

BYLAWS
OF THE
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE
FOR THE
PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION

March 26, 2013

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION

Mission Statement: "To promote cycling and walking in Pasco County by promoting public awareness, improving safety, extending connectivity, as well as encouraging a friendly and healthy lifestyle through everyday transportation alternatives."

A. Purpose and Functions:

1. Bikeways Planning

- a. Assist the Metropolitan Planning Organization (MPO) in the development of comprehensive bikeways and pedestrian plans and projects for Pasco County.
- b. Propose policies for the development of bikeway and pedestrian system considerations.

2. Plan Review

- a. Annually review the bicycle and pedestrian plans and proposed amendments.
- b. Review the Countywide Transportation Improvement Program for inclusion of bikeway and pedestrian-related projects.

3. Plan Implementation

- a. Recommend bicycle and pedestrian priorities to the MPO in support of the plan for inclusion in State, County, or capital improvement programs.
- b. Recommend projects for inclusion in the MPO's annual list of priority projects, Transportation Alternatives (TA).

4. Education and Coordination

- a. Coordinate bicycle and pedestrian concerns and present them to the MPO.
- b. Assist in the promotion of bicycling and pedestrian enforcement of rules, regulations, and safety programs.
- c. Assist in dissemination of general bicycle information to bicycle organizations and citizens throughout the County.

B. Membership:

1. The Bicycle/Pedestrian Advisory Committee (BPAC) is created by the MPO to serve as a review and advisory body to the MPO in the Comprehensive, Cooperative, and Continuing planning process.
2. Membership of the Bicycle/Pedestrian Advisory Committee (BPAC) shall consist of volunteer members from the community who have technical, professional or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented.

3. A member is a person who consistently attends BPAC meetings and is eligible for selection as a voting member.
4. A voting member will be one of eleven members selected for two-year terms on an alternating annual vote. Absence of three consecutive meetings (without a valid excuse) reduces the person to the status of a new, nonvoting attendee.
5. Voting members may be removed by the MPO Board or a majority vote of the total voting membership.
6. Total voting membership will be eleven (11). Initial membership will be eleven members who are selected based upon their attendance during the first five meetings of the committee. Lots will be drawn to choose which voting members serve one or two-year initial terms. Thereafter, members' two-year terms will expire on the first meeting of the year (January). The first expiration of terms will be in January of 2014. Voting members may be re-elected.
7. Upon vacancy of any voting member position, a general election by the voting members will occur at the next practical opportunity. A new voting member will be elected by majority vote of the total voting membership.
8. A current list of BPAC membership shall be maintained and updated by the MPO staff.

C. **Officers:**

1. A Chair and Vice Chair of the BPAC shall be elected at the first regularly scheduled meeting and shall serve approximately two years or until their successors are elected. Elections shall be held at each January meeting or as soon thereafter as practical.
2. Any voting member may nominate or be nominated as Chair, except the immediately preceding Chair. All elections shall be by the majority vote of voting members present.
3. The Chair shall preside at all meetings and shall be responsible for the agenda, minutes, and conduct of all meetings. The Chair shall be responsible for pertinent BPAC correspondence and information releases. He/she will be assisted in these duties by the staff of the MPO.
 - a. The Chair shall also serve as the liaison between the BPAC and the MPO.
 - b. Whenever the need arises, subcommittees may be appointed by the BPAC Chair with the approval of the voting members of the BPAC present.
4. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair.
5. The staff of the Pasco County MPO will act as staff to the BPAC.
6. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair shall be filled by a majority vote of voting members present at the next regularly scheduled meeting. The new office holder will fill the remainder of the unexpired term of the vacant office.

D. **Meetings:**

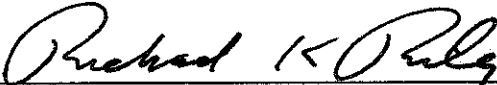
1. The BPAC will generally meet at 5:45 p.m. on dates scheduled by the Chair/Vice Chair and voted on by the members beginning in October 2012. The locations of these meetings are to be determined by the BPAC. The date, time, and frequency of the BPAC meetings may be changed by a majority vote of the voting members.
2. The Chair may reschedule regular meetings or call special meetings when necessary.
3. Each voting member will have an equal vote. A vote on an issue or decision is by a simple majority of the voting members present.
4. Meetings will be open to the public. Opportunities for public comments will be included on BPAC agendas.
5. Agendas for meetings and minutes of the previous meeting should be provided to members about seven (7) days before the meetings.
6. Except as otherwise provided in these Bylaws, the Pasco County MPO BPAC will follow Roberts Rules of Order (see summary in Appendix A) which is common and shall generally be followed as a means of establishing the order of meetings.

E. **Amendments:**

The Bylaws may be amended by a majority vote of the total voting membership. These Bylaws and any and all amendments to the Bylaws will become effective upon affirmative vote of the majority of the total voting membership and subsequent endorsement of the Pasco County MPO.

APPROVED BY THE PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION BICYCLE AND PEDESTRIAN
ADVISORY COMMITTEE

MARCH 26, 2013



RICHARD K. RILEY
Bicycle and Pedestrian Advisory Committee Chair

Appendix A

Overview of Robert's Rules of Order

This is a condensed version of Robert's Rules of Order. It is intended to provide a basic background in parliamentary procedure in order to conduct business in as efficient and orderly a manner as possible.

Addressing the chair

All meetings should be conducted from the "chair" (usually president). Members addressing the chair should refer to the presiding officer as "Brother President".

Obtaining the floor

Before a member may make a motion or speak in debate, he must obtain the "floor". To claim the floor, a member raises his hand and waits to be "recognized" by the chair. The chair will recognize the member by announcing his name or title. This member then has the floor and can stand and speak until he yields the floor by resuming his seat. While a motion is open to debate, there are three important cases where the floor should be assigned to a person who may not have been the first to rise and address the chair. These cases are:

1. If the member who made the motion claims the floor and has not already spoken on the question, he is entitled to be recognized in preference to other members.
2. No one is entitled to the floor a second time as long as any other member who has not yet spoken to the pending motion requests the floor.
3. The chair should attempt to alternate opposite opinions on a question if he is aware of members requesting the floor which have opposing views.

Making a Motion

1. First, a member makes a motion. Though he makes a motion, he uses the word "move" to make the motion (for example: "I move to allocate...").
2. Another member seconds the motion by saying, "I second it" or simply, "Second". It should be noted that a second by a member merely implies that the motion should come before the meeting and not that he necessarily favors the motion. A member may second a motion because he would like to see the assembly go on record as rejecting the proposal, if he believes a vote on the motion would have such a result.
3. The chair then states the "question" on the motion. Neither the making nor the seconding of a motion places it before the council; only the chair can do that by this step (stating the question). When the chair has stated the question, the motion is pending and is then open to debate (providing it is a debatable

motion). If the council decides to do what a motion proposes, it adopts a motion or it is carried. If it decides against the motion, it is rejected or lost.

Appendix A

Amending a Motion

The motion to amend is a motion to modify the wording (within certain limits) of a pending motion before it is acted upon. An amendment must be germane; that is, it must be closely related to or have some bearing on the subject of the motion to be amended.

A motion to amend is handled the same way as a main motion and requires a second to be considered. An amendment is adopted by a majority vote even in cases where the motion to be amended requires a 2/3 vote for adoption.

Point of Order

When a member thinks that the rules of the meeting are being violated, he may make a "point of order", thereby, calling upon the chair to make a ruling and enforce the regular rules.

A point of order:

- can be applied to any breach of the meeting's rules
- is in order when another has the floor
- does not require a second
- is not debatable unless the chair, being in doubt, submits the point to a vote of the meeting; in
- which case, the rules governing its debatability are the same as for an appeal

Previous Question

The previous question is the motion used to bring the meeting to an immediate vote on one or more pending questions. The motion for the previous question:

- takes precedence over all debatable or amendable motions to which it is applied
- can be applied to any immediately pending debatable or amendable motion
- is out of order when another has the floor
- must be seconded
- is not debatable
- is not amendable
- requires a 2/3 vote

Appendix A

Postpone Indefinitely

A motion to postpone indefinitely is a motion that the assembly declines to take a position on the main question. Its adoption kills the main motion, at least for the duration of the session, and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. The motion to postpone indefinitely:

- is out of order when another has the floor
- must be seconded
- is debatable
- is not amended
- requires a majority vote

Adjourn

To adjourn means to close the meeting. The motion to adjourn is a motion to close the meeting immediately, made under conditions where some other provision for another meeting exists and where no time for adjourning the present meeting has already been set. The motion to adjourn:

- is not applied to any motion and no motion can be applied to it
- is out of order when another has the floor
- does not need to be seconded
- is not amendable
- requires a majority vote