

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

**ARTICLE I: PURPOSE**

**Section 1** *Bicycle and Pedestrian Planning:* The purpose of the Bicycle and Pedestrian Advisory Committee (BPAC) is to advise the FAMPO Policy Committee on updating the *George Washington Regional Bicycle and Pedestrian Plan*, to represent state and local governments, community organizations and the general public interests in transportation planning decisions, and to provide feedback to FAMPO staff on projects relating to walking and bicycling. FAMPO staff will consider recommendations from the BPAC along with input from other members of the public during decision making and staff 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, connecting key community members, community groups and organizations as well as educating the public and encouraging participation in implementation of bicycle and pedestrian initiatives in the Region.

## ARTICLE II: MEMBERSHIP

**Section 1** *Appointees:* The BPAC shall be made up of staff from the following local jurisdictions, state agencies, interest groups and citizens as defined by the Policy Committee. 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. The National Park Service (One representative)**
  
- 4. Community Interest Groups (one member from each)**
  - Fredericksburg Pathway Partners
  - Spotsylvania Greenways Initiative
  - The Rappahannock Chapter of the Sierra Club
  - League of American Bicyclists
  - Friends of the Dahlgren Heritage Trail
  - GWRC Green Government Commission
  - Virginia Bicycling Federation
  - Fredericksburg Cyclists Club
  - Fredericksburg Area Trail Management & User Group (FATMUG)
  - Potomac Heritage Trail Association
  
- 5. The General Public**
  - One from each locality
  - 2 At-large members

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

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

**Section 2** The BPAC shall have 24 members and up to 14 alternates. 10 of these members and up to 5 alternates shall be appointed by the CAO's of the governing bodies of the George Washington Region as follows: one staff member and one alternate as well as one member of the public to represent the locality. 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 an interest in bicycle and pedestrian planning. FAMPO encourages and promotes diversity in its membership.

### **ARTICLE III: OFFICERS**

**Section 1** *Officers:* The BPAC Officers shall consist of a Chairperson and a Vice-Chair with a term of one year.

**Section 2** *Election of Officers:* The nomination of a Chairperson will be in June during odd years with the election being held at the next regular meeting.

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

### **ARTICLE V: MEETINGS**

**Section 1** *Regular Meetings:* The BPAC shall meet on a bi-monthly basis.

**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.

## **ARTICLE VI: CONSENSUS**

**Section 1**      *Consensus:* The BPAC shall operate by consensus in its recommendations.

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

**Section 1**      *Summaries:* Summaries of all meetings, including amendments, shall be recorded and published on the FAMPO website at:  
<http://www.fampo.gwregion.org/bicycleandpedestriancommittee.html>.

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

## **ARTICLE IX: AMENDMENTS**

**Section 1**      *Making Amendments:* Any amendment to these Procedures shall be adopted by the Policy Committee at a regular meeting after the recommendation of the BPAC.

## **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, address, and telephone number 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 February 22, 2012*