

Draft 2/14/2011 Richmond Bicycle/Pedestrian Advisory Committee Bylaws

01. Name

- 01.1. The name of the group shall be the Richmond Bicycle/Pedestrian Advisory Committee, henceforth RBPAC.

02. Purpose

- 02.1. The RPBAC exists to advise the City of Richmond on issues relating to bicycling and walking, particularly policies, programs, and projects that encourage walking and bicycling and that make Richmond safer for these activities.
- 02.2. The RBPAC will develop an annual workplan for each calendar year to reflect priority policies and projects as outlined in the Richmond Bicycle Master Plan as well as the Richmond Pedestrian Plan, when adopted.
- 02.3. A list of accomplishments will be produced through an annual review of the previous year's workplan.

03. Membership

- 03.1. Voting members are Richmond residents who have attended three meetings within the preceding twelve months.
- 03.2. Staff representing the City are not eligible to vote.
- 03.3. In order to best serve the community, members are encouraged to become knowledgeable about issues of bicycle and pedestrian safety, design, policy, standards, and funding processes.

04. Staff Roles

- 04.1. The Planning Department, the Engineering Division, and the Redevelopment Agency, all of which have a role in planning and constructing bicycle and pedestrian facilities, are welcome to participate in RBPAC meetings and to coordinate relevant issues internally.
- 04.2. City staff are invited to present all bicycle and pedestrian policies and projects under consideration by any department of City government to the RBPAC for discussion and input. Items should be placed on the agenda at the earliest possible opportunity so that RBPAC members can have the opportunity for meaningful input.

05. Officers

- 05.1. The Officers of RBPAC shall consist of a Chair, Vice Chair, Treasurer, and Secretary, elected by the members.
- 05.2. Elected officers will serve a term of one calendar year, with no term limits.
- 05.3. More than one office may be held by an individual at one time.
- 05.4. Officers shall be elected annually in March.
- 05.5. Elections shall be conducted via informal paper balloting after individuals have been nominated and have indicated whether they accept or decline the nomination.
- 05.6. Candidates may be self-nominated.
- 05.7. In the event an officer leaves office mid-term, an election shall be held at the next meeting to fill the vacancy.
- 05.8. Roles of Officers
 - 05.8.1. The Chair shall preside at all Board meetings, appoint committee members, prepare agendas and perform other duties as associated with the office.
 - 05.8.2. The Vice Chair shall assume the duties of the Chair in case of the Chair's absence.

05.8.3. The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all and carry out correspondence on behalf of the RBPAC, as directed by the group and/or the Chair.

05.8.4. The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

06. Sub-Committees

06.1. Sub-committees may be created or dissolved as needed by the RBPAC. The chair is an ex-officio member of all committees.

07. Meetings

07.1. Regular meetings shall be held monthly, with a minimum of ten meetings per year.

07.2. A special or emergency meeting may be held at any time when called for by the Chair or a majority of voting members.

07.3. Special or emergency meetings may be convened by email or conference call, and reported upon at next general meeting.

07.4. Agendas shall be provided in advance. Items for the agenda must be sent to the chair at least 7 days before the meeting.

08. Voting

08.1. Five voting members constitutes a quorum.

08.2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. Informal considerations and discussion can occur without a quorum.

08.3. Consensus shall be the preferred decision-making process. When necessary in the interest of time, a simple majority vote of those present shall pass a motion.

09. Conflict of Interest

09.1. Any member of the RBPAC who has a financial or official interest in, or conflict (or appearance of a conflict) with, any matter pending before the RBPAC shall disclose the interest.

10. Fiscal Policies

10.1. The fiscal year of the RBPAC shall be July 1 to June 30.

10.2. The East Bay Bicycle Coalition (EBBC) is the fiscal sponsor of RBPAC.

10.3. Any funding donated to the RBPAC shall be held by the EBBC on behalf of the RBPAC.

10.4. Decisions about spending RBPAC funds shall be made via a vote of members at a regular monthly meeting.

11. External Relationships

11.1. The RBPAC will maintain a relationship with the East Bay Bicycle Coalition through the fiscal sponsorship arrangement and by having an EBBC representative on the RBPAC.

11.2. No one may represent the RBPAC as an official spokesperson unless authorized specifically by the group to convey a specific message about a specific issue.

11.3. RBPAC supports the activities and formation of other cycling and walking organizations.

11.4. The chair is the official spokesperson of RBPAC.

12. Amendments

- 12.1. These by-laws may be amended by a two-thirds vote of members present at any meeting, provided that a quorum is present and provided that notice and a copy of the proposed amendment(s) is available to each member at least one week prior to said meeting and has been properly agendized.