

**SACRAMENTO COUNTY BICYCLE ADVISORY COMMITTEE
BYLAWS**

ARTICLE I - NAME

The name of this Committee shall be the Sacramento County Bicycle Advisory Committee, hereafter referred to as the “Committee.”

ARTICLE II - AUTHORITY

The establishment of this Committee is set forth in Sacramento County Board of Supervisor’s Resolution #2017-0864, dated December 12, 2017, which sets forth the purpose, responsibilities, membership and conditions under which the Committee will operate.

ARTICLE III - STATEMENT OF MISSION

The mission of the Committee is to guide implementation of the Sacramento County Bicycle Master Plan (SCBMP) suited to the needs of individual jurisdictions, advise local government, and advocate for implementation of the plan at the local level.

ARTICLE IV - RESPONSIBILITIES

The responsibilities of the Committee shall include those listed below. The following list shall not be construed in a manner that would restrict the Committee from activities that are consistent and compatible with both the mission stated herein and a specific request or directive for action by the Board of Supervisors.

- (a) Pursue the implementation of the policies and recommendations included in the SCBMP.
- (b) Advise County staff as to the implementation of bikeway facilities recommended by the SCBMP, including establishing criteria and priorities for bikeway implementation.
- (c) Investigate the feasibility of and advise the Board as to the development of programs recommended by the SCBMP concerning bicycle safety and education, bicycle law enforcement and registration, bicycle parking and security, and bicycling and public transit.
- (d) Review and discuss current bicycling issues and advise the Board as appropriate with respect to these issues.

- (e) Provide for ongoing public input and participation with respect to bikeway implementation, bicycling programs, and other bicycling matters addressed by the County BAC.
- (f) Determine the need for and oversee the preparation of periodic updates to the SCBMP, and present the updates to the Board for consideration and adoption.
- (g) Prepare and submit, at least annually, a report to the Board on the status of bikeway implementation, development of the bicycling programs recommended by the SCBMP, and other bicycling issues addressed by the County BAC during the report period.
- (h) Perform other services related to bicycling and bikeways as the Board may direct.

ARTICLE V - MEMBERSHIP

Section 1 – Number

The Committee shall have seven (7) members.

Section 2 – Qualifications for Membership

- 2.1 The 7 members shall be voting members and shall be persons who reside in Sacramento County.
- 2.2 Qualifications to be considered for appointment as a voting member on the Committee include the following:
 - 2.2.1 An interest in and knowledge of bicycle issues as they impact the County; and
 - 2.2.2 Active involvement in the bicycle community; and
 - 2.2.3 A combination of education, experience or training that would enable each member to provide a meaningful contribution in one or more of the following areas: advocacy, employment, rehabilitation, transportation, housing access, legal process of compliance, consultation in the use of assistive technology, the interpretation and formulation of legislation, planning and program development, budget analysis, personnel management, community resources development, and a practical understanding of the SCBMP and the planning documents that describe existing conditions for bicyclists throughout Sacramento County and/or dictate how future infrastructure improvements will improve the County's bicycling conditions.

2.3 A staff person from Sacramento County Department of Transportation shall attend meetings of the Committee.

Section 3 – Member Appointment

3.1 The voting members shall be selected through an interview with each Supervisor’s Chief of Staff. The Chiefs of Staff will thereafter make a recommendation for appointment by the Board of Supervisors.

3.2 Prior to the applicant interview, an applicant for a voting membership is required to attend at least one Committee meeting.

ARTICLE VI - TERM OF SERVICE

Section 1 - Voting Members

1.1 The term of office of each member of the Committee shall be at the pleasure of the Board of Supervisors, which may remove any appointed voting member at any time.

1.3 A vacancy shall exist when a member:

1.3.1 resigns or is removed; or

1.3.2 fails to meet attendance requirements; or

1.3.3 no longer resides in Sacramento County.

ARTICLE VII - OFFICERS

Section 1 – Designation

The officers of the Committee shall be a Chair, a Vice Chair, and a Secretary.

Section 2 – Term of Office

The term of office shall be one year. A member may be elected for any number of terms but may not serve more than two terms consecutively in the same position.

Section 3 – Duties of Officers

3.1 The Chair:

3.1.1 shall provide supervision, direction, and administer leadership over the affairs of the Committee;

3.1.2 shall act as spokesperson of the Committee;

3.1.3 shall preside at regular and special meetings;

3.1.4 may call any special meetings as deemed necessary;

3.1.5 shall prepare the agenda;

3.1.6 shall have unrestricted participation within the Committee.

3.2 The Vice-Chair:

3.2.1 in the event of absence of the Chair, shall exercise all the powers of the Chair;

3.2.2 shall do everything necessary to assist the Chair in the performance of his/her duties;

3.2.3 shall have unrestricted participation within the Committee.

3.3 The Secretary

3.3.1 in the event of absence of the Chair and the Vice Chair, shall exercise all the powers of the Chair;

3.3.2 shall do everything necessary to assist the Chair and the Vice Chair in the performance of their duties;

3.3.3 shall have unrestricted participation within the Committee.

3.3.4 shall review meeting minutes from staff.

ARTICLE VIII –ELECTION AND REMOVAL OF OFFICERS

Section 1 –Election

- 1.1 The Committee shall elect its Chairperson, Vice Chairperson, and Secretary annually at the second meeting of the year.

Section 2 – Removal from Office

- 2.1 An officer may be removed from office with good cause upon a two-thirds (2/3) vote of the majority of the voting Committee members present at any regular meeting.
- 2.2 In the event of the resignation or removal of the Committee Chair or Vice Chair, the Committee shall elect another voting member to the vacated office at its next regular meeting.
- 2.3 In the event that both the Committee Chair and Vice Chair resign or are removed simultaneously, the Secretary shall serve as the Chair until the Committee elects a new Chair and Vice Chair at its next regular meeting.

ARTICLE IX - MEETINGS

Section 1 - Regular Meetings

Committee meetings shall be held on a regularly set scheduled day at least once each quarter. If the regular meeting date falls upon a legal holiday, that meeting may be held on a date that will be selected at the regular meeting preceding the holiday.

Section 2 - Special Meetings

Special meetings of the Committee may be called at any time by the Chair or by at least three (3) members of the Committee. Notice of a special meeting shall be electronically mailed to members seven days in advance of the scheduled meeting date. The notice of the meeting shall specify the time, place, and business to be conducted. No other business shall be considered.

Section 3 - Quorum

- 3.1 Four members of the Committee shall constitute a quorum. No action of the Committee shall be taken unless a quorum thereof is present.

3.1.1. No action or recommendation of the Committee shall be valid unless a simple majority of Committee members present concur therein.

Section 4 – Attendance

- 4.1 Members are expected to attend all Committee meetings. A message to the Chair or staff prior to the meeting, anticipating an absence from the meeting, constitutes an excused absence.
- 4.2 In the event that a member has two consecutive unexcused absences from regular Committee meetings, the Chair or designee will initiate a letter to the member asking him/her to reaffirm in writing his/her intent to remain active. If a member has three consecutive unexcused absences or attends fewer than 50% of the meetings held in a year, he/she shall be recommended by the Chair for removal from the Committee by the Board of Supervisors.
- 4.3 Community attendance and participation shall be welcomed, encouraged, and needed at all regular and special Committee meetings.

Section 5 – Order of Business

- Call to order
- Roll Call
- Role of the Committee and Description of Meeting Procedures
- Public Comment
- Review and Approve Prior Meeting Minutes
- Action Items
- Information Items - Oral
- Staff Comments
- Information Items - Written
- Future Agenda Items

Items on the agenda can be heard in any order.

ARTICLE X – SUBCOMMITTEES

The Chairperson may create standing or special subcommittees, define their powers and duties and appoint the members thereof, upon approval of the Committee. Subcommittees may only include a minority number of Committee members.

ARTICLE XI - AMENDMENTS OF THE BY-LAWS

Amendment of these bylaws may be achieved by a two-thirds (2/3) vote of those Committee members present at any regular meeting, provided that notice of such

proposed amendment has been presented in substance or completed text in writing to the Chair and read by the Chair or his/her designee at a regular meeting held prior to the time the proposed amendment is to be voted upon.

ARTICLE XII - RULES OF ORDER

In the absence of provisions contained herein, all proceedings of the Committee shall be governed by the current edition of Robert's Rules of Order, (Revised).