



## FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC) BYLAWS AND OPERATING PROCEDURES

### ARTICLE I: PURPOSE

**Section 1** *Bicycle and Pedestrian Planning:* The Bicycle and Pedestrian Advisory Committee (BPAC) will advise the FAMPO Policy Committee on implementation of the *George Washington Regional Bicycle and Pedestrian Plan*. The BPAC will also represent federal, state and local governments, community organizations and the general public interests in transportation planning decisions and provide feedback to FAMPO staff on projects relating to active transportation. FAMPO staff will consider recommendations from the BPAC along with public input during decision making and will report recommendations to the FAMPO Policy Committee.

The primary functions of the BPAC are as follows:

1. Provide input and recommendations on the development of the Bicycle and Pedestrian Plan (BPP).
2. Assist FAMPO staff in developing and prioritizing projects contained in the BPP.
3. Assist in the development of an annual report to share progress and accomplishments with the GWRC Board and the FAMPO Policy Committee.
4. Serve as liaisons with key community members, community groups and organizations, help educate the public and encourage participation in implementation of active transportation initiatives.



## ARTICLE II: MEMBERSHIP

**Section 1** *Appointees:* The BPAC shall be made up of staff from the following local jurisdictions, state agencies, interest groups and private. All BPAC appointments shall be made for two-year terms.

- 1. Local Government Staff (One from each locality)**
  - Caroline County
  - Fredericksburg City
  - King George County
  - Spotsylvania County
  - Stafford County
- 2. The Virginia Department of Transportation (One representative)**
- 3. Federal Government**
  - The National Park Service (One representative)
- 4. Relevant Community Interest Groups (one member from each)**

Groups will reflect current BPAC membership composition

**4-a. [guidelines for adding new groups to the membership]**
- 5. Appointed Members of the Public**
  - One from each locality
  - 2 At-large members

Members of the public appointed to the BPAC should have experience and/or expertise in:

- Bicycle and pedestrian advocacy/safety
- Public health aspects of active transportation
- Improving connections between transit and biking/walking
- Walking/biking/mobility needs of seniors and/or disabled
- Walking/biking/mobility needs of school-aged children

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**Section 2** The BPAC membership will fluctuate but shall have at least 10 members. Locality citizen and staff representatives shall be appointed by the ~~Chief Administrative Officers (CAOs) of the~~ governing bodies of the George Washington Region localities. If needed, an alternate may also be appointed. The two at-large members will be appointed by the FAMPO Policy Committee. The members and their alternates representing other agencies and interest groups will be appointed by those agencies/organizations. When making at-large appointments, the Policy Committee shall appoint persons with experience in bicycle and pedestrian planning. FAMPO encourages and promotes diversity in its membership and will seek to represent the needs of a wide variety of users of bike and pedestrian infrastructure in our community.

### ARTICLE III: OFFICERS

Note: If BPAC decides not to elect officers, BPAC staff will conduct all meetings.

**Section 1** *Officers:* The BPAC Officers shall consist of a Chairperson and a Vice-Chair. The Chair will serve a term of one year and the Vice chair will serve for a term of one year and then take up the role of Chair in the second year, serving a total of two years (one in each role).

**Section 2** *Election of Officers:* The nomination of a Chairperson and Vice-Chair will be held in January of each year with the election being held at that or the next regular meeting, depending on the consensus of members present.

**Section 3** *Absence of Officers:* At any given meeting when both officers are absent, the BPAC staff will conduct the meeting.

**Section 4** *Vacancy:* When a vacancy occurs in a Chairperson's position, the Vice Chair will move up and a new election for Vice Chair will be conducted. A new election for both the positions will take place as stated in Section 2.

### ARTICLE IV: DUTIES OF OFFICERS

**Section 1** *Chairperson:* The Chairperson shall preside at all BPAC meetings. Should the chair not be available, the Vice-Chair will preside. Both officers will collaborate with BPAC Staff on agenda items.

### ARTICLE V: MEETINGS



**Section 1** *Regular Meetings:* The BPAC shall meet on a bimonthly basis as determined by need.

**Section 2** *Special Meetings:* BPAC staff may call special meetings of the BPAC.

**Section 3** *Public Participation:* All BPAC meetings shall be open to the public.



**Section 4** *Removal of Members:* Any voting member missing three (3) consecutive meetings without explanation may be removed from the BPAC by the BPAC staff. The regular procedure for appointing a replacement will then be followed.

**Section 5** *Remote Participation:* Remote attendance by a Committee member is allowable due to:

- A personal matter
- A temporary or permanent disability or other medical condition that prohibits attendance
- The member's residence is more than 60 miles away from the meeting location

The specific nature of the reason and the remote location of attendance shall be recorded in the minutes of the meeting.

Remote attendance due to "personal matter" is allowable two times per calendar year.

The voice of the remote participant must be audible to persons present at the meeting location and their votes recorded in the minutes.

Committee member must notify the Chair of remote participation via email prior to the meeting.

## **ARTICLE VI: VOTING**

**Section 1** *Voting:* The BPAC shall operate by vote in its recommendations. All members of BPAC, excluding FAMPO staff, are eligible to vote. Only members present may vote.

## **ARTICLE VII: RECORDING OF MEETINGS**

**Section 1** *Summaries:* Approved summaries of all meetings shall be recorded by FAMPO staff and published on the FAMPO website at:

<http://www.fampo.gwregion.org/bicycleandpedestriancommittee.html>.

**Section 2** *Approval of Summaries:* Summaries of meetings will be approved and adopted by BPAC members at a scheduled meeting.

## **ARTICLE IX: AMENDMENTS**

**Section 1** Amendments to these bylaws shall be voted on by the BPAC membership.



**ARTICLE X: PUBLIC INVOLVEMENT**

**Section 1** *Public Access:* Public involvement and comment is critical to the BPAC. In order to facilitate public comment and involvement, each BPAC member agrees to have his/her name, and contact information (email), published by the FAMPO Administrator in a manner that will allow wide-spread dissemination of information and community outreach on matters before the BPAC.

**Section 2** *Outreach:* It is the obligation of each BPAC member to solicit public comment within their respective communities.

*Adopted \_\_\_\_, 2020*

