CITY OF MILL VALLEY BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

BY-LAWS

The City of Mill Valley Bicycle and Pedestrian Advisory Committee (Committee) is a citizen's advisory committee which reports to the City Council. The primary staff liaison to the Committee is from the Department of Public Works. Staff liaisons from the Planning and Police Departments also participate.

Section 1: Duties of Committee

The Committee's advisory function shall be to review all issues related to bicycling and walking that fall within the subject areas of engineering, enforcement, education and encouragement. The types of activities include the following:

1. Review and comment on the design of Capital Improvement Program projects, street improvements, and traffic control projects, parking facilities projects, etc, insofar as they relate to walking and bicycling.

2. Assist in the development and implementation of the City's Bicycle and Pedestrian Transportation Plan.

3. Work with staff to promote bicycling as a viable form of transportation

4. Assist in the development and dissemination of pedestrian and bicycle safety awareness and education materials to the community.

5. Provide liaison between the City and the community on issues relating to bicycling and pedestrian activities.

6. Prepare a work plan and report Committee activities to the City Council at least annually.

Section 2: Chairperson

1. The Committee shall elect a chairperson at the first meeting of the calendar year.

2. The chairperson shall serve a term of one calendar year.

3. The chairperson shall preside at all meetings and shall be responsible for expeditious conduct of the Committee's business.

4. The chairperson shall determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order.

5. The chairperson shall rule on questions of parliamentary procedure based generally on Robert's Rules of Order.

6. The chairperson shall sign all resolutions and other documents necessitating his or her signature.

Section 3 Appointment & Term of Members

1. The City Council shall appoint all members of the Committee.

2. Individuals interested in applying for a

3. Committee members shall be appointed by City Council to serve for 3-year terms (2 term maximum).

Section 4 Voting Privileges

1. All members of the Committee shall be entitled to one vote.

2. City staff member(s) shall not vote.

Section 5 Meetings

1. Regular meetings of the Committee shall be held quarterly in January, April, July, and October on the first Thursday of the month at such times as the Committee may agree upon.

2. All meetings and study sessions of the Committee shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act. The Committee may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. Special meetings of the full Committee may be scheduled as needed by the chairperson or a majority of the members.

Section 6 Quorum

A majority of the membership of the Committee constitutes a quorum for conducting business. Decisions of the Committee shall be made by a majority vote of the members present at such meetings.

Section 7 Attendance

Members are expected to maintain a regular attendance record. Members who have 3 consecutive absences unless extenuating circumstances exist will be removed from the active membership roster.

Section 8 Conduct of Meetings

1. The Committee shall conduct its business in accordance with the City of Mill Valley Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.).

2. The chairperson shall take the chair at the time designated for the start of the meeting and shall call the meeting to order.

3. An opportunity will be provided at each meeting for visitor comment on agenda and non-agenda items. Any member of the Committee or member of the public wishing to address the Committee shall first be recognized by the presiding officer. No person, other than the person having the floor, shall enter into discussion without being recognized by the chairperson.

4. The Committee may, by a majority vote of its members, adopt or amend its procedural rules to be followed during meetings.

Section 8: Staff Responsibilities

The level of staff assistance provided to the Committee by a member of the Department of Public Works staff is categorized as liaison in nature and may consist of the following duties:

1. Schedule meetings and arrange meeting space

2. Formulate and prepare agenda in conjunction with the chairperson.

3. Prepare and distribute packets.

4. Present staff report(s) and assist Committee in deliberations and proceedings.

5. Prepare and distribute notes of the meeting proceedings and update BPAC web page.

6. Attend regular Committee meetings.

7. Identify and inform the Committee of projects and other programs that will occur during the year that relate to walking and bicycling and are appropriate for review by the Committee.

8. Coordinate contact with other city staff or advisory bodies as necessary.

9. Conduct orientation of new Committee members.

9. Be the custodian of Committee records.

10. Inform the Committee of correspondence relating to business of the Committee and attend to such correspondence.

11. Sign official documents of the Committee.

Section 9 Amendments

These By-laws may be amended by a favorable vote of the majority of the members attending a meeting at which a quorum is present called in conformity with these By-laws.