

## **DRAFT**

### **Bicycle and Pedestrian Advisory Committee**

#### **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 addressing mobility-related issues with the purpose of advancing the City’s mobility-related goals, including but not limited to:
  - Making transportation physically accessible to everyone;
  - Creating options for affordable and convenient transportation;
  - Providing safe vetted routes of travel throughout the City and making roadways safer;
  - Relieving traffic congestion;
  - Promoting and improving environmentally friendly transportation options, especially walking and biking, to reduce greenhouse gases that contribute to climate change;
  - Encouraging healthy, active mobility options that enhance public health; and
  - Improving quality of life by creating a comfortable and attractive active transportation network throughout the City.

##### **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:
  - Mobility-related training or experience
  - Active involvement in mobility-related activities
  - Membership in mobility-related organizations
  - Active use of Culver City mobility infrastructure (i.e. transit, bike lanes, bike parking, sidewalks, bike and walking paths and trails, etc.)
  - Demonstration of avid 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. The appointed members of the Committee shall be composed as follows:

- One (1) seat dedicated to a Culver City Disability Member who can represent persons with disabilities in the Culver City community, with preference given to an individual recommended by the Disability Advisory Committee;
  - One (1) seat dedicated to a Culver City Resident Senior Member over the age of 55;
  - One (1) seat dedicated to a Student Member between the ages of 16-25, with preference given to an individual who is enrolled in school in Culver City, residency not required, or a Culver City resident attending a nearby school;
  - One (1) seat prioritized for a Culver City Business Community Member, specifically 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, individual residency not required, with preference given to an individual recommended by a business association/group in Culver City;
  - One (1) seat prioritized for a Parent Member who is a parent of one or more students enrolled at a Culver City Unified School District (CCUSD) school, residency not required, with preference given to an individual recommended by CCUSD staff;
  - One (1) seat prioritized for a CCUSD Member who is a teacher or administrator working for CCUSD, residency not required, with preference given to an individual recommended by CCUSD staff;
  - One (1) seat prioritized for a Culver City 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; and
  - Two (2) seats prioritized for Culver City Resident Members, with preference given to individuals who reside in areas of the city not otherwise represented among the other seats.
- e. Resident and residency are defined as an individual with their primary residence located within the borders of the City of Culver City.
- f. Members shall neither be an elected or appointed official of the City nor a City employee.
- g. Terms of Office
- i. Members shall serve four-year overlapping terms.
  - ii. Members shall serve a maximum of two (2) consecutive terms at a time and may be reappointed for additional terms after a four-year period has passed.
  - iii. If a Member serves a partial term in excess of two (2) years, it shall be considered a full term.

- iv. If an applicant will turn 16 years of age within 4 months of the 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.
- vi. Initial terms following new bylaws TBD

#### h. Absence and Removal of Members

- i. Any Member who within a six-month period has three consecutive or five unexcused absences will be automatically removed.
- ii. Any Member who has three consecutive absences may be deemed inactive and removal may be considered at the next meeting, giving Member the opportunity to appeal, and by a majority vote of the Members present may be referred to the City Council for consideration of removal.
- iii. Any Member may be removed at any time and without cause by a majority vote of the City Council.

#### i. Vacancy

- i. Seats defined as “dedicated” should remain vacant until filled by a qualified nominee as specified in Section 2d
- ii. For seats defined as “prioritized,” in the absence of a qualified nominee, City Council may appoint an individual who is a Culver City resident, with preference 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 Committee shall serve without compensation for their service on the Committee.
- b. Members shall take any mandatory training prior to serving or, if deemed appropriate by the City Manager, within 180 days of being appointed by the City Council. 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 the City Council and provide City staff with input regarding planning and implementation of mobility-related programs, projects, policies, and initiatives; and
  - ii. Receive community input and foster community engagement on mobility-related topics.
  - 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 approval.
- c. The operation of 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 meeting of the fiscal year. Officers shall serve a term of one year commencing upon their election and concluding upon the election of their successors.
  - ii. Officers shall serve at the pleasure of the Committee.
  - iii. Although rotation of officer positions is highly encouraged to give all Members an opportunity to serve, Members may serve an unlimited number of one-year Officer terms during their Committee term(s).
  - iv. 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 by a majority vote of the Committee in attendance to 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 regarding meeting agendas, 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 time agreed upon by the Committee that will facilitate the Members attendance and input of the public.
  - ii. Regular meetings may be cancelled by the Chair 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.
- b. Special Meetings may be called at any time by the Chair or by a majority of appointed Members.
- c. All meetings will be held in person at City Hall and, when reasonable and as directed by the City Manager, also made accessible online.
- 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. *Robert's Rules of Order*, or similar procedures (i.e. *Rosenberg's Rules of Order*), shall be the parliamentary standard and guide for the conduct of meetings, but no action of the Committee 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 Committee by City Council, added by staff, or added by Members, requiring a consensus among a majority of Members present.
- g. Quorum & Voting
  - i. A majority of appointed Members shall constitute a quorum.
  - ii. Each Committee Member shall be entitled to one vote. Abstention is not considered voting.
  - iii. Approval of any matter requires an affirmative vote from the majority of Members *present* and not abstaining.
  - iv. Proxy voting is not permitted.

## VII. STAFF SUPPORT

- a. The Public Works Director and other Public Works Department staff shall provide reasonable staff support to the Committee including, but not limited to:
  - preparing and posting agendas;

- providing meeting facilities and managing meeting logistics;
  - taking minutes (or recording and coordinating transcription), preparing and disseminating minutes; and
  - providing technical assistance;
  - and responding to reasonable requests for information.
- b. Members may request that City staff from any department research and present at a future meeting information on mobility-related topics, such requests requiring a consensus among a majority of Members present.
- c. If the Public Works Director determines that a request for information is not within the duties of the Committee as stated in these bylaws or that a request requires a dedication of staff time that is not reasonable within the requirements of day-to-day operations, then the Public Works Director may decline such a request. The Committee may appeal such 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 amendment recommendations to the City Council.