
The logo consists of four horizontal, slightly curved bars of different colors: green at the top, dark blue, light blue, and red at the bottom. The bars are stacked and have a slight 3D effect.

# TPA Operating Procedures: Sections 1-2

TPA Executive Committee  
August 29, 2022

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A blue horizontal bar with a white graphic on the left side consisting of three curved lines that resemble a stylized 'E' or a set of wings.

## Section 1.3 Definitions

**Add Definition:**

Q. "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Accord §119.011(12), F.S.

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## Section 1.5 Agency Clerk

### **Add requirement for Executive Director to appoint Agency Clerk**

#### **Define Agency Clerk Responsibilities:**

- Maintain the official seal of the agency
- File agency resolutions, orders, operating procedures, etc.
- Send notices of workshops and meetings
- Transcribe minutes of all official meetings
- Maintain and be the custodian of agency files and records
- Make certifications of true copies and actions
- Attest to the signatures of MPOAC officers
- Other duties as determined by the Executive Director


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## Section 1.6 Agency Seal

### **Add Agency Seal Consisting of...**

“two concentric circles, one inside the other. In the center of the inner circle, the agency’s logo shall be displayed, together with the words “OFFICIAL SEAL” set forth. Between the inner and outer circles shall be the agency name “Palm Beach Transportation Planning Agency”.

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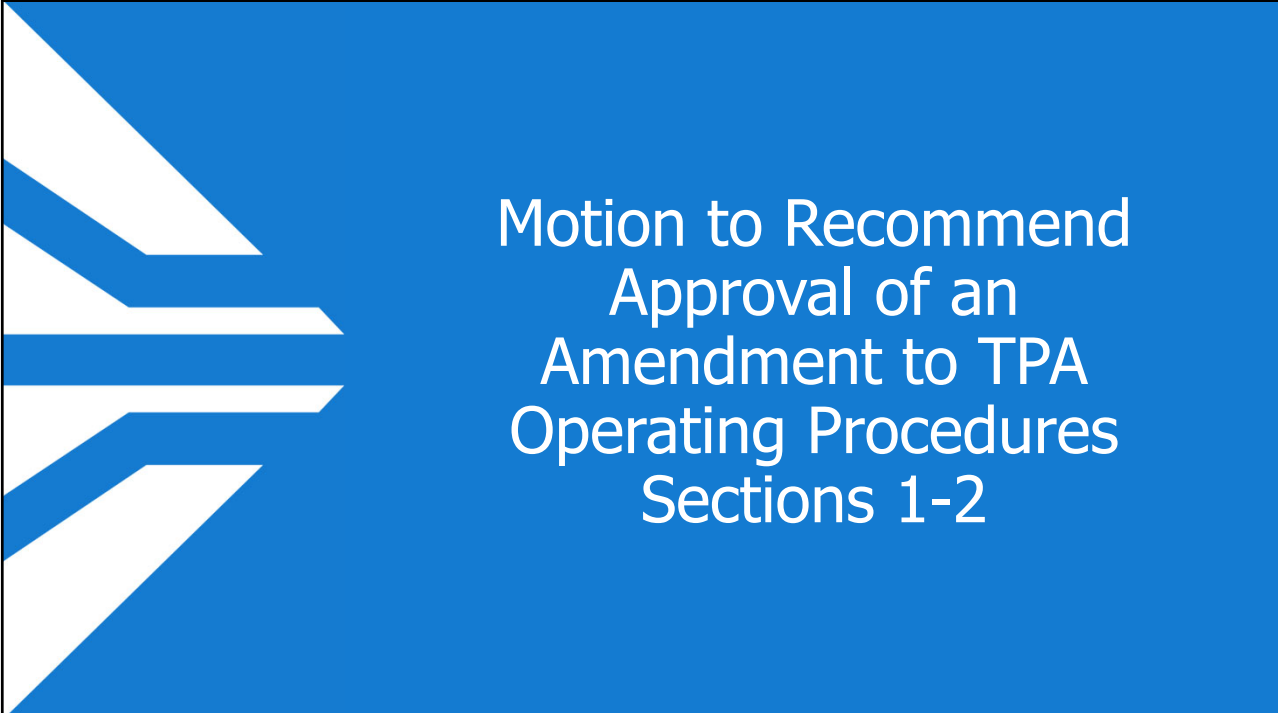


## Section 2.2.G Officers

**Delete Executive Director requirement to act as the Agency Clerk in Section 2.2 G of Operating Procedures**

~~G. Agency clerk—The TPA Executive Director shall act as the Agency Clerk pursuant to Section 339.175(2)(e), F.S.~~

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## Motion to Recommend Approval of an Amendment to TPA Operating Procedures Sections 1-2

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