



**BYLAWS**

**BICYCLE/PEDESTRIAN ADVISORY COMMITTEE**

**PASCO COUNTY**

**METROPOLITAN PLANNING ORGANIZATION**

**Original: March 26, 2013**

**Amended: April 4, 2017**

**Amended: April 24, 2018**

## **BICYCLE/PEDESTRIAN ADVISORY COMMITTEE**

### **PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION**

The name of this committee shall be the Pasco County Metropolitan Planning Organization (MPO) Bicycle Pedestrian Advisory Committee, hereinafter called the "BPAC," first created on March 26, 2013.

**The BPAC Mission Statement is "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. Functions and Responsibilities**

The functions and responsibilities of the committee shall include, but are not limited to, the following major areas:

1. Bikeways Planning

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

2. Plan Review

- a. A periodic review the bicycle and pedestrian plans and proposed amendments.
- b. Review the Countywide Regional Transportation Improvement Program for inclusion of Bicycle 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 Local improvement programs.
- b. Recommend projects for inclusion in the MPO's annual list of Transportation Planning Programs (TIP) priority projects.
- c. Support other MPO programs and other bicycle/pedestrian initiatives such as: Transportation Alternatives (TA), Safe Routes to School (SRTS), and other funded programs.

4. Education and Coordination

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

**B. Membership:**

1. The Bicycle/Pedestrian Advisory Committee (BPAC) was created by the MPO Board to serve as a vehicle by which public input can be solicited from the citizens of Pasco County, and to recommend and advise the MPO Board by reviewing, reacting to, and providing comments on bicycle and pedestrian planning issues and needs in support of the Comprehensive, Cooperative, and Continuing (3C) transportation planning process.

a. The BPAC shall be composed of thirteen (13) appointed persons who have technical, professional, or personal interests in the provision of safe non-motorized transportation. The committee shall represent geographically diverse areas within the county to assure that a variety of issues are addressed. Each MPO Board voting member may appoint a BPAC member and up to one alternate to represent their area. BPAC members must be Pasco County residents, but do not have to reside in the district or municipality that they represent. Appointments by the individual MPO Board members do not require action or confirmation by the entire MPO Board; however, any BPAC member may be removed by majority vote of the MPO Board or BPAC, with or without cause. The number of BPAC members appointed by the local governments of Pasco County is presented in Table 1, Government Membership.

TABLE 1  
GOVERNMENT MEMBERSHIP

Pasco County	5
New Port Richey	1
Dade City	1
Port Richey	1
Zephyrhills	1

b. Nominations for the remaining four (4) at large members and their alternates shall be made by the agencies listed in Table 2. Such nominations shall be presented to the entire MPO Board at a regularly scheduled meeting of the MPO Board, who may accept or reject such nominations. If a nomination is accepted, the MPO Board shall appoint the nominated at-large member. If the nomination is rejected, the MPO Board may either request a new nomination from the agency that made the nomination, or nominate and appoint a different at-large member.

TABLE 2  
BPAC MEMBERSHIP REPRESENTATION

<u>Type of Agency Representation</u>	<u>Number of Members</u>
Pasco's Sheriff Office (Nominated by Sheriff or Designee)	1
Florida Department of Health in Pasco County (Nominated by Administrator Health Officer or Designee)	1
Pasco County School District (Nominated by Superintendent or Designee)	1
Pasco Community Traffic Safety Team (Nominated by CTST Chair)	1
Total BPAC Membership	13

2. A voting member will be one of thirteen (13) members selected for two-year terms on an alternating basis. Absence of three consecutive meetings (without a valid excuse) shall be grounds for removal by the MPO Board member that appointed such member, or by the entire MPO Board or BPAC.
3. As vacancies occur, nominations and appointments for replacement members shall be conducted in the same manner as the initial appointments.
4. Members of the BPAC shall not be elected officials.
5. One alternate member may be designated to act on behalf of a regular member with the privileges accorded thereto; all alternates only have authority to act and vote when the regular member is absent. The term of each alternate member shall be same as the regular member that they may be replacing.
6. Total voting membership will be thirteen (13) members who will serve a two-year term. The members' terms will expire two years from the date the member was appointed. At that time, voting members whose terms are expired may be reappointed in the same manner that they were initially appointed.
7. A current list of BPAC membership, terms, and attendance 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 the first regular scheduled meeting of the calendar year 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 the BPAC 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 Board, with Chair or designee providing information or presentation as needed to the MPO Board.
  - 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, will have and exercise all the duties and powers of the Chair.
5. The staff of the Pasco County MPO will assist the BPAC on all matters.
6. Any vacancy in office created by resignation or replacement of the Chair/Vice-Chair shall be filled by a majority vote of the voting BPAC members present at the 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 5:30 p.m. on established dates scheduled by the Chair/Vice-Chair and voted on by the BPAC members prior to the Pasco County's Fiscal Year date of October 1. 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 BPAC voting members; otherwise BPAC will meet on the fourth Tuesday of each month.
2. Additional meetings may be scheduled by the MPO Board, the BPAC Chairman, or the MPO staff as required to allow for public input into the transportation planning process.
3. A quorum of five (5) voting members (or their alternates) shall be present at the BPAC meeting for the BPAC to take official action. 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 comment will be included on all BPAC agendas and provided in accordance with Section 286.0114, Florida Statutes. Minutes shall be taken of all BPAC meetings in accordance with Section 286.011, Florida Statutes.
5. Agendas for meetings and minutes of the previous meeting should be provided by email to members at least five (5) days before the meeting and placed on the MPO website. Voting members may request that items be placed on the agenda at a regularly scheduled meeting or by notification to MPO staff at least fifteen (15) days before the meeting.
6. Except as otherwise provided in these Bylaws, the Pasco County MPO BPAC will follow Roberts Rules of Order (see brief summary in Appendix A) which 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 BPAC voting membership or by a majority vote of the MPO Board. These Bylaws and any and all amendments to the Bylaws will become effective upon affirmative vote of the majority of the total BPAC voting membership and subsequent ratification of the Pasco County MPO Board.

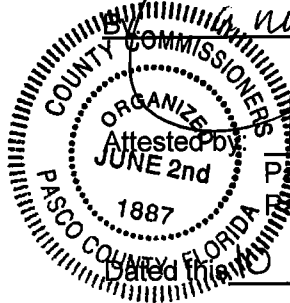
PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

BY: *R. Stovall*  
Dr. Raddy Stovall, Chairman  
Bicycle and Pedestrian Advisory Committee

METROPOLITAN PLANNING ORGANIZATION BOARD

*Annelle S. Hernandez*  
MPO Board Chairman

*Paula S. O'Neil, Ph.D.*  
Pasco County Clerk & Comptroller



Dated this 10 day of May 2018

## 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 an efficient and orderly a manner as possible.

### Addressing the Chair

All meetings should be conducted from the "chair." Members addressing the chair should refer to the presiding officer as "Chair."

### 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 or her 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.

### 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.

## Appendix A

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 two-thirds (2/3) vote

### 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