



BICYCLE/PEDESTRIAN ADVISORY COMMITTEE BYLAWS

SECTION I: NAME

The name of this Committee shall be the Bicycle/Pedestrian Advisory Committee (BPAC) of the Metropolitan Planning Organization for the Miami Urbanized Area (MPO).

SECTION II: PURPOSE

The BPAC shall serve the MPO Board on an advisory basis. The functions and responsibilities of the BPAC shall include, but not be limited to the following major areas:

A. Bicycle and Pedestrian Planning

- Assist the MPO in the development of a Bicycle Facilities Plan.
- Propose policies for the development of this bikeway system.
- Assist the MPO in the development of a Pedestrian Plan.
- Propose policies to improve pedestrian mobility.
- No less than annually review the Bicycle and Pedestrian Plans and propose amendments.
- Review the Miami-Dade County Long-Range Transportation Plan and the Transportation Improvement Program (TIP) for inclusion of bicycle and pedestrian related projects.
- Review proposed projects and recommend improvements to bicycle and pedestrian mobility.
- Recommend Bicycle and Pedestrian Plan priorities to the MPO for inclusion in State, County or local Capital Improvements programs.

B. Education, Encouragement and Enforcement

- Identify bicycle and pedestrian concerns and present them to the MPO Board with recommendations for action.
- Assist in the promotion of bicycling and walking, enforcement of bicycle and pedestrian laws and regulations, and safety programs.
- Assist in the dissemination of appropriate information to bicycle or pedestrian organizations and citizens throughout the County.

SECTION III: MEMBERSHIP, COMPOSITION, APPOINTMENT, QUALIFICATIONS AND TERMS

A. The BPAC shall be composed of twenty-three (23) voting members appointed by the MPO Governing Board. The following interest groups should be considered when selecting BPAC members:

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| a. bicycle clubs | i. transit users |
| b. bicycle shops | j. media |
| c. civic service organizations | k. parents groups (PTA, etc.) |
| d. walking and running clubs | l. students |
| e. interested bicyclists and pedestrians | m. planning |
| f. law enforcement | n. safety office |
| g. legal | o. transportation engineering |
| h. educators and school administrators | p. the elderly |

B. BPAC members serve at the discretion of their appointing MPO Governing Board member. A member having three or more consecutive un-excused absences or five or more absences during a twelve-month



period shall be removed from the BPAC. At a minimum, BPAC member attendance will be reviewed annually during the regularly scheduled December meeting.

SECTION IV: OFFICERS AND DUTIES

- A.** The BPAC will have two Officers, a Chairperson and Vice-Chairperson.
- B.** The Chairperson and Vice-Chairperson shall be elected annually at the regularly scheduled meeting in January and shall hold office for one year or until member resignation. Election of Officers shall be by the majority vote of members present. Any member may nominate another member to be an Officer.
- C.** The Chairperson shall preside at all meetings and shall be responsible for the Agenda, Minutes and conduct of all meetings. The Chairperson shall be responsible for BPAC correspondence and information releases. The Chairperson shall approve, with any necessary modifications, the Agenda which has been jointly developed with the County Bicycle/Pedestrian Coordinator at least seven (7) days prior to any scheduled meeting. The Chairperson shall also serve as a liaison between the BPAC, the MPO Governing Board, and other technical committees whenever the need arises. Subcommittees of the BPAC may be appointed by a Chairperson with the approval of the BPAC.
- D.** The Vice-Chairperson shall, during the absence or inability of the Chairperson to serve, have and exercise all the duties and powers of the Chairperson. The Vice-Chairperson shall also perform such other duties as may be assigned by the Chairperson.
- E.** If both the Chairperson and Vice-Chairperson are absent from a meeting, a temporary Chairperson will be selected by a majority vote of the members in attendance. Any vacancy in office created by resignation shall be filled by a majority vote of members present at the next regular meeting. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.
- F.** If, at any time, the BPAC feels that an Officer is not performing the duties of the office in accordance with Section 4, subsection C, that Officer may be removed from office by a two-thirds vote of the members present at a regular meeting, provided that an item to that effect has been scheduled in accordance with Section 5, subsection C of these Bylaws.

SECTION V: MEETINGS

- A.** The BPAC shall meet at a date, time and place acceptable to a majority of the membership. The date or time may be changed by majority vote of the regular members if ten (10) days notice is given to the members. If circumstances warrant, the Chairperson may cancel or postpone a regular or special meeting and, if necessary, set a new date, time and place for the meeting.
- B.** An agenda shall be prepared prior to each meeting and approved by the Chairperson. The agenda should be distributed with the minutes of the previous meeting approximately seven (7) days prior to all regular meetings. The agenda and any changes to it will be approved by the BPAC at the start of each meeting.
- C.** The Chairperson may call special meetings when it is deemed necessary. Special meetings may be called with a minimum of three (3) days notice, including the meeting agenda and reason for the meeting.
- D.** Whenever reports are to be given, copies will be prepared for each member of the BPAC. When possible, said copies should be mailed with meeting notices.
- E.** Each member shall have an equal vote.
- F.** A quorum shall consist of one-third of the voting membership, and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the BPAC.
- G.** All meetings will be open to the public. Public participation shall be at the discretion of the Chairperson.