



## **Ada County Highway District Bicycle Advisory Committee Bylaws** (FINAL DRAFT MAY 2020)

### **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 advisory only and made up of volunteers who are active bicycling advocates. Committee members must live in Ada County or represent groups, organizations and/or businesses that serve Ada County residents, 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 the Ada County Highway District (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 ACHD Roadway to Bikeway Master Plan and provide recommendations to the ACHD Commission.
- 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 regarding American Association of State Highway and Transportation Officials (AASHTO) and other bicycle facility standards.
- D. With approval from the ACHD Commission, the Committee may work with local businesses, governmental agencies, and other organizations to encourage safe 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 chairperson and the ACHD Director or designee to the Committee.
- B. Starting in January of 2009, half of the members shall have terms of one (1) year so that the terms can be staggered. Members will randomly draw names 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 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 shall be removed from the Committee if they miss two (2) consecutive meetings, unless absences are deemed excused by the chair. The request shall be submitted in writing (email or letter) to the chairperson and ACHD Director and approved in advance;
  - 5. 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. The chairperson shall be informed by the ACHD Director of the pending removal prior to formal removal.
- 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 and make a commitment to consistently attend monthly meetings. The Committee shall consist of a minimum of seven (7) volunteer members, and a maximum of thirteen (13).
- 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 the Idaho Transportation Department (ITD) and other government agencies within Ada County. Ex Officio members shall not be entitled to vote.
- 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 Committee membership. Members may receive reimbursement for reasonable travel expenses associated with Committee meetings, including but not limited to expenses for accessible transportation and/or personal assistance. Other actual and necessary expenses may be allowed with the prior approval of the ACHD Director. Verification and documentation of all expenses incurred must be submitted and approved before reimbursement will be made.
- H. Members shall not speak to the media or elected policy making boards on behalf of the Committee without permission of the ACHD Director. At no time shall members represent, present or portray themselves to the media and or elected policy-making boards as an ACHD employee, representative or agent or represent themselves as having decision making authority on behalf of ACHD.
- I. Member Resignation: A member may resign from membership, by letter or e-mail, to the chairperson and the ACHD Director. 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 ACHD.

#### **ARTICLE V: Meetings**

The Committee shall meet once a month unless otherwise determined by a majority of voting members. The date and time of these meetings shall be set by a consensus of the Committee with final approval from ACHD. All meetings shall occur at ACHD headquarters unless otherwise approved by ACHD. 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 the member who receives the most votes by the Committee shall preside over that meeting so long as a quorum is present.

- A. Special Meetings: When deemed expedient, or at the request of the majority of the Committee, the chairperson may call a special meeting of the Committee to be held at such time and place as stated by the 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: Members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a member of his/her family has

a pecuniary benefit, financial interest (tangible gain) or a personal interest that may affect the member's independence of judgment, the ability to be fair and impartial or action in the performance of the member's duties. The ACHD Director shall have the authority to disqualify any member from any Committee action for having a conflict of interest or the appearance of fairness issue.

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 Committee 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 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 three 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 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 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, subject to the advice and consent of the ACHD Director.
- 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 as authorized by ACHD.
- 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: An 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. ACHD shall publicly announce notice of Committee vacancies on the Committee webpage and social media outlets a minimum of one (1) month prior to member appointment.

- B. Current members may forward names of potential members for consideration to the ACHD Director.
- C. ACHD Director shall make reasonable effort to present the names and relevant information of all applicants for Committee consideration prior to Commission appointment. The Committee may take action to formally recommend applicants to fill current vacancies. Notwithstanding, the ACHD Commission President may appoint any nominee or applicant to the vacancy, including any recommendation not formally recommended by the Committee.
- D. 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 specific and limited 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 Director shall designate a staff member assigned to the Committee and shall serve as coordinator for serving 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 only be amended by the ACHD Commission. The Committee may recommend to the ACHD Commission changes to the bylaws.