

City of Springfield Bicycle and Pedestrian Advisory Committee

Bylaws

[approved by City Council 10.5.2015]

ARTICLE I. Name & Duration

This Committee, established by the Springfield City Council, shall be called the Springfield Bicycle and Pedestrian Advisory Committee. This Committee will serve at the will of the City Council.

ARTICLE II. Purpose

The purpose of the Springfield Bicycle and Pedestrian Advisory Committee is to advise the City Council, Planning Commission and City Staff on matters relating to bicycle and pedestrian planning. Committee members should have an interest in promoting bicycle and / or pedestrian interests in Springfield. The responsibilities of the Committee shall include, but are not limited to the following:

Section 1. Bicycle / Pedestrian Policy

Review and make recommendations on planning documents prepared by City departments affecting the use of walking and bicycling as a transportation mode.

Section 2. Bicycle / Pedestrian Facility & Program Implementation

Work closely with City Staff to ensure input into bicycle and pedestrian facilities and operation planning and program development.

Assist City Staff with review and prioritization of grant opportunities as they arise.

Section 3. Education, Enforcement and Encouragement

Assist City Staff in the public outreach of pedestrian and bicycle issues, and recommend additional education, enforcement and encouragement tools that the City may implement.

Section 4. Citizen Input

Encourage citizen participation in the City's bicycle and pedestrian programs, including: identifying program or system deficiencies; reviewing existing facilities; and planning and implementing new projects and programs.

Section 5. Americans with Disabilities Act (ADA) Compliance

Work closely with City staff to continue implementing and upgrading ADA compliant bike and pedestrian facilities.

ARTICLE III. Membership

Section 1. Composition of Committee

Membership of the Committee shall consist of 10-16 voting members. Non-voting members may include one City Councilor, one Planning Commissioner, Willamalane staff and at least one city staff member. The non-voting members are in addition to the 10-16 voting members. Other non-voting guests may participate at the request of the Committee and may represent other government agencies or City departments having an interest in pedestrian and bicycle issues.

Section 2. Appointment

All applicants shall complete a standard application form and submit it to the City Manager's Office.

Applications shall be reviewed and evaluated by City Staff and the City Council. Committee positions shall be appointed by the City Council.

Section 3. Tenure

Membership on the Committee shall be two year terms. Half of the members terms shall be odd year followed by even year terms and the second half shall be even year followed by odd year terms. A term shall commence on January 1st.

Committee members may reapply after one term, but may only serve two consecutive terms, unless specifically directed otherwise by the Council. Members may reapply after not serving one full term.

If the total Committee membership number falls below 10 members, City staff shall recruit for additional members. If a member resigns or is removed, the replacement shall be for the remainder of the term.

Section 4. Termination

Committee members may voluntarily be removed from the Committee with written notice to City Staff and the Chair. All Bicycle and Pedestrian Advisory Committee appointees serve at the pleasure of the City Council. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences from the commission meetings in any twelve consecutive month period. (Section IX (5) 5.5) of the Council Operating Policies). The Chair, in consultation with City Staff, may also recommend to the Council a member be removed from the Committee if a member is found not to meet the Committee's adopted Code of Conduct.

ARTICLE IV. Officers

Section 1. There shall be a Chair and a Vice-Chair for the Committee. Each office shall serve for one calendar year per term. Both the Chair and Vice-Chair positions shall be elected by Committee members.

ARTICLE V. Meetings

Section 1. Regular Meeting

Regular meetings shall be held four times during the course of one year at Springfield City hall, unless otherwise agreed upon. Time and duration of the meetings shall be determined by City Staff.

Section 2. Special Meetings

Special meetings may be called by the Chair or by resolution of the Committee. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct of Meetings

60% of voting members in attendance shall constitute a quorum for the transaction of business at any regular or special meeting.

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

All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order.

City staff will provide brief meeting summaries and audio recordings of meetings.

Section 4. Code of Conduct

By accepting an appointment to the BPAC, members agree to adhere to a Code of Conduct, which includes:

1. Share the available speaking time at meetings
2. Follow instructions of meeting facilitator
3. Be respectful of a range of opinions
4. Be respectful of all people in attendance at meetings
5. Focus on successfully completing the agreed upon agenda
6. Avoid side discussion when others are speaking
7. Voice concerns and complaints at the meeting, not outside the meeting
8. Strive for consensus
9. Adhere to same ethical and behavior standards as City employees

ARTICLE VI. Amendments to Bylaws

These Bylaws may be amended by the City Council either upon Council initiation or recommendation of a majority of the Committee made at any regular meeting of the Committee, provided that written notice of the proposed amendment shall be emailed and /or mailed to each Committee member not less than one (1) week prior to such regular meeting of the Committee.