



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

Adopted January 20, 2020/Amended October 1, 2020

<https://www.fampo.gwregion.org/bicycle-and-pedestrian-advisory-committee/>

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
 - New Community Interest Groups will be added to or removed from BPAC via majority vote of the members. Defunct Community Interest Groups will be removed from the list by staff.
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

Section 2 *BPAC membership:* The BPAC membership will fluctuate but shall have at least 10 members. Locality citizen and staff representatives shall be appointed by 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.
- 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 Meeting Participation:* It is the policy of BPAC that individual BPAC members may fully participate in BPAC meetings by electronic means as permitted by § 2.2-3708.2 of the Code of Virginia. This policy shall apply to the entire membership and without regard to the matters that will be considered or voted on at the meeting.

Whenever an individual member requests to participate from a remote location, the law requires a quorum of BPAC to be physically assembled at a central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the central meeting location.

When a member notifies the chair or FAMPO staff on or before the day of the meeting, remote participation shall be allowed for the following reasons: (1) a permanent or temporary disability or other medical condition



prevents physical attendance; or (2) a personal matter or personal emergency prevents physical attendance (limited to two per calendar year); or (3) a member lives 60 miles or more from the central meeting location. The general reason for the member's remote participation and the member's general remote location must be recorded in the minutes.

After timely notification to the chair or FAMPO staff, participation from a remote location shall be approved by default unless such participation would violate this policy or provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) of the Code of Virginia. If a member's participation from a remote location is challenged by a BPAC member, then BPAC shall vote whether to allow such participation. If BPAC votes to disapprove of the member's remote participation, such disapproval shall be recorded in the minutes with specificity. The member shall still be permitted to monitor the meeting by electronic means but cannot motion, vote, or otherwise participate.

Section 6 *Virtual Meetings During a State of Emergency:* Pursuant to § 2.2-3708.2 (A) (3) of the Code of Virginia and Acts of Assembly Chapter 1283 enacted April 2020, BPAC may meet remotely without a quorum of the public body physically assembled at one location when the governor has declared a state of emergency in accordance with § 44-146.17 of the Code of Virginia, subject to the following conditions: (1) The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (2) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body; and (3) the meeting otherwise complies with public meeting laws.

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:

<https://www.fampo.gwregion.org/bicycle-and-pedestrian-advisory-committee/>

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.

