BYLAWS OF THE

Pedestrian Advisory Council

Adopted April 7, 2014
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Revised Draft Language Proposed November 3, 2014

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ARTICLE I. NAME.

The name of the body is the Pedestrian Advisory Council.

ARTICLE II. PURPOSE.

The Pedestrian Advisory Council (PAC) shall advise City of Austin on pedestrian planning, policy, design, funding, education, and enforcement efforts regarding the creation, maintenance and operation of pedestrian facilities in order to ensure a safe and enjoyable circulation for both commuting and recreation within the City of Austin. The PAC's goal is to ensure sensitivity to pedestrian issues in the design and implementation of all public and private projects impacting pedestrians.

Section 1. Pedestrian Policy

A. Review and make recommendations on planning documents and criteria manuals prepared by City departments affecting the pedestrian environment. These shall include but are not limited to Imagine Austin Comprehensive Plan, Sidewalk Master Plan, Neighborhood Plans, Land Development Code, Criteria Manuals, and site plans/subdivision applications for private development regulated by the Land Development Code Land Development Code.

B. Review and make recommendations regarding funding priorities for the Bicycle and Pedestrian Program activities and Capital Improvement Projects, as they relate to ~~walking~~ pedestrianism.

C. Provide ~~walking~~ pedestrian information and recommendations to the Urban Transportation Commission (or other boards and commissions) and Council, as needed.

Section 2. Pedestrian Facilities Implementation

A. Review and make recommendations on Capital Improvement Projects developed by City departments and outside agencies to ensure that adequate consideration is given to ~~walkability~~ pedestrianism.

B. Advise City staff on issues related to public involvement in pedestrian mobility with the goal of developing a consensus among the affected public.

Section 3. Education and Enforcement

Advise City staff and Austin area agencies on issues related to promoting ~~walking~~ safety and education for pedestrian mobility.

Section 4. Citizen Engagement

A. Encourage citizen participation in identifying problem areas, reviewing existing facilities, and planning and implementing new projects and programs.

B. Report back to citizens on the progress of PAC initiatives. Options for communication may include the publication of annual reports (digital or hard copy), varying the format or location of meetings to inform and engage a broader range of community stakeholders, or other forms of in-person and online communication deemed appropriate by the group for PAC initiatives.

Section 5. Advise Other Jurisdictions/Entities

A. Review and make recommendations on planning documents, facilities implementation, education and enforcement, and citizen input to agencies and other jurisdictions (i.e. AISD, CAMPO, Capital Metro, Travis County and other organizations) affecting ~~walking~~ pedestrian mobility for transportation and recreation.

ARTICLE III. MEMBERSHIP.

Section 1. Membership Qualifications

A. Appointment to the PAC is based on an individual's demonstrated knowledge of ~~walking~~ issues relating to pedestrianism and expressed interest in becoming a member. In selecting people for membership, the PAC seeks to achieve a balance among various types of ~~walking~~ pedestrian interests (urban transportation, disability, children, elderly, public health, recreation, etc.).

B. Individuals interested in serving on the PAC should be knowledgeable of applicable regulations and plans impacting pedestrianism ~~walking~~ (see Article II, Section 1.A).

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Section 2. Composition of PAC

A. The membership of the PAC shall consist of nine at-large members with full standing, up to ten alternate members, up to six agency representatives, and up to four community liaisons. Of the full standing members, efforts should be made to ensure diversity (gender, age, geography, ability, economic), and that members represent the full-range of ~~walking~~ pedestrian interests. Members of the PAC shall represent the City as a whole. The specific recommendation for diversity is a recommendation and not a requirement.

   The number of alternate members permitted to serve is unlimited for the purposes of the first elections.

B. Agency representatives serve to provide professional expertise of ~~walking~~ pedestrian requirements, limitations, and current projects throughout the city. Examples of agencies may include, but are not limited to AISD, Capital Area Metropolitan Planning Organization, Capital Metro, Travis County, TXDOT, and staff from City of Austin Planning and Development Review, Police, Public Works and Transportation Departments. Agency representatives are non-voting members. Agencies invited by the PAC will designate a representative and an alternate.

C. Community liaisons are to ensure regional mobility considerations and knowledge-sharing between governmental entities. Community liaisons are non-voting members. Neighboring communities invited by the PAC to participate will designate a liaison and an alternate.

D. The nine at-large (full members) members constitute the only voting members for issues other than elections. Full and alternate members may vote for election of full and alternate members and for issues regarding agency representatives and community liaisons. Alternates designated or appointed in place of a full member for a single meeting or serving in place of a full member for an extended absence has full voting rights.

E. Alternate members, agency representatives and community liaisons may vote on all matters of a subcommittee on which they serve.

Section 3. Member Expectations

A. All appointed members (including full, alternate, agency representatives and community liaisons) are expected to attend regular meetings and perform the work of the Council. Irregular attendance may result in loss of tenure as defined in Article III Section 5 C: Removal of Voting Members.

B. Full and alternate members, as well as agency representatives and community liaisons are expected to attend 75% of regular meetings throughout their appointment.

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C. All Full members must be a member of either the Project Subcommittee or Technical Subcommittees. Members may attend both subcommittees but attendance will only be recorded for the subcommittee of their choosing. Alternate members are encouraged to attend and contribute to the subcommittees.

~~D. All appointed members are expected to attend 75% of meetings of subcommittees on which they serve throughout their appointment.~~

E. Members with a conflict of interest in any matter before the Council shall recuse themselves from voting and abstain from discussion on the matter.

F. All members serving on subcommittees (including agency representatives and community liaisons) are expected to attend meetings and perform the work of the subcommittee.

Section 4. Elections

A. Qualifications: Any adult residing and/or working in the City of Austin shall be eligible for membership. Applicants should have an interest in ~~walking~~ pedestrianism, promoting ~~walking~~ pedestrian mobility, and make a commitment to attend monthly meetings and participate in the work of the PAC.

B. Becoming a Member: Invitations to apply for membership will be offered to the community at intervals not to exceed two years. Applications for membership are provided by and submitted to the staff liaison.

A membership subcommittee shall be formed to review applicants' qualifications and make recommendations for membership.

C. Elections: Full members and alternates will be elected by the PAC when vacancies occur. Five full-standing members shall be elected in odd-numbered years. Four full-standing members shall be elected in even-numbered years.

D. For the first elections to be held 2014, four full member terms will run until the first regular meeting in October, 2015. Five full member terms will run until the first regular meeting in October, 2014. This is to ensure staggered elections for the future.

E. Alternate Positions: Up to ten alternates may be appointed at any given time, positions to be filled upon vacancy. Alternate members may also be appointed a full member to serve temporarily in place of a full member in case of an extended absence. In this case, their position as alternate shall remain open to them upon the return of the full member. ~~Up to ten alternates will be appointed during the first elections~~

F. Elections Voting: Each full standing member and alternate member may vote for as many candidates as there are vacancies for the given type of position. Voting will be done by secret

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ballot and the votes will be collected and counted by PAC staff. The top vote-getters will be elected to the given position. If any of the seats up for election is a vacated seat with less than a two-year term remaining, the seats will be awarded in order of votes received with the full terms being awarded first and the shortest term being awarded last.

G. Agency representatives and community liaisons will not serve terms. Agencies and communities invited by the PAC will designate their representatives and liaisons, respectively.

Section 5. Tenure

A. Length of Service: Full members and alternate members shall serve for a two-year term or until a successor is elected and may reapply for membership.

B. In order to encourage new ideas and new membership, full members are encouraged to serve not more than two consecutive terms as a full member. Members are encouraged to assume an alternate member or unelected position.

C. Removal of Voting Members: If members are absent without good cause as decided by Chair and Staff, the PAC may declare this position vacant.

~~Full and alternate members, as well as agency representatives and community liaisons are expected to attend 75% of regular meetings throughout their appointment.~~

~~All appointed members are expected to attend 75% of meetings of subcommittees on which they serve throughout their appointment~~

D. Resignation: A member who seeks to resign from the PAC shall submit a written resignation to the chair of the council or the staff liaison. The Chair shall appoint an alternate to assume the position for the duration of the term, with right of first refusal going to the longest serving alternate.

ARTICLE IV. OFFICERS.

Section 1. Officer Positions

The officers of the council shall consist of a chair and a vice-chair.

Section 2. Duties of Officers

A. The chair shall preside at board meetings, solicit volunteers and appoint members to subcommittees, solicit volunteers and appoint liaisons to the Bicycle Advisory Council, the

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Urban Transportation Commission and other Commissions as needed, represent the PAC at official functions, and approve each final meeting agenda and minutes.

B. In the absence of the chair, the vice-chair shall perform all duties of the chair.

Section 3. Elections

A. Officers shall be elected annually by a majority vote of the nine at-large full members at the first regular meeting after October 1st. Voting will be done by secret ballot and the votes will be collected and counted by PAC staff. If a PAC member is unable to vote, then that member shall designate someone to vote in his/her place. Votes will be counted by PAC staff. The top vote-getters will be elected to the given positions.

In the event of an officer vacancy, the Council may hold an emergency election.

B. A nominating subcommittee shall be formed annually at the August meeting. The subcommittee shall report at the September meeting and elections shall be held at the October meeting to be effective that meeting. Additional nominations for the floor shall be permitted.

Section 4. Officer Terms

A. The term of office shall be one year, effective upon election through subsequent officer elections.

B. No officer may serve more than one consecutive term in the same office. Partial terms served resulting from PAC's first elections are exempt from this requirement.

ARTICLE V. AGENDAS.

Section 1.

Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.

Section 2.

The PAC staff liaison shall make the agenda available to the public in a manner consistent with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE VI. MEETINGS.

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Section 1. Monthly Meetings

A. A regular monthly meeting shall be held on the first Monday of the month ~~in City Hall~~, unless otherwise agreed upon. Time and duration of the meeting shall be determined by the PAC.

B. The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more full members. The call shall state the purpose of the meeting.

C. Five members constitute a quorum.

D. PAC staff shall be responsible for meeting minutes, establishing and distributing the meeting agenda, reserving a meeting space, and recording attendance of full members.

Section 2. Conduct of Meetings

A. A decision making process will be utilized to ensure opportunity for dialogue among all members of the PAC and the public that are present at the meeting. Meetings shall be conducted in a three-step process:

Step One: Consensus-Based Informal Discussion.

The Chair shall make every effort to preside over a consensus-based informal discussion. At the discretion of the Chair, the conduct of the meeting shall move into "Step 2" when a complex issue arises.

Step Two: Formal Discussion.

If consensus cannot be reached, "Stack" will be formed for a formal discussion. A stack is a chronological list of speakers. This is necessary to maintain order during the discussion. The stack will be limited to the nine full members and agency representatives, and discussion will be limited to 3 minutes per speaker. If the group still cannot come to a unanimous agreement, the conduct of the meeting shall move into "Step 3".

Step Three: Robert's Rules.

The Chair shall conduct the meeting according to Robert's Rules of Order. A motion is made and seconded. Discussion may continue, after which a vote will commence according to standard practice.

1. A majority of members (5) with full standing, including alternates designated as full members for the meeting, shall constitute a quorum for the transaction of business at any regular meeting.

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2. The act of a majority of the members present at the meeting at which there is a quorum shall be the act of the PAC.

B. In the event of the absence of a full standing member, that member may designate an alternate member to take his/her place at that meeting by notifying the Chair or staff of their preference before the start of the meeting. If the absent member does not designate an alternate, then the chair shall designate an alternate.

Alternate members elevated to full-term status - for a single meeting or for the remainder of a term - are free to cast their vote as they wish.

ARTICLE VII. BRIEFINGS TO THE URBAN TRANSPORTATION COMMISSION AND BICYCLE ADVISORY COUNCIL

Section 1.

A. Periodically, as scheduled or as requested by the chair of the PAC or the chair of the Urban Transportation Commission, a PAC designee shall appear before the Urban Transportation Commission's regularly scheduled meeting to brief the Commission on PAC projects and on matters related to ~~walking~~ pedestrianism.

B. The chair of the PAC shall appoint a member to attend Urban Transportation Commission meetings and brief the Urban Transportation Commission.

C. The chair of the PAC shall appoint a member to attend the Bicycle Advisory Council meetings and brief the Bicycle Advisory Council.

ARTICLE VIII. BRIEFINGS TO OTHER BOARDS AND COMMISSIONS.

Section 1.

A. Periodically, as needed, a PAC designee shall appear before other boards and commissions, such as the ADA Access and Sidewalk Task Force, to brief on PAC projects and on matters related to ~~walking~~ pedestrianism.

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ARTICLE IX. SUBCOMMITTEES.

Section 1.

A. There shall be at least two standing subcommittees: Technical Subcommittee and Project Subcommittee.

All Full members must be a member of either the Project Subcommittee or Technical Subcommittees. Members may attend both subcommittees but attendance will only be recorded for the subcommittee of their choosing. Alternate members are encouraged to attend and contribute to the subcommittees.

B. Additional subcommittees may be established by an affirmative vote of the board to effectively perform the work of the PAC.

C. A membership subcommittee will form for purposes of electing full and alternate members. See Article III, Section 4. B.

Section 2.

A. Each additional subcommittee created - aside from the Standing Subcommittees - shall consist of at least three PAC members (full, alternate, agency representative, and/or community liaison) volunteering to serve and appointed by the chair, with the members' consent.

Alternate members, agency representatives and community liaisons serving on subcommittees possess voting privileges on all subcommittee matters.

B. The chair shall appoint a PAC member as the subcommittee chair, with the member's consent.

ARTICLE X. AMENDMENTS TO BYLAWS.

Section 1. Process

A. Proposed changes to the bylaws of the PAC shall be introduced at a regularly scheduled meeting of the PAC.

B. If a motion to discuss a bylaw amendment is seconded, a four-step process will be observed:

Step One: Discussion regarding the proposed bylaw.

Step Two: Determination of final proposed bylaw language, accomplished by a simple majority vote of eligible voting members present.

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Step Three: Distribution of proposed bylaw language to all full-standing and alternate PAC members.

Step Four: Final vote of the proposed bylaw amendment will take place at the next regularly scheduled meeting of the PAC.

Section 2. Requirements for Adoption

A two-thirds majority of eligible voting members present shall be required to amend the bylaws.

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