

BYLAWS
for
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE
of
COLLIER METROPOLITAN PLANNING ORGANIZATION

COLLIER COUNTY BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE BYLAWS

The following Bylaws guide the proper functioning of the Collier Metropolitan Planning Organization's (MPO) Bicycle and Pedestrian Advisory Committee. The intent is to provide procedures and policies to assist the Bicycle and Pedestrian Advisory committee to accomplish its purpose.

SECTION I: NAME

The name of this Committee shall be the Bicycle and Pedestrian Advisory Committee (hereinafter the "BPAC") of the Collier Metropolitan Planning Organization (hereinafter, the "MPO").

SECTION II: PURPOSE

- A. The purpose of the BPAC is to provide citizen input into the deliberation of bicycle- and pedestrian-related issues within the community, to advise the MPO on developing a Bicycle and Pedestrian Master Plan (BPMP) that is responsive to the needs of the community, to recommend policies and advise the MPO Board of opportunities that will improve the walking and bicycling environment, recommend priorities for bicycle and pedestrian projects and program implementation, and contribute to the BPMP's vision and recommendations regarding the development of the bicycle and pedestrian network.
- B. The mission of the BPAC is to promote walking and bicycling as integral components of local, regional and state recreational and transportation networks.

SECTION III: MEMBERSHIP, APPOINTMENT AND TERM OF APPOINTMENT, AND TERMINATION OF MEMBERSHIP

A. Voting Members:

The BPAC shall be composed of twelve (12) at-large voting members representing a wide cross-section of Collier County residents and neighborhoods, bicycle and pedestrian safety professionals, Safe Routes to Schools organizations, transit riders, local bicycle and pedestrian advocacy groups, organizations that encourage active transportation from a community health perspective, and advocates for persons with disabilities, and other transportation disadvantaged populations.

B. Appointment and Term of Appointment:

- 1. All BPAC members are appointed by the MPO for a fixed term of two (2) years.

2. Reappointment to additional term(s) may be approved by the MPO at the written request of the BPAC member.

C. Termination of Membership:

If at any time, the MPO believes that any BPAC member is not performing his or her duties in accordance with these bylaws, the MPO may remove that member from the BPAC.

SECTION IV: OFFICERS, TERMS OF OFFICE, AND DUTIES

A. Officers and Terms of Office:

1. A Chair and a Vice-Chair of the BPAC shall be elected at the first regularly scheduled meeting of each calendar year when a quorum is attained and shall hold the offices until their successors are elected.
2. Any voting member may nominate or be nominated as an officer. All elections shall be held by the majority vote of voting members present.
3. The Chair and Vice-Chair shall serve for a period of one (1) year or until a successor is elected.
4. The Chair and Vice-Chair shall be voting members of the BPAC.

B. Chair Duties:

1. The Chair shall preside at all meetings and shall be responsible for the conduct of such meetings.
2. The Chair and the MPO Director shall collaborate to establish the agenda for meetings. The Chair acts as a liaison with governmental bodies and other related committees.

C. Vice-Chair Duties

1. The Vice-Chair shall, during the absence of the Chair, have and exercise all of the duties and powers of the Chair.
2. The Vice-Chair shall also perform such duties as may be assigned by the Chair.

D. Absenteeism of an Officer:

If both the Chair and Vice-Chair are absent from a meeting, the Committee shall elect a voting member present to be the Chair for that meeting.

1. Any vacancy in an office created by a resignation or replacement of an Officer shall be filled by a majority vote of voting members.
2. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.
3. If, at any time, the Committee believes that an Officer is not performing his/her duties in accordance with Section IV, Subsection B and C, it may recommend the removal of the Officer to the MPO.

SECTION V: MEETINGS

A. Regular Meetings:

The BPAC shall meet as often as necessary in order to meet its responsibilities. A meeting schedule shall be developed annually, endorsed by the BPAC and approved by the MPO.

B. Special Meetings:

Special meetings may be called by the Chair in coordination with the MPO Director with a minimum of three (3) calendar days' notice, indicating the reason for the meeting and notifying all member agencies.

C. Notice of Meetings:

A minimum of seven (7) calendar days notice shall be given for regular meetings. Agendas should be sent with meeting notices and, wherever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting.

D. Agendas:

MPO staff is responsible for preparing agendas for each BPAC meeting. Members may request to place items on the tentative agenda by notification to the MPO staff.

E. Quorum:

1. A quorum shall consist of a majority of the voting members.

F. Voting:

An affirmative vote of a majority of the BPAC members present shall be necessary in order to take any action.

G. Public Meetings:

All meetings of the BPAC are open to the public and all activities of the BPAC are subject to the Florida Government in the Sunshine Law, Chapter 286, *Florida Statutes*, commonly known as the Sunshine Law.

H. Parliamentary Procedures:

Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

I. Staff

1. The MPO shall provide the BPAC with sufficient staff support and resources to enable it to fulfill its responsibilities.
2. MPO staff shall manage and oversee the operations of the BPAC and assist in scheduling meetings, preparing agenda packets, and other necessary administrative duties as required by the BPAC within the limits of the resources available. Staff shall maintain the minutes and other records of the BPAC.

J. Attendance:

1. It is the intent and strong desire of the MPO that there be full attendance of the BPAC members at all BPAC meetings; recognizing, however, that it may be necessary for BPAC members to be absent from a meeting due to unusual or emergency circumstances. Nevertheless, full attendance at BPAC meetings is encouraged and necessary for the proper operation of the BPAC, and in furtherance thereof, the following requirements are established.
2. Any BPAC member who is absent from three consecutive OR four (4) out of six (6) regularly scheduled BPAC meetings shall be deemed to have tendered his or her resignation from the BPAC.
3. The MPO shall, as soon as practical after such resignation, declare the position to be vacant and shall promptly fill same.
4. No BPAC member shall serve at any meetings after he/she is deemed to have tendered his/her resignation.

SECTION VI: AMENDMENTS

A. Amendments:

Amendments to these Bylaws may be endorsed by an affirmative vote of the BPAC, provided a copy of the proposed amendment(s) shall have been sent to every member at least seven (7) calendar days prior to a vote for endorsement by the BPAC. All proposed amendments shall be voted on at regular meetings. Any and all amendments to the Bylaws are subject to approval by the Collier MPO.

B. Prior Agreement:

These Bylaws supersede and replace any and all Bylaws previously adopted by the Bicycle and Pedestrian Advisory Committee.

C. Effective Date:

These Bylaws for the Bicycle and Pedestrian Advisory Committee of the Collier County Metropolitan Planning Organization are hereby endorsed in an open session with a quorum present and voting on September 15, 2020 by the Bicycle and Pedestrian Advisory Committee and subsequently adopted by the Collier Metropolitan Planning Organization on October 9, 2020.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

By: _____
Joe Bonness
BPAC Chair

COLLIER COUNTY
METROPOLITAN PLANNING ORGANIZATION

By: _____
Councilwoman Elaine Middelstaedt, Esq.
MPO Chair

Attested by: _____
Anne McLaughlin
MPO Executive Director

COLLIER COUNTY ATTORNEY

By: _____
Scott R. Teach
Deputy County Attorney