

# Bylaws

## RALEIGH BICYCLE & PEDESTRIAN ADVISORY COMMISSION

### ARTICLE I

#### NAME

The name of this organization shall be the Raleigh Bicycle & Pedestrian Advisory Commission, hereinafter referred to as the Commission.

### ARTICLE II

#### OBJECT AND PURPOSE

The object and purpose of the Commission shall be to advise the Raleigh City Council (the "City Council") on all matters related to bicycle and pedestrian activities and accommodation within the City of Raleigh (the "City"). The Commission will be responsible for making recommendations to the City Council on the implementation of relevant programs, policies, regulations, and funding priorities regarding cyclist and pedestrian access and accommodation. The Commission shall also promote bicycling and walking as viable and safe transportation alternatives and shall serve as an ambassador for the City in this regard.

### ARTICLE III

#### POWERS

The Commission shall have the following specific powers and duties:

- 1) To advise the City Council on cycling and pedestrian issues;
- 2) To educate and inform the public and local officials on cycling and pedestrian issues;
- 3) To perform special studies and projects as requested by the City Council on cycling and pedestrian issues, including reviewing development plans and site plans which will have a significant impact on bicycle and pedestrian transportation;
- 4) To facilitate citizen participation in local governments' consideration of matters involving cyclist and pedestrian issues;
- 5) To evaluate current or proposed laws, regulations, and best practices concerning cycling and pedestrian issues and to advise the City Council with respect to necessary amendments to such laws, regulations and practices;
- 6) To promote intergovernmental and public/private cooperation and coordination on cycling and pedestrian matters;
- 7) To advise the public and the City Council on matters affecting the relationship between bicycle and pedestrian transportation and parks, schools, transit stops, greenways, and other major facilities and destinations; and,
- 8) To perform other such duties as may be assigned to it by the City Council.

ARTICLE IV  
**ORGANIZATION OF THE COMMISSION**

Section 1. Membership.

The Commission shall consist of not more than twelve (12) members appointed by the City Council. All of the members shall reside within the jurisdiction of the City for planning and regulation of development. The majority of the members shall have demonstrated a special interest, experience, or education in the fields of:

- Transportation;
- Landscape design;
- City planning;
- Health and wellness;
- Physical activity;
- Education;
- Bicycle commuting;
- Bicycle and pedestrian clubs and organizations;
- Youth and children advocacy;
- Senior and disability advocacy.

The length of term of the members shall be no more than two years. All members shall be eligible for reappointment at the discretion of the City Council, up to a maximum of three consecutive terms (six years). In the event of a vacancy, the City Council shall be asked to fill the unexpired term. Members of the Commission shall serve without compensation.

The Chair may request the removal of any member who has three consecutive unexcused absences or who is absent from a total of six regular meetings within a given fiscal year.

Section 2. Meetings.

The Commission shall hold regularly scheduled meetings, except that meetings in July and/or December may be canceled at the discretion of the Chair. Special meetings may be called at the discretion of the Chair and shall be called upon written request of at least three members of the Commission provided that written notice of special meetings is given to Commission members one week in advance of the meeting.

Attendance of a majority of the members of the Commission shall constitute a quorum at a regular or special meeting of the Commission.

All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The Commission shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

The Commission shall follow the rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, except where they are not consistent with these Bylaws or any special rules of order the Commission may adopt.

## ARTICLE V OFFICERS

### Section 1. Personnel and Terms.

The elected officers shall consist of a Chair and a Vice-Chair whose terms shall be for one year. The terms of these officers shall begin on September 1.

### Section 2. Chair.

The Chair shall be the chief executive officer of the Commission and shall approve agendas for and preside over the regular and special meetings of the Commission; shall appoint committees and designate their chairmen; and shall be an *ex-officio* member of all committees.

### Section 3. Vice-Chair.

The Vice-Chair shall assist the Chair and perform the duties and exercise the powers of the Chair in his or her absence.

### Section 4. Election of Officers.

The nomination and election of the Chair and Vice-Chair shall occur during the regular August meeting of the Commission. A slate of officers may be prepared by a nominations committee, appointed by the Chairman, or nominations may be made from the floor. In the event of two or more candidates for one office, there shall be a secret written ballot. Election shall be by a majority of those present and voting. In the event of a vacancy in the offices of Chair or Vice-Chair, the vacancy shall be filled by a nomination and election at the next regular meeting following the meeting at which the vacancy has been announced.

## ARTICLE VI COMMITTEES

The Commission may authorize the Chair to create special or *ad hoc* committees as needed and to appoint additional, non-Commission members to serve on such committees. The Commission may also authorize the Chair to appoint former Commission members to represent the Commission for limited purposes provided that the scope and term of the appointment are specified in writing.

## ARTICLE VII AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Commission, provided that the text of the proposed amendment has been presented in writing at the previous meeting.