

Exhibit 4

OPERATIONAL POLICY, INDEPENDENT TRANSPORTATION SURTAX OVERSIGHT BOARD OF BROWARD COUNTY, FLORIDA

1. - Functions; Duties.

The Independent Transportation Surtax Oversight Board ("Oversight Board"), was created by Ordinance No. 2018-29, the Broward County Transportation Surtax Ordinance, enacted by the Board of County Commissioners of Broward County, Florida, ("County Commission") which is codified in Section 31½-71, et. seq., Broward County Code of Ordinances ("Ordinance"). The purpose of the Oversight Board is to ensure accountability and transparency in the expenditure of Transportation Surtax proceeds by reviewing and approving all proposed expenditures of Transportation Surtax proceeds for consistency with Section 212.055(1)(d), Florida Statutes.

2. - Purpose.

The purpose of these Rules of Procedure is to generally govern the manner in which the business of the Oversight Board may be conducted and the manner in which the powers and duties granted to and imposed upon the Oversight Board by the Ordinance shall be exercised and performed, and to confer upon its officers agents and employees such powers and duties that the members of the Oversight Board deem proper to delegate. Said business shall be conducted and said powers and duties shall be exercised and performed in accordance with the provisions of the Ordinance and any resolutions and other actions adopted or taken by the Oversight Board.

3. - Members of Oversight Board.

The Oversight Board shall be composed of nine members appointed by the Transportation Surtax Appointing Authority, in the following fields: accounting, finance, urban planning, engineering or construction management, architecture, environmental science, resident consumer of public transportation, former city or county manager, and the Director of the Broward College Office of Supplier Relations and Diversity, or such person's designee.

A. Oversight Board members shall serve four-year terms and may be reappointed for successive terms.

- i. An appointment for a fixed term shall expire on the last day of the fixed term unless the appointee is removed for cause by the Appointing Authority.
- ii. A member who is appointed to fill a vacancy will serve for the remainder of the unexpired term.

B. Removal from an Oversight Board member is deemed effective:

- i. Upon expiration of the member's term;
- ii. The date provided in the member's written resignation; or
- iii. The date provided in the written notice of removal of a member by the Appointing Authority.

4. - Salary Compensation of Members

Members shall receive no compensation for services, but shall be entitled to necessary expenses, including, but not limited to, travel expenses incurred in the discharge of the member's duties. Travel by Oversight Board members shall be approved by the Oversight Board at a Regular or Special meeting of the Oversight Board.

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5. - Meetings of the Oversight Board

At a minimum, the Oversight Board shall hold quarterly meetings each year. All meetings of the Oversight Board, whether regular or special, shall be public meetings (Section 286.011, Florida Statutes) and, absent a statutory exemption, all records of the Oversight Board are public records (Chapter 119, Florida Statutes). Meetings will be recorded, transcribed, and live webcast whenever feasible, to improve public engagement.

A. Regular Meetings - The Oversight Board shall hold regular meetings, including workshops and retreats, as needed to fulfill its duties at the place and on the day and hour previously advertised and agreed upon by the members of the Oversight Board for the purpose of transacting such business as may come before the Oversight Board.

B. Special Meetings - Special (emergency) meetings of the Oversight Board may be held upon prior call of the Chair of the Oversight Board provided such meeting is properly advertised. Such calls shall state the purpose, place, date and time of the special meeting, and business transacted at special meetings shall be confined to the subjects stated in the call. Upon any such call, it shall thereupon be the duty of the Oversight Board's coordinator to cause such meeting to be properly noticed as hereinafter provided.

C. Notice of Meetings - The Oversight Board's coordinator shall advertise notice of each regular or special meeting of the Oversight Board by posting the meeting notice, agenda, and backup materials on the Broward County website at least 48 hours prior to the scheduled meeting. Notice shall be delivered by email to each member of the Oversight Board at least 48 hours before the date fixed for the meeting. In advertising special meetings, appropriate action shall be taken to best notify the press and the public.

D. Quorum - A majority of the appointed members of the Oversight Board shall constitute a quorum. A simple majority of votes by the members present and constituting a quorum shall be necessary in order to adopt any measure. Once a quorum has been established by members who are physically present at a meeting, members who are not physically present may attend and participate in such meeting remotely in equipment is available.

E. Attendance Requirements.

1. If the Oversight Board meets on a quarterly or less frequent basis, a member shall be subject to removal from the Oversight Board by the Appointing Authority if he or she has two (2) consecutive unexcused absences or misses two (2) properly noticed meetings in one (1) calendar year because of unexcused absences.
2. If the Oversight Board meets more frequently than quarterly, a member shall be subject to removal from the Oversight Board by the Appointing Authority if he or she has three (3) consecutive unexcused absences or misses four (4) properly noticed meetings in one (1) calendar year because of unexcused absences.
3. The absence of an Oversight Board member shall be deemed excused under any one (1) of the following circumstances:
 - a. When the member is performing an authorized activity relating to Oversight Board business that directly conflicts with the properly noticed meeting; or
 - b. The death of an immediate family member, defined as a spouse, domestic partner, father, mother, stepparent, one who has stood in the place of a parent (in loco parentis), child, in law, stepchild domiciled in the member's household, grandparent, grandchild, guardian, or custodian; or
 - c. The member's hospitalization or receipt of necessary emergency medical treatment at or around the time of a properly noticed meeting; or
 - e. When the member is summoned to jury duty or attending a deposition, hearing, trial, or other legal proceeding for which attendance is required by a subpoena or by order of a court of competent jurisdiction.

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F. Minutes - The minutes of each meeting of the Oversight Board shall be kept in the custody of the Oversight Board's coordinator and shall include a record of all actions taken and all resolutions adopted by the Oversight Board. The minutes of each meeting of the Oversight Board shall be presented for approval by the Chair at the following meeting and shall be open to public inspection.

G. Procedure - Meetings shall be conducted pursuant to Robert's Rules of Order, but failure to comply therewith shall not affect the validity of any action taken.

6. - Officers, Agents and Employees.

A. Number - The officers of the Oversight Board shall be the Chair, Vice- Chair. The Chair shall preside at all meetings of the Oversight Board. In the absence of the Chair, the Vice-Chair shall preside.

B. Election and Term of Office - The Chair and Vice-Chair elected by the Oversight Board in February 2019 shall serve a two-year term (through January 2021). Thereafter, the Chair and Vice-Chair shall be elected every two (2) years by the members of the Oversight Board at any regular or special meeting of the Oversight Board. Officers may serve successive terms. Each officer shall hold office until his or her successor has been elected.

C. Removal of Officers by Oversight Board - The Oversight Board may remove any officer elected by the Oversight Board, whenever in its judgment the best interests of the Oversight Board will be served thereby.

D. Powers and Duties of Officers. - The powers of each officer of the Oversight Board as generally described in these Rules of Procedure shall be exercised personally by the officer or, under the officer's supervision and control, by such officers, employees, or agents as he or she may delegate to or designate for that purpose.

E. Staffing - The Oversight Board shall utilize the services of Broward County staff members as employees of the Oversight Board, where appropriate.

1. The County Administrator may designate staff and/or retain consultants to assist the Oversight Board in the performance of its functions.
2. The Oversight Board may not expend any surtax funds without taking formal action and receiving the prior approval of the County Commission.
3. The general duties of staff assigned to, or consultants retained for, the Oversight Board shall be established by the Oversight Board.
4. The Oversight Board may authorize its officers, employees and agents to exercise such other powers and perform such other duties as shall be necessary or proper in connection with those duties specifically assigned to them or authorized by the Oversight Board.

F. Temporary Absence - In case of any temporary absence or disability of any officer, such officer shall designate in writing one principal assistant to perform such officer's duties, unless some other designation is made by the Oversight Board or by these Rules of Procedure.

7. Amendments - The Rules of Procedure of the Oversight Board may be altered, amended, suspended or repealed at a regular or special meeting of the Oversight Board by a vote of not less than two-thirds of all the members of the Oversight Board.

8. Effectiveness - These Rules of Procedure shall be effective immediately upon adoption by the Oversight Board.