

City of Columbia BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The name of this committee shall be the Columbia Bicycle and Pedestrian Advisory Committee (BPAC).

Section 1 - PURPOSE AND FUNCTIONS

A. The purpose of the BPAC is:

- (1) to advise the City of Columbia Transportation Planning team, City Council Members, the Mayor and community organizations and partners on bicycling and pedestrian issues facing the city and to work toward the implementation of the Comprehensive Plan: Walk Bike Columbia and any subsequently adopted bicycle and pedestrian plans or policies;
- (2) to represent community and constituent interests in transportation planning decisions faced by City Council;
- (3) to provide feedback to staff on projects relating to walking and bicycling. City of Columbia staff will consider recommendations from the BPAC along with input from other members of the public during decision making; and
- (4) to develop and implement initiatives with Council support to improve upon the bicycle and pedestrian culture of the City of Columbia.

B. Functions and charges of the BPAC include the following:

1. Collaboratively develop an annual strategic plan with a City staff representative.
3. Assist in the development of an annual report, and report updates where necessary, to enable BPAC to share progress with the community, City Council and City staff. In addition to providing a progress report regarding current and ongoing initiatives, this report should provide City Council with a prioritized list of actions to advance active transportation improvements in Columbia. This report will also provide BPAC input on benchmarks and review associated data to monitor and document the implementation of the City of Columbia's Comprehensive Plan, inclusive of Walk Bike Columbia and other subsequently adopted bicycle and pedestrian plans and policies, and BPAC-identified strategic planning initiatives.
4. Serve as liaisons, connecting key community members, community groups, businesses and organizations and encouraging participation in implementation.
5. Identify grants and other financial resources to fund plan implementation and assist in funding projects as requested by the City.
6. Conduct community outreach regarding the City of Columbia's Comprehensive Plan, inclusive of Walk Bike Columbia and bicycle and/or pedestrian planning initiatives.

7. Assist in the planning of an annual Walking and Biking Summit.
8. Engage the community using social media and other tools to provide timely and efficient updates on events and opportunities focused on bicycling, walking, and active transportation in Columbia.
9. Promote bicycling and walking as accepted forms of transportation.
10. Serve as a resource on bicycle and pedestrian policies, programs and issues.

Section 2 – TRANSPORTATION PLANNING TEAM

A. Team: The transportation planning team will include City staff from Traffic & Engineering, Utilities & Engineering, and Planning & Development Services. The City of Columbia staff (transportation planning team) works with community stakeholders and agency partners to develop and implement short and long-range plans, design projects and obtain funding to build projects that lead to a complete transportation system. .

B. BPAC staff liaison will be assigned from Planning & Development Services with the following duties:

1. Drafting BPAC meeting agendas and communicating with the committee chair or vice-chair.
2. Serving as a liaison between the BPAC, community organizations, and City departments.

C. The transportation planning team as a whole will provide technical expertise (e.g., formal staff reports) and advice, when solicited, to the BPAC.

Section 3 - MEMBERSHIP

A. The BPAC shall consist of at least 10 and not more than 15 interested citizens appointed by the Mayor and members of City Council.

B. Members shall represent themselves, areas of interest, and/or organizations in Columbia, and should represent the diverse range of interests delineated in the recruitment and tenure section.

C. The City of Columbia Transportation Planning team shall make recommendations on members of the BPAC, making an effort to seek out and include members with diverse backgrounds and areas of interest. An effort to balance pedestrian and bicycle interests should be made.

D. The following interest groups should be considered when selecting BPAC members: bicycle clubs and/or shops, walking and running clubs, law enforcement, legal, educators, transit users,

engineering and planning, the elderly, real estate, people with disabilities, and neighborhood associations.

Section 4 - RECRUITMENT AND TENURE

A. Vacancies on the BPAC shall be publicly advertised. Applicants shall submit an application form provided by the City of Columbia. Selection shall be based on ensuring a broad cross-section of interest.

B. The term of office of BPAC members shall begin on the date of appointment and expire in three years. Members shall serve no more than two consecutive terms, unless so requested by the City of Columbia.

C. Should the term of office of a BPAC member expire, and no new member has been appointed, the existing member's term will be extended until a new member has been appointed by City Council.

Section 5 – OFFICERS

A. The officers shall consist of a Chair and a Vice-Chair or, alternatively, the BPAC may choose to elect two Co-Chairs, who shall rotate the duties of Chair.

B. Responsibilities:

1. The Chair shall: preside at all meetings; represent the BPAC before all other bodies and committees as directed; and work with City staff to set the agenda for all meetings.
2. The Vice-Chair shall perform all duties of the Chair in his/her absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.
3. The Chair and Vice-Chair are voting members.

Section 6 - ELECTION OF OFFICERS

A. The officers of the BPAC shall be elected annually at the last regular meeting held during the calendar year, or as needed to fill vacancies. The term of office shall begin upon election and extend until the first scheduled meeting of the following calendar year. Officers shall serve no more than two consecutive terms, unless so requested by City staff.

B. In the event of a vacancy in the Office of Chair, Vice-Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting of the following calendar year. Officers so elected may serve up to two additional consecutive terms, per paragraph A above.

Section 7 - SUBCOMMITTEES

- A. Subcommittees shall be formed as necessary to carry out the work of the BPAC.
- B. Subcommittees are advisory to the BPAC.
- C. If subcommittee meetings will occur where a quorum of BPAC members will be in attendance, these meetings shall be noticed publicly as special meetings.
- D. BPAC subcommittees may include in their membership non-BPAC members, however at least one BPAC member must be in attendance at subcommittee meetings.

Section 8 - MEETINGS AND VOTING

- A. Scheduled meetings of the BPAC shall be held at least once a month.
- B. Notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes, and other materials may be delivered electronically.
- C. Special meetings shall be held at the call of the Chair of the BPAC or the City liaison to the BPAC. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than 24 hours in advance. Every effort shall be made to reach all BPAC members.
- D. All meetings shall be open to the public, and interested persons or groups are invited to address the BPAC.
- E. Official action may be taken by the BPAC when a quorum is present. A quorum shall consist of a simple majority of the voting members.
- F. Meetings should be conducted according to most current edition of Robert's Rules of Order.
- G. The proceedings of all meetings shall be summarized by a note taker and made available to all BPAC members at least one week in advance of the next meeting.
- H. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full BPAC, for consideration at the next meeting with a quorum.
- I. BPAC meetings are open to the public and shall include an opportunity within each agenda for public comment.

Section 9 - ATTENDANCE

- A. In-person attendance is required at BPAC meetings. Votes by proxy, or the appointment of others to attend in a member's stead, are not permitted.
- B. The BPAC staff liaison will keep attendance at meetings. If a member must miss a BPAC meeting due to conflict, the member must notify the staff liaison via email at least 24 hours prior to the meeting for the absence to be excused; exceptions may be made in case of

emergency. No more than four (4) excused absences will be granted per calendar year; if a member has taken four (4) excused absences in a calendar year, the staff liaison will advise the member that an additional absence will not be excused, and may result in automatic termination.

C. City Council has adopted the following additional rules for committees:

a. If a member has unexcused absences for two (2) consecutive regular meetings, the staff liaison will advise that member that a third absence may result in automatic termination.

b. The staff liaison shall report the full attendance record of each member to the City Clerk at the end of each six-month period (June 30 and December 31). If a member has been absent from 50% or more of all regular meetings held within the reporting period, the appointment shall expire on the date the attendance is reported; excused absences do not count toward this attendance requirement.

D. If a BPAC member does not adhere to the attendance policies set forth by City Council or BPAC, then the staff liaison shall report the attendance to the City Clerk, and the City Clerk will notify the commissioner that his/her term has expired and that seat is now declared vacant.

Section 10 – PARTICIPATION IN ADDITIONAL ACTIVITIES

A. BPAC members are expected to participate in BPAC-sponsored events and City-sponsored bicycle and pedestrian events when able.

B. BPAC members are expected to take ownership of action items identified as part of BPAC's strategic planning process. Members should expect to participate in subcommittee meetings, and outside meetings and events, as appropriate to these duties.

City of Columbia BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The name of this committee shall be the Columbia Bicycle and Pedestrian Advisory Committee (BPAC).

Section ~~12~~ - PURPOSE AND FUNCTIONS

A. The purpose of the BPAC is:

(1) to advise the City of Columbia Transportation Planning ~~staffteam~~, City Council Members, the Mayor and community organizations and partners on bicycling and pedestrian issues facing the city and to work toward ~~development-the implementation of the Comprehensive Plan: Walk Bike Columbia and any subsequently adopted bicycle and pedestrian plans or policies; bicycle/pedestrian masterplan~~

~~(2) to represent community and constituent interests in transportation planning decisions faced by City Council; and~~

(3) to provide feedback to staff on projects relating to walking and bicycling. City of Columbia staff will consider recommendations from the BPAC along with input from other members of the public during decision making; ~~and~~

~~(4) to develop and implement initiatives with Council support to improve upon the bicycle and pedestrian culture of the City of Columbia.~~

B. Functions and charges of the BPAC include the following:

~~A.1.~~ Collaboratively develop an annual ~~work strategic~~ plan with a City staff representative.

~~B.2. Assist staff in the prioritization of actions within Columbia's transportation masterplan.~~

~~C.3. Provide input on benchmarks and review associated data to monitor and document strategic plan implementation.~~

~~D.4.3.~~ Assist in the development of an annual report, ~~and report updates where necessary, to enable BPAC to share progress with the community, City Council and City staff. In addition to providing a progress report regarding current and ongoing initiatives, this report should provide City Council with a prioritized list of actions to advance active transportation improvements in Columbia. This report will also provide BPAC input on benchmarks and review associated data to monitor and document the implementation of the City of Columbia's Comprehensive Plan, inclusive of Walk Bike Columbia and other subsequently adopted bicycle and pedestrian plans and policies, and BPAC-identified strategic planning initiatives.~~

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 1"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 1"

~~E54~~. Serve as liaisons, connecting key community members, community groups, businesses and organizations and encouraging participation in implementation.

~~F65~~. Identify grants and other financial resources to fund plan implementation and assist in funding projects as requested by the ~~C~~city.

~~G76~~. Conduct community outreach ~~for the Strategic plan regarding the City of Columbia's Comprehensive Plan, inclusive of Walk Bike Columbia and bicycle and/or pedestrian planning initiatives.~~

~~H87~~. Assist in the planning ~~of~~ an annual Walking and Biking Summit.

~~I98~~. ~~Write quarterly updates for a City of Columbia Bike/Ped Newsletter. Engage the community using social media and other tools to provide timely and efficient updates on events and opportunities focused on bicycling, walking, and active transportation in Columbia.~~

~~J199~~. Promote bicycling and walking as accepted forms of transportation.

~~K140~~. Serve as a resource on bicycle and pedestrian policies, programs and issues.

Section ~~32~~ – TRANSPORTATION PLANNING TEAM

~~A~~. ~~Team: The transportation planning team will include City staff from Traffic & Engineering, Utilities & Engineering, and Planning & Development Services.~~ ~~A~~The City of Columbia staff [transportation planning team] works with community stakeholders and agency partners to develop and implement short and long-range plans, design projects and obtain funding to build projects that lead to a complete transportation system. ~~This department will designate a staff person to be a liaison to the BPAC.~~

~~B~~. ~~A~~The BPAC staff liaison's ~~will be assigned from Planning & Development Services with the following duties~~ following duties include the following:

~~A1~~. Drafting BPAC meeting agendas and communicating with the committee chair or vice-chair.

~~B2~~. Serving as a liaison between the BPAC, community organizations, and City departments.

~~C~~. ~~The transportation planning team as a whole will provide~~Providing technical expertise (e.g., formal staff reports) and advice, when solicited, to the BPAC.

Section ~~433~~ - MEMBERSHIP

A. The BPAC shall consist of at least 10 and not more than 15 interested citizens appointed by the Mayor and members of City Council.

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 1"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

B. Members shall represent themselves, areas of interest, and/or organizations in Columbia, and should represent the diverse range of interests delineated in the recruitment and tenure section.

C. The City of Columbia Transportation Planning staff team shall make recommendations on members of the BPAC, making an effort to seek out and include members with diverse backgrounds and areas of interest. An effort to balance pedestrian and bicycle interests should be made.

D. The following interest groups should be considered when selecting BPAC members: bicycle clubs and/or shops, walking and running clubs, law enforcement, legal, educators, transit users, engineering and planning, the elderly, real estate, people with disabilities, and neighborhood associations.

Section 544 - RECRUITMENT AND TENURE

A. Vacancies on the BPAC shall be publicly advertised. Applicants shall submit an application form provided by the City of Columbia. Selection shall be based on ensuring a broad cross-section of interest.

Formatted: Indent: Left: 0.5"

B. The term of office of BPAC members shall begin on the date of appointment and expire in three years. Members shall serve no more than two consecutive terms, unless so requested by the City of Columbia.

C. Should the term of office of a BPAC member expire, and no new member has been appointed, the existing member's term will be extended until a new member has been appointed by City Council.

Section 655 – OFFICERS

A. The officers shall consist of a Chair and a Vice-Chair or, alternatively, the BPAC may choose to elect two Co-Chairs, who shall rotate the duties of Chair.

Formatted: Indent: Left: 0.5"

AB. Responsibilities:

1. The Chair shall preside at all meetings; represent the BPAC before all other bodies and committees as directed; and work with City staff to set the agenda for all meetings.

Formatted: Indent: Left: 1"

B2. The Vice-Chair shall perform all duties of the Chair in his/her absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.

C3. The Chair and Vice-Chair are voting members.

City of Columbia Bicycle and Pedestrian Advisory Committee Draft Bylaws

Approved

Section 676 - ELECTION OF OFFICERS

A. The officers of the BPAC shall be elected annually at the last regular meeting held during the calendar year, or as needed to fill vacancies. The term of office shall begin upon election and extend until the first scheduled meeting of the following calendar year. Officers shall serve no more than two consecutive terms, unless so requested by City staff.

Formatted: Indent: Left: 0.5"

B. In the event of a vacancy in the Office of Chair, Vice-Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting of the following calendar year. Officers so elected may serve up to two additional consecutive terms, per paragraph A- above.

Section 787 - SUBCOMMITTEES

A. Subcommittees shall be formed as necessary to carry out the work of the BPAC.

Formatted: Indent: Left: 0.5"

B. Subcommittees are advisory to the BPAC.

C. If subcommittee meetings will occur where a quorum of BPAC members will be in attendance, these meetings shall be noticed publicly as special meetings.

D. BPAC subcommittees may include in their membership non-BPAC members, however at least one BPAC member must be in attendance at subcommittee meetings.

Section 898 - MEETINGS AND VOTING

A. Scheduled meetings of the BPAC shall be held ~~at least four times per year~~ at least once a month.

Formatted: Indent: Left: 0.5"

B. Notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes, and other materials may be delivered electronically.

C. Special meetings shall be held at the call of the Chair of the BPAC or the City liaison to the BPAC. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than 24 hours in advance. Every effort shall be made to reach all BPAC members.

D. All meetings shall be open to the public, and interested persons or groups are invited to address the BPAC.

E. Official action may be taken by the BPAC when a quorum is present. A quorum shall consist of a simple majority of the voting members.

F. Meetings should be conducted according to most current edition of Robert's Rules of Order.

DRAFT 11.7.16 (with markup)

G. The proceedings of all meetings shall be summarized by a note taker and made available to all BPAC members at least one week in advance of the next meeting.

H. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full BPAC, for consideration at the next meeting with a quorum. City of Columbia Bicycle and Pedestrian Advisory Committee Draft Bylaws

I. BPAC meetings are open to the public and shall include an opportunity within each agenda for public comment.

Section 109 - ATTENDANCE

A. In-person attendance is required at BPAC meetings. Votes by proxy, or the appointment of others to attend in a member's stead, are not permitted.

Formatted: Indent: Left: 0.5"

B. The BPAC staff liaison will keep attendance at meetings. If a member must miss a BPAC meeting due to conflict, the member must notify the staff liaison via email at least 24 hours prior to the meeting for the absence to be excused; exceptions may be made in case of emergency. No more than four (4) excused absences will be granted per calendar year; if a member has taken four (4) excused absences in a calendar year, the staff liaison will advise the member that an additional absence will not be excused, and may result in automatic termination.

C. City Council has adopted the following additional rules for committees:

a. If a member has unexcused absences for two (2) consecutive regular meetings, the staff liaison will advise that member that a third absence may result in automatic termination.

Formatted: Indent: Left: 1"

b. The staff liaison shall report the full attendance record of each member to the City Clerk at the end of each six-month period (June 30 and December 31). If a member has been absent from 50% or more of all regular meetings held within the reporting period, the appointment shall expire on the date the attendance is reported; excused absences do not count toward this attendance requirement.

D. If a BPAC member does not adhere to the attendance policies set forth by City Council or BPAC, then the staff liaison shall report the attendance to the City Clerk, and the City Clerk will notify the commissioner that his/her term has expired and that seat is now declared vacant.

Formatted: Indent: Left: 0.5"

Section 101 – PARTICIPATION IN ADDITIONAL ACTIVITIES

A. BPAC members are expected to participate in BPAC-sponsored events and City-sponsored bicycle and pedestrian events when able.

Formatted: Indent: Left: 0.5"

B. BPAC members are expected to take ownership of action items identified as part of BPAC's strategic planning process. Members should expect to participate in subcommittee meetings, and outside meetings and events, as appropriate to these duties.

DRAFT 11.7.16 (with markup)