

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

*Regional Transportation Planning Agency
Congestion Management Agency
Local Transportation Commission*

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BICYCLE AND PEDESTRIAN FACILITIES ADVISORY COMMITTEE BYLAWS

Approved by TAMC on October 24, 2001

The Transportation Agency for Monterey County (TAMC) has established a Citizens Advisory Committee for Bicycle and Pedestrian Facilities to act at its direction and discretion, in response to state and federal requirements for citizens' participation.

I. PURPOSE AND DUTIES

The purpose and duties of the Committee are as follows:

- A. Advise the Transportation Agency for Monterey County on community needs, concerns, goals, and objectives with respect to bicycle and pedestrian facilities and travel. Special reports relative to the bicycle and pedestrian planning effort may be made to the TAMC at any time.
- B. Review local bicycle and pedestrian facility planning documents.
- C. Review bicycle and pedestrian project funding application submitted to TAMC, and recommend a priority project list each year for funding.
- D. Advocate bicycle use and walking as viable alternative means of transportation.
- E. Identify future areas for short and long-term improvement strategies for development of bicycle and pedestrian facilities.
- F. Operate as a forum for communication between public and private agencies, users, and providers.
- G. Provide advice on the development of a countywide Bicycle Plan that meets the criteria for a General Bikeway Plan as set forth in the California Bikeways Act.

II. MEMBERSHIP

The Committee shall be composed of one representative and one alternate from each city and supervisorial district in Monterey County. The TAMC Board may appoint additional members from public agencies. Interested individuals may obtain application forms from TAMC staff. Individuals must be nominated for membership by the city or supervisorial district in which they reside and must be approved by the TAMC Board.

III. OFFICERS AND TERM OF OFFICE

The Committee shall have a Chairperson and a Vice Chairperson who shall be elected by the general membership of the Committee.

The term of office shall be for one (1) year. Election of officers shall be held in November of each year, and will take effect in January of the following year. No officer shall serve more than two consecutive terms. Upon resignation of an officer a special election will be held.

The Chairperson shall preside over all committee meetings, may vote on all matters, appoint subcommittees, and call special meetings. The Chairperson shall report to the TAMC as directed by the Committee.

The Vice Chairperson shall serve in the absence of the Chairperson and perform such other duties as requested by the Chair. In the event that the Chairperson or Vice Chairperson are not present at the meeting, the Committee may select a member to chair that particular meeting.

IV. TERM OF MEMBERSHIP

Committee members will serve two (2) years with the option of additional terms. TAMC staff will notify members thirty (30) days in advance of their term expiration date. Members must advise TAMC staff as to their desire to stay on the Committee. Reappointment must be confirmed by the TAMC.

V. ATTENDANCE

Attendance at all Committee meetings is expected. Members who miss three (3) Meetings within a twelve (12) month period without due cause shall have their appointment automatically terminated. "Due cause" is defined as calling the TAMC secretary in advance of the meeting with a reason for not attending.

VI. QUORUM

In order to transact any business or take action a quorum must be present. A quorum of the BPC shall consist of a majority of the number of voting memberships actually filled at that time; the existence of any vacancies shall not be counted for purposes of establishing a quorum. (Voting members are defined above in paragraph II. Membership.)

VII. MEETINGS

Meetings shall be held at a specific time and place that the Committee determines to be convenient for the majority of the members. Meetings shall be open to the public and shall conform to the Open meeting Laws, commonly known as the Ralph M. Brown Act (California Government Code § 54950 et seq.) Time allotted for the public to present their view to the Committee on Bicycle and pedestrian issues will be determined by the Chair in order to ensure that Committee business is completed.

VIII. MINUTES

The minutes of the meetings will be kept by the TAMC staff and approved by the Committee. When votes are taken on items or opinions to be presented to the TAMC, a roll call vote will be taken and the results clearly documented in the minutes. The minutes shall reflect minority views in addition to the majority viewpoint.

IX. VOTING

The vote of the majority of the Committee members present at any regular, continued or special meeting shall be sufficient to pass or act upon any matter properly before the Committee.

X. COMMUNICATIONS

The Committee may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain input or opinions regarding bicycle and pedestrian planning proposals. Copies of all correspondence originating with the Committee should be included, as it occurs, in the TAMC and Technical Advisory Committee (TAC) agenda packets.

XI. STAFF ASSISTANCE

Staff shall assist in providing information, preparing meeting agendas as directed, and generally assisting the Committee. Members of the staff will be present at all meetings.

Review of reports or proposals, preparation of draft written communications, verbal or personal contacts with individual agencies and other related activities shall be done by the Committee as a whole or by Subcommittees.

XII. AMENDMENTS TO THE BYLAWS

The bylaws may be amended at any regular meeting of the Committee by a majority of the voting membership of the Committee, provided that written notice of the proposed amendment is mailed to each member of the Committee not less than one (1) week prior to the meeting.