTA's mission is to develop and operate a viable regional rail transportation system in south Florida.

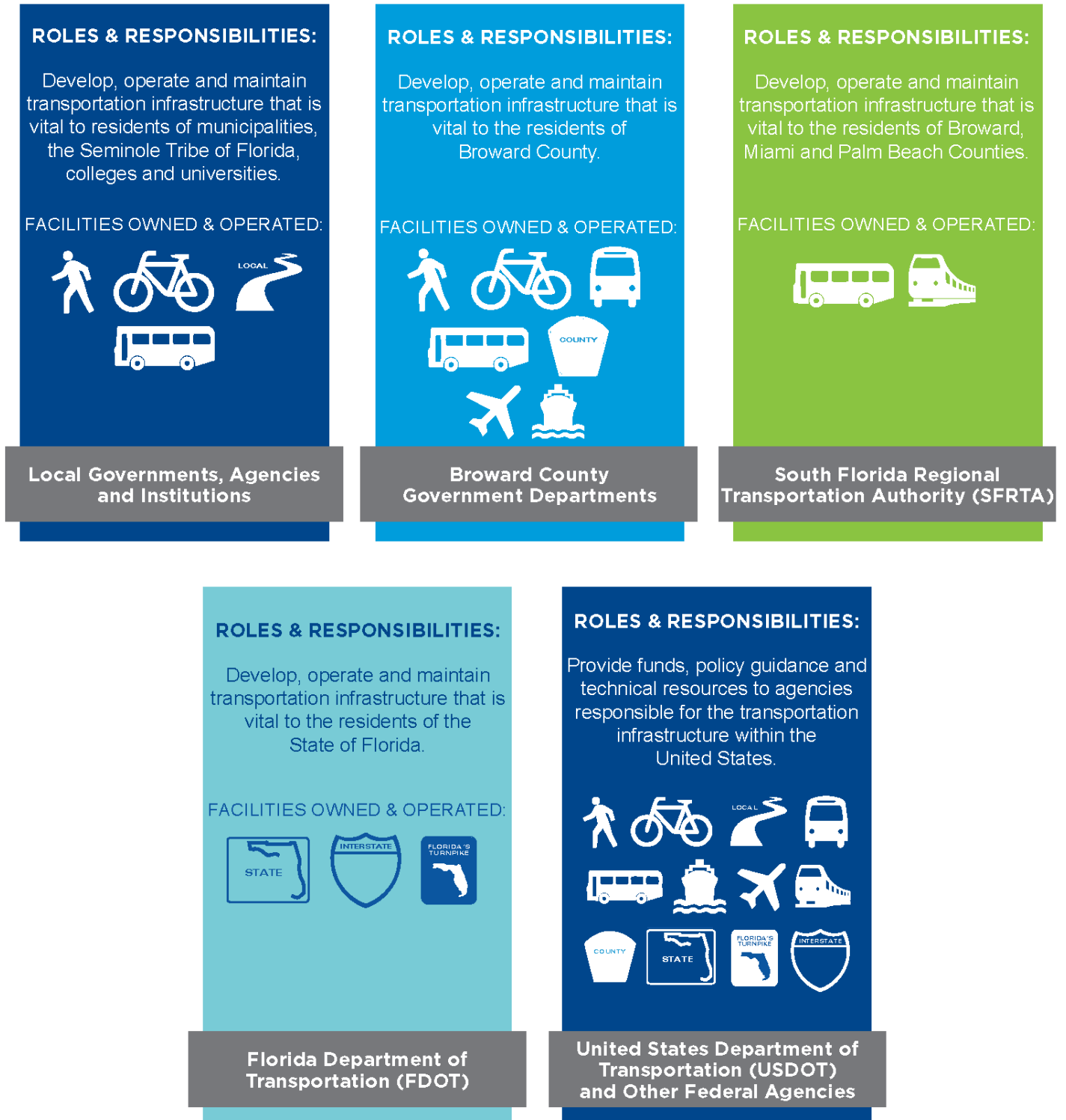
## Florida Department of Transportation (FDOT)

FDOT is a transportation agency responsible for planning, designing, constructing and maintaining state roadways, Florida's Turnpike, the national highway system and other major transportation infrastructure. FDOT works closely with local agencies, MPOs, transportation providers and special districts that respectively own, operate, or maintain different portions of the transportation network. FDOT is responsible for developing the Florida Transportation Plan (FTP), the Strategic Intermodal System (SIS) and the State Transportation Improvement Program (STIP).

## United States Department of Transportation and other Federal Agencies

The United States Department of Transportation (USDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA) all provide policy guidance, technical resources and funding for transportation projects. Other Federal agencies that are important in transportation planning and project development include the United States Army Corps of Engineers (USACE) and research institutions such as the Transportation Research Board (TRB).

**Figure 4. Planning Partners**



# WHO IS THERE TO HELP YOU?

## Technical Advisory Committee (TAC)

The TAC consists primarily of engineers, planners, and other professionals who represent local governments and transportation agencies. The TAC provides you recommendations on studies, plans, and programs, taking into consideration current scientific information, technical sufficiency, accuracy, and completeness.

The TAC meets on the fourth Wednesday of every month at 2:30 p.m. in the MPO Board Room. These meetings are open to the public and participation is encouraged.

## Citizens' Advisory Committee (CAC)

The CAC is comprised of representatives and members of the public who are interested in participating in the transportation planning process. The members of the CAC represent a broad cross section of populations from various municipalities and community organizations. The CAC provides valuable insight into local communities and help form the urban landscape by acting as a voice for public opinion relating to transportation issues. The CAC provides you recommendations on studies, plans, and programs, taking into consideration the impacts of these plans and programs on their local communities.

The CAC meets on the fourth Wednesday of every month in the MPO Board Room at 6:00 p.m. These meetings are open to the public and participation is encouraged.

## Local Coordinating Board (LCB)

The LCB is committed to assisting persons who the State defines as transportation

disadvantaged with their transportation needs. The LCB provides you recommendations on studies, plans, and programs, taking into consideration the impacts of these plans and programs on these populations.

The LCB meets quarterly in the MPO Board Room at 2:00 p.m. These meetings are open to the public and participation is encouraged.

## Roads for Families Advisory Committee (RFAC)

The RFAC was formed to address the bicycle/pedestrian needs of the region. The group is comprised of municipal, partner agency staff, representatives of non-profit groups and advocacy groups. A set of Complete Street Guidelines was created by the members of this committee which is used to assist local governments in the implementation of Complete Streets.

The RFAC meets quarterly in the MPO offices at 1:30 p.m. These meetings are open to the public and participation is encouraged.

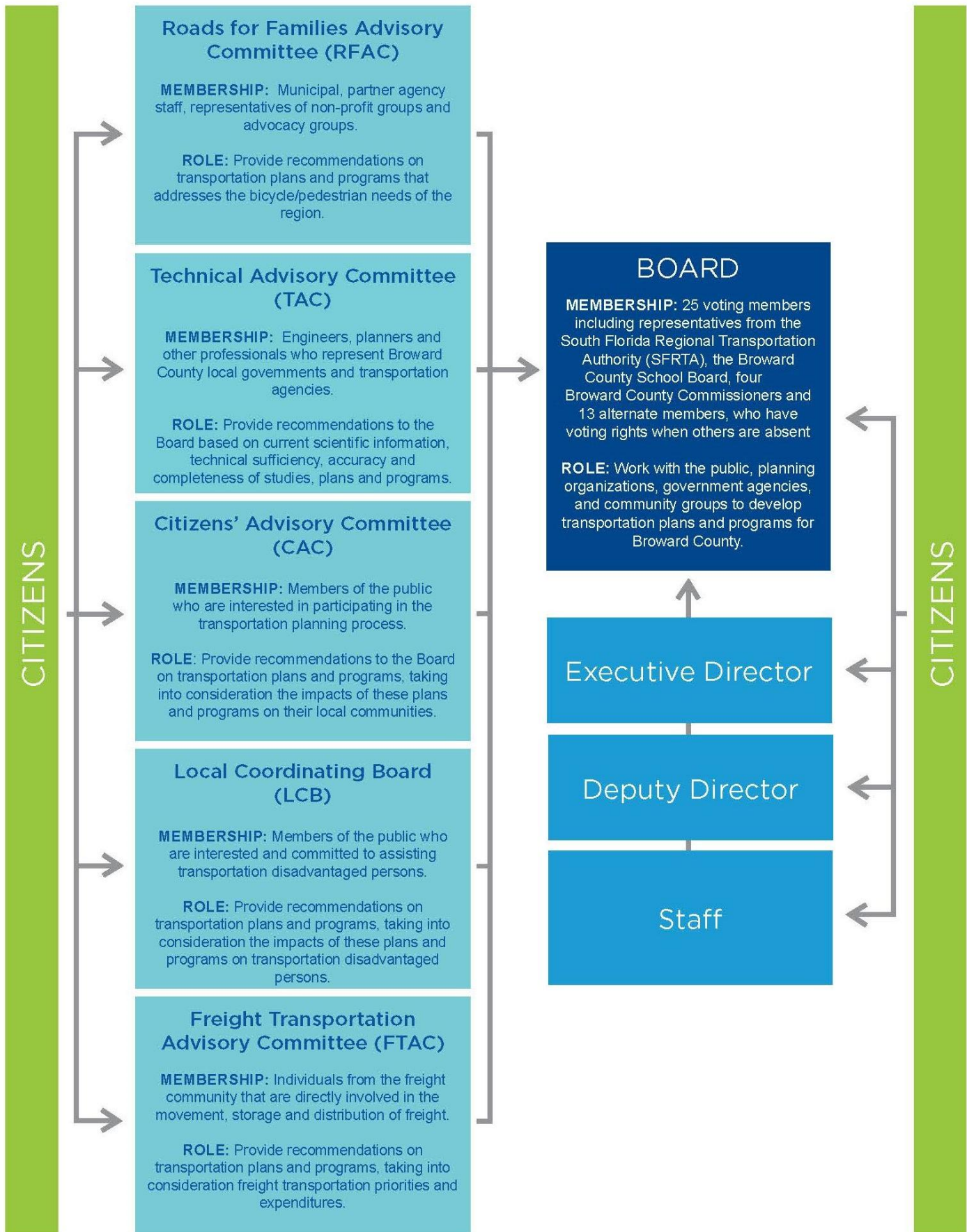
## Freight Transportation Advisory Committee (FTAC)

The FTAC was established to provide much needed industry input to decision makers regarding freight transportation priorities and expenditures. The committee is comprised of members that are directly involved in the movement, storage and distribution of freight.

The FTAC meets quarterly on the third Thursday at 2:00 p.m. These meetings are open to the public and participation is encouraged.



**Figure 5. Organizational Chart**



# LIST OF ACRONYMS

Broward County Transit	BCT
Citizens' Advisory Committee	CAC
Federal Aviation Administration	FAA
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
Florida Department of Transportation	FDOT
Freight Transportation Advisory Committee	FTAC
Florida Transportation Plan	FTP
Local Coordinating Board	LCB
Metropolitan Planning Organization	MPO
Metropolitan Planning Organization Advisory Council	MPOAC
Metropolitan Transportation Plan	MTP
Roads for Families Advisory Committee	RFAC
South Florida Regional Transportation Authority	SFRTA
Southeast Florida Transportation Council	SEFTC
State Transportation Improvement Program	STIP
Strategic Intermodal Systems	SIS
Technical Advisory Committee	TAC
Transportation Improvement Program	TIP
Transportation Research Board	TRB
Unified Planning Work Program	UPWP
United States Army Corps of Engineers	USACE
United States Department of Transportation	USDOT

For more acronyms, please visit <https://www.browardmpo.org/data/acronyms>.

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# QUICK REFERENCES

## Useful Links

### Rules and Regulations

Bipartisan Infrastructure Law:

<https://www.transit.dot.gov/IIJA>

### Products and Services

MTP: [https://route-to-2050-](https://route-to-2050-browardmpo.hub.arcgis.com/)

[browardmpo.hub.arcgis.com/](https://route-to-2050-browardmpo.hub.arcgis.com/)

LOPP:

<https://www.browardmpo.org/core-products/listofpriorityprojects>

TIP: <https://browardmpo.org/core-products/transportation-improvement-program-tip>

Interactive TIP:

<https://broward.projectprogramit.net/tip/Overview>

UPWP: <https://browardmpo.org/core-products/unified-planning-work-program-upwp-budget>

REV:

<https://www.browardmpo.org/funding-programs/roadsforeconomicvitality>

PPP: <https://browardmpo.org/core-products/public-participation-plan-ppp>

SBP:

<https://www.browardmpo.org/core-products/strategic-business-plan>

## Planning Partners

Broward County:

<http://www.broward.org/>

SFRTA: <https://www.tri-rail.com/>

FDOT: <https://www.fdot.gov/>

FHWA: <https://highways.dot.gov/>

FTA: <https://www.transit.dot.gov/>

SEFTC: <http://www.seftc.org>

MPOAC: <http://www.mpoac.org>



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For more information on activities and projects of the Broward MPO, please visit:  
[BrowardMPO.org](http://BrowardMPO.org)

For complaints, questions, concerns, or for special requests under the Americans with Disabilities Act,  
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