

## **BYLAWS OF THE BICYCLE ADVISORY COUNCIL**

### **ARTICLE I. PURPOSE**

The purpose of the City of Austin Bicycle Advisory Council (BAC) is to advise the City of Austin, and other jurisdictions, on all matters relating to the use of the bicycle. The responsibilities of the BAC shall include but are not limited to:

#### **Section 1. Bikeway Policy**

- A. Review and make recommendations on planning documents prepared by City departments and other jurisdictions affecting the use of the bicycle. These shall include but are not limited to the Comprehensive Plan, Arterial Streets Classification Policy, Neighborhood Plans, area-wide Development Plans, and site plans/subdivision applications for private development.
- B. Review and make recommendations regarding funding priorities for the Bicycle and Pedestrian Program activities and Capital Improvement Projects, as they relate to bicycling.
- C. Provide relevant bicycle information and recommendations to the Urban Transportation Commission, as needed.

#### **Section 2. Bikeway 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 bicycles.
- B. Review and make recommendations regarding Bikeway Signing and Improvement Plans.
- C. Advise Department of Public Works staff on issues related to public involvement in Bikeway improvement projects with the goal of developing a consensus among the affected public.

#### **Section 3. Education and Enforcement**

Advise City staff on issues related to promoting bicycle safety and education.

#### **Section 4. Citizen Input**

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

**Section 5. Advise to other Jurisdictions/Entities**

Review and make recommendations on planning documents prepared by other jurisdictions entities (i.e. Travis County, CAMPO, etc.) affecting the use of the bicycle as a transportation and recreational mode.

**ARTICLE II. MEMBERSHIP**

**Section 1. Composition of BAC**

The membership of the BAC shall consist of 9 members with full standing and up to 10 alternate members. Of the full-standing members, there should be at the minimum one representative specifically to represent south Austin, central Austin, north Austin, the competitive bicycling community, the recreational bicycling community, and the utilitarian bicycling community; all other members will represent the bicyclists and the City/Region as a whole. The specific representation is a recommendation and not a requirement.

**Section 2. Elections**

- A. **Qualifications:** Any adult resident or working in the City of Austin shall be eligible for membership. Applicants should have an interest in promoting the use of the bicycle and make a commitment to attend monthly meetings and participate in the work of the BAC.
- 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 made through the Bicycle and Pedestrian Program.

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 BAC when vacancies occur. Five full-standing members and five alternate members shall be elected in odd-numbered years. Four full-standing members and five alternate members shall be elected in even-numbered years. Alternate members may also be appointed to serve in place of a member in case of an extended absence.
- D. **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 ballot and the votes will be counted by Bicycle Program staff, if available. 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 2 year term available, the seats will be awarded in order of votes received with the full terms being awarded first and the shortest term being awarded last.

**Section 3. Tenure**

- A. Length of Service: Members shall serve for a two-year term or until a successor is elected and may reapply for membership.
- B. Removal of Voting Members: If any member is absent without good cause from three consecutive regular meetings, the BAC may declare this position vacant.

**ARTICLE III. OFFICERS**

**Section 1.**

There shall be a Chair and a Vice-Chair for the BAC. Each officer shall serve a one-year term or until their successors are elected.

**Section 2.**

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 from the floor shall be permitted.

**Section 3.**

The officers shall be elected by secret ballot of the 9 BAC members. If a BAC member is unable to vote, then that member shall designate someone to vote in his/her place. Votes will be counted by Bicycle Program staff, if available. The top vote-getters will be elected to the given positions.

**Section 4.**

No officer may serve more than one consecutive term in the same office.

**ARTICLE IV. MEETINGS**

**Section 1. Monthly Meetings**

A regular monthly meeting shall be held on the third Thursday of the month in City Hall, unless otherwise agreed upon. Time and duration of the meeting shall be determined by the BAC.

**Section 2. Conduct of Meetings**

A. Consensus-Based Decision Making Process

Meetings shall be conducted in a three-step process:

Step One: Informal Discussion.

The Chair shall preside over an 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.

A "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 nine (9) members and discussion will be limited to 3 minutes per speaker. If the group still cannot come to a unanimous agreement or if the stack exceeds nine members, 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.
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 BAC.

B. Bicycle Program staff shall be responsible for meeting minutes, establishing, and distributing the meeting agenda.

C. In the event of the absence of a full standing member, that member shall designate an alternate member to take his/her place at that meeting. If the absent member fails to designate an alternate, then the chair shall designate an alternate.

**ARTICLE V. AMENDMENTS TO BYLAWS**

1. The proposed change will be brought up at a regularly scheduled meeting of the BAC.
2. The final wording of the amendment will be discussed, amended and then voted on by the eligible voting members present.
3. The proposed amendment will be sent to the membership using the usual distribution channels.

4. At the next regularly scheduled meeting of the BAC, the proposed amendment will voted on with a two thirds majority of the eligible voting members present needed for passage.

## **ARTICLE VI. SUBCOMMITTEES**

### **Section 1.**

There shall be at least two standing subcommittees, the Technical Subcommittee and the Project Subcommittee.

### **Section 2.**

The Chair shall appoint Subcommittee Chairs.

### **Section 3.**

Subcommittee membership shall be comprised of BAC members and/or alternate members.