



Ada County Highway District Bicycle Advisory Committee Bylaws (FINAL DRAFT JULY 2008)

ARTICLE I: Name

The name of said committee shall be the Ada County Highway District Bicycle Advisory Committee (hereinafter referred to as the “committee”).

ARTICLE II: Form of Committee

The committee shall be an advisory committee made up of volunteers who are active bicycling advocates. Committee members must live in Ada County, and the committee should represent as many jurisdictions as practical and encompass a broad cross section of cyclists, including individual riders and members of the organized cycling community.

ARTICLE III: Purpose

The committee shall make recommendations to ACHD on issues of concern to the bicycling community. The function of the committee shall include, but not be limited to, the following:

- A. Assist in the development and implementation of the goals and objectives of the Ada County Highway District’s (ACHD) Bicycle Master Plan, Roadways to Bikeways.
- B. Make recommendations regarding operations, maintenance and updates to bicycle facilities. Recommendations or proposals advanced by the committee shall be advisory in nature and shall be given due consideration for feasibility and implementation.
- C. Make recommendations to ACHD departments regarding American Association of State Highway and Transportation Officials (AASHTO) and other bicycle facility standards.
- D. Work with local businesses, governmental agencies, and other organizations to encourage bicycling and promote community investment in bicycle facilities.

ARTICLE IV: Membership

Regular membership in this committee shall be open to any individual, without regard to ethnicity, religion, sex, national origin, age, disability, economic status, sexual orientation or any other classification protected by federal or state law. Appointments and terms shall be as follows:

- A. Committee members shall serve terms of two years commencing at the end of the regular meeting in January. Members may serve an unlimited number of terms. All members will be required to request renewal of membership bi-annually. The

membership renewal request must be submitted in writing, including e-mail, to the Committee Chairperson, as defined below.

- B. Starting in January of 2009, half of the committee members shall have terms of one (1) year so that the terms can be staggered. Committee members will draw lots or use whatever other method they deem appropriate to determine the members who will be designed to have one- and two-year terms starting in 2009. Thereafter, all committee members will serve two-year terms.
- C. Member Vacancy -- A committee member position shall be deemed vacant when:
 - 1. An appointee who has not yet been confirmed withdraws his/her application;
 - 2. A member no longer continues to meet qualifications for appointment during the term of office;
 - 3. A member voluntarily resigns prior to the expiration of an appointed term;
 - 4. A member is removed by the ACHD Commission President, with the advice and consent of the ACHD Commission prior to the expiration of an appointed term.
- D. Appointments should be representative of a wide variety of bicycling interests. Appointees shall have an interest in, experience with and a demonstrated commitment to issues pertaining to bicycling and bicycle facilities. Members may currently represent groups, organizations and/or businesses that serve Ada County residents. The committee shall consist of a minimum of six volunteer members, and a maximum of 10.
- E. The ACHD staff member assigned to the committee, or a designee, will attend all meetings. Other ACHD staff members may also attend based on need. Ex Officio members may include representatives from ITD and other government agencies within Ada County.
- F. The committee shall make all reasonable accommodations to enable the participation of its members and/or guests who are persons with disabilities.
- G. There shall be no fee required for membership, nor shall any members receive any financial reimbursement for their services.
- H. Members may not speak to the media or policy making boards on behalf of the committee without permission of the committee. At no time shall volunteer committee members present or portray themselves to the media and or policy making boards as ACHD employees.
- I. Member Resignation: A committee member may resign from committee membership by giving notice, by letter or e-mail, to the chairperson. The notice

shall specify an effective date of resignation, and whenever possible, should be submitted at least 30 days prior to the effective date of resignation.

- J. The committee may recommend to the ACHD Commission that a member be removed for failure to participate in committee activities or for behavior that negatively impacts the committee's purpose or reflects poorly on the District's mission to serve the community.

ARTICLE V: Meetings

The committee shall meet once a month unless otherwise determined by a majority of voting members. The time, hour and place of these meetings shall be set by a consensus of the committee. All meetings of the committee shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law. In the event of the absence of the chairperson at the meeting, the vice-chairperson shall run the meeting. In the absence of the vice-chairperson, the secretary shall run the meeting. In the event of the absence of the secretary a committee member who receives the most votes by the committee shall preside over that meeting.

- A. **Additional Meetings:** When deemed expedient, or at the request of the majority of the committee, the committee chairperson may call additional meetings of the committee to be held at such time and place as stated by the committee chairperson. Additional meetings shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law.
- B. **Quorum:** At any meeting, a quorum shall consist of a majority of the committee/subcommittee(s) members. No action item requiring the committee's vote shall be resolved in the absence of a quorum.
- C. **Conflict of Interest:** Committee members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a committee member or his/her family has a financial interest (tangible gain) or a personal interest which would affect independence of judgment or action in the performance of the member's duties.
- D. **Voting:**
 - 1. The vote on all questions coming before the committee/subcommittee(s) shall be by voice vote, a show of hands, or other effective method. The chairperson of the BAC shall vote in all cases, when present. To pass, a question must receive a majority of the votes; in the case of a tie, the question fails.
 - 2. Upon request by any committee member, a vote will be tallied and recorded in the meeting minutes.
 - 3. **Attendance:** Members are expected to attend all regular meetings, but up to four absences per year may be excused.

E. Minutes:

1. Minutes will be kept of all meetings.
2. Draft meeting minutes will be sent to the committee members, at least five (5) business days before the next meeting. All official records of the committee shall be kept at ACHD's Adams Street office.
3. Draft minutes will be considered for adoption at the next committee meeting and, after approval, will be posted on the ACHD web site and, upon request, will be made available for public inspection during regular business hours.

ARTICLE VI: Officers

- A. The committee chairperson shall be nominated by the committee and be appointed by the ACHD Director, and the vice-chairperson and secretary shall be elected by the committee.
- B. Officers shall serve one-year terms and may be reappointed by majority vote of the committee.
- C. Officers – Duties
 1. Chairperson:
 - a. The chairperson shall preside over all regular committee meetings.
 - b. The chairperson shall formulate the agenda with input from members and ACHD staff.
 - c. The chairperson shall oversee the committee work plan.
 - d. The chairperson shall serve as the spokesperson for the committee.
 - e. The chairperson shall perform such other duties as required and approved by the committee.
 2. Vice-Chairperson:
 - a. The vice-chairperson shall assist the chair in fulfilling his/her duties and shall serve as chairperson during the absence of the chairperson.
 - b. The vice-chairperson shall chair subcommittees on special subjects as designated by the committee.
 - c. The vice-chairperson shall ensure that all committee activities adhere to the committee bylaws.

d. The vice-chairperson shall also perform such other duties as required and approved by the committee.

3. Secretary:

a. The secretary shall assist the chair and vice-chairperson in fulfilling his/her duties and shall serve as the chairperson during the absence of both the chairperson and vice-chairperson.

b. The secretary shall cause to be prepared the meeting agenda and take meeting notes/minutes.

c. The secretary shall also perform such other duties as required and approved by the committee.

D. Officer Resignation: A committee officer may resign from office by giving written notice or e-mail to the chairperson. The notice should be submitted at least thirty (30) days prior to the effective date of resignation.

E. Officer Vacancy: In the event the chairperson is unable to fulfill his/her duties or resigns in the middle of a term, the process of Article VI A. shall apply.

ARTICLE VII: Recruitment, Appointment and Confirmation of Members

Committee vacancies and resignations will be filled in the following manner:

A. Current committee members may forward names of potential committee members for consideration.

B. Committee members will be appointed by the ACHD Commission President with the advice and consent of the ACHD Commissioners.

ARTICLE VIII: Subcommittees

The chairperson shall have the authority to create subcommittees that may be deemed helpful to the work of the committee and the accomplishment of its purpose.

Subcommittees shall cover issues relevant to the mission of the committee.

ARTICLE IX: Finances

The committee shall neither receive funds nor make disbursement of its own authority.

ARTICLE X: Support Services

The ACHD staff member assigned to the committee shall serve as coordinator of the committee. Mailing, telephone and other support services essential to the work of the committee will be provided by the ACHD's Planning & Projects Department.

ARTICLE XI: Amendments

These bylaws may be amended by a majority vote at any meeting of the committee provided that notice of the proposed amendment(s) have been sent to all members ten (10) business days in advance of the meeting.