

## **DRAFT 3 (FINAL)**

### **Bicycle and Pedestrian Advisory Committee (BPAC)**

#### **BY-LAWS**

##### **I. PURPOSE & OBJECTIVES**

- a. The Bicycle and Pedestrian Advisory Committee (“BPAC” or “Committee”) was created to expand the role of the community in providing advice and recommendations to the City Council regarding active-mobility issues and advance mobility related goals such as:
  - Making transportation physically accessible to everyone;
  - Making roadways safer for all users;
  - Optimizing use of public right-of-way;
  - Expanding options for affordable and convenient transportation;
  - Providing safe routes of active-mobility throughout the City;
  - Creating an active-mobility transportation network throughout the City;
  - Promoting and improving environmentally friendly transportation options; and
  - Encouraging active-mobility options that enhance public health.

##### **II. COMPOSITION & ORGANIZATION**

- a. BPAC shall be composed of up to nine (9) Members appointed by the City Council.
- b. City Council should consider one or more of the following criteria when appointing individuals to BPAC:
  - Active-mobility-related training or experience;
  - Involvement in active-mobility related activities;
  - Membership in active-mobility related organizations;
  - Regular use of Culver City active-mobility infrastructure (i.e. bike lanes, bike parking, sidewalks, bike and walking paths and trails, etc.), as well as transit; and/or
  - Demonstration of avid active-mobility related interests.
- c. All Committee Members are subject to approval and appointment by and serve at the pleasure of the Culver City Council.
- d. In addition to the criteria listed in II.b., every attempt should be made to appoint members of the Committee as follows (labels “dedicated” and “prioritized” are explained in section II.i).

- One (1) seat to be dedicated as “Disability Member,” who is able to represent persons with disabilities in the Culver City community. Preference to be given to an individual recommended by the Disability Advisory Committee. Residency preferred but not required.
  - One (1) seat to be dedicated as “Resident Senior Member,” who is age 55 or older. Residency required.
  - One (1) seat to be dedicated as “Youth Member,” who is between the ages of 16-25. Preference to be given to a student who is enrolled in a secondary or post-secondary school in Culver City or is a Culver City resident attending a nearby school outside Culver City. Residency not required.
  - One (1) seat to be prioritized as “Business Community Member,” who is an individual who owns or is a partner, officer, or manager of a licensed Culver City business that has a physical commercial space located within Culver City and a minimum of three (3) employees. Preference to be given to an individual endorsed by a business association/group in Culver City. Residency not required.
  - One (1) seat prioritized as “Parent Member,” who is a parent of one or more students enrolled at a Culver City Unified School District (CCUSD) school. Preference to be given to an individual recommended by CCUSD staff. Residency not required.
  - One (1) seat prioritized as “CCUSD Member,” who is a teacher or administrator working for CCUSD. Preference to be given to an individual recommended by CCUSD staff. Residency not required.
  - One (1) seat prioritized as “Employee Member,” who is an employee working for a licensed Culver City business that has a physical commercial space located within Culver City. Residency not required.
  - Two (2) seats prioritized as “Resident Member 1” and “Resident Member 2,” who are residents of Culver City. Preference to be given to individuals who reside in areas of the City not otherwise represented among the other seats.
- e. Resident/residency are defined as an individual with their primary residence located within the official borders of the City of Culver City.
- f. Members shall be neither an elected or appointed official of the City nor a City employee.
- g. Terms of Office
- i. Members shall serve two-year (2-year) overlapping terms.
  - ii. Members shall serve a maximum of four (4) consecutive terms at a time, however, members termed-out may be reappointed for additional terms after a two-year period has passed.
  - iii. If a Member serves a partial term in excess of one (1) year, it shall be considered a full term.

- iv. If an applicant will turn 16 years of age within four months of appointment start date, the applicant may be appointed with a later start date and the seat may be held vacant until that time. Term length will not be extended.
- v. All Members shall serve at the pleasure of the City Council. Further, City Council can make exceptions to all terms listed above.
- vi. Term limits do not apply retroactively and shall begin accruing following the end of each Member's current term as of the date of these Bylaws.

#### h. Absence and Removal of Members

- i. Any Member may be removed at any time and without cause by a majority vote of the City Council.
- ii. Any Member who within a six-month period has three consecutive or five absences will be automatically removed. City Council can make an exception to automatic removal at the request of a majority of Members.

#### i. Vacancy

- i. Seats identified as "dedicated" in section II.d. should be filled by a qualified nominee as specified in section II.d.
- ii. For seats identified as "prioritized" in section II.d, in the absence of a qualified nominee, City Council should appoint an individual who is a Culver City resident. Preference should be given to individuals who reside in areas of the City not otherwise represented among the other seats.
- iii. If a mid-term vacancy occurs, the City Council may appoint a qualified replacement for the remainder of the term for that seat.

### III. COMPENSATION & TRAINING

- a. Members of the BPAC shall serve without compensation for their service on the Committee.
- b. Non-City training activities or conference representation as a Committee member shall be pre-approved in advance in writing by Director of Public Works and receipts submitted for reimbursement if funds are available in the Public Works budget.

- c. Members are required to attend mandatory orientation within 90 days of appointment or face possible forfeiture of their appointment. Members may be required to complete additional mandatory training at various times at the discretion of the City Manager.

#### **IV. DUTIES**

- a. It is the function of BPAC to:
  - i. Provide advice and make recommendations to City Council and input to City staff regarding planning and implementation of mobility related programs, projects, policies, and initiatives;
  - ii. Receive community input and foster community engagement on active-mobility related topics; and
  - iii. Perform other duties as directed by the City Council.
- b. As requested by the City Council, the Committee shall report on its actions and prepare a proposed work plan for City Council review.
- c. The operation of the Committee is subject to all applicable laws, including, but not limited to the Culver City Charter, the Culver City Municipal Code, and other ordinances, resolutions, and policies adopted by the City Council.

#### **V. OFFICERS**

- a. Election of Officers
  - i. The Chair and Vice-Chair (Officers) will be elected at the first regular meeting of the fiscal year or as soon thereafter as is reasonable.
  - ii. Officers shall serve a term of approximately one year commencing upon their election and concluding upon the election of their successors.
  - iii. Officers shall serve at the pleasure of the Committee.
  - iv. Although rotation of officer positions is highly encouraged to give all Members an opportunity to lead, Members may serve an unlimited number of Officer-terms during their Committee-term(s).
  - v. If the Office of the Chair is vacated mid-term, the Vice Chair shall automatically become Chair and serve out the remaining term of the vacated position. If the Office of the Vice Chair is vacated mid-term, a new Vice Chair shall be elected at the next regular meeting by a majority vote of the Committee in attendance and serve out the remaining term of the vacated position.

b. Duty of Officers

- i. The Chair shall preside over all Committee meetings, confer with City staff, and act as outlined and required in other sections of these bylaws.
- ii. The Vice-Chair shall act as the Chair in the Chair's absence.

**VI. MEETINGS**

a. Regular Meetings

- i. The Committee shall meet on a bi-monthly (every other month) basis on the third Thursday of that month beginning at 6:00 PM, or at another day or time established by the Committee that will facilitate the Members attendance and input of the public.
- ii. Regular meetings may be cancelled by the Chair, in consultation with City staff, in the event of a lack of sufficient agenda items, lack of quorum, conflicts with other City meetings, holidays, City or community activities, or other reasonable cause. Regular meetings may be rescheduled at the discretion of the Chair, in consultation with City staff.

b. Special Meetings may be called at a meeting by a majority of Members present.

c. All meetings will be held in person at City Hall. When reasonable and as directed by the City Manager, meetings may be made accessible to the public online. While Members may attend a meeting online, they cannot participate as a BPAC Member online, but only as a public attendee. Online Member attendance will not count toward a quorum. Members can only vote and participate in discussions when attending in person.

d. All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the *Ralph M. Brown Act* (commencing with California Government Code Section 54950).

e. *Rosenberg's Rules of Order* shall be the parliamentary standard and general guide for the conduct of meetings, but no action of BPAC shall be invalidated, or the legality thereof otherwise affected, by the failure or omission to observe or follow said rules.

f. Agenda Items may be referred to the BPAC by City Council, added by staff, or added by a majority of Members present at a prior meeting.

g. Quorum & Voting

- i. A majority of Members, whether or not a seat is filled, shall constitute a quorum,
- ii. Each Member shall be entitled to one vote.
- iii. Approval of any matter requires an affirmative vote of the majority of Members present.

## **VII. STAFF SUPPORT**

- a. The Public Works Director and other Public Works Department staff shall provide reasonable staff support to BPAC including, but not limited to:
  - Preparing and posting agendas;
  - Providing meeting facilities and managing meeting logistics;
  - Arranging preparation and dissemination of minutes;
  - Providing communications between Committee and City Clerk, other departments, and/or City Council;
  - Providing technical assistance; and
  - Responding to reasonable requests for information.
- b. A majority of Members present at a meeting may request that City staff from any department research and present at a future meeting information on mobility-related topics. Such requests will be fulfilled as City staff resources allow.
- c. If the Public Works Director determines that a request for information or other Committee request: (1) is outside the duties of the Committee as stated in these Bylaws; (2) requires an unreasonable or infeasible dedication of staff time; or (3) is otherwise unreasonable or infeasible; then the Public Works Director may decline a request by the Committee. The Committee may submit a request for reconsideration of the Director's decision to the City Manager and then to the City Council.

## **VIII. AMENDMENT TO BYLAWS**

- a. These Bylaws may only be amended by resolution of the City Council.
- b. The Committee may review its Bylaws once a year and make recommendations for amendment to the City Council.