

Bicycle and Pedestrian Advisory Committee By-Laws

Section 8.0: Authorization and Purpose

- A. The Bicycle and Pedestrian Advisory Committee is established under the authority of the Ozarks Transportation Organization. The committee will use the 3-C (comprehensive, cooperative, continuing) transportation planning process while considering polices and studies appropriate to the committee.
- B. The purpose of the Bicycle and Pedestrian Advisory Committee is to improve bicycling and pedestrian conditions for commuters, children and recreational bicyclists and walkers of the area. The goals of the Committee will be the same of those established in the Regional OTO Bicycle and Pedestrian Plan. In addition the committee will analyze issues arising within the planning area of the Ozarks Transportation Organization from a bicycle and pedestrian perspective and make recommendations to the MPO Board of Directors.

Section 8.1: Membership

The Bicycle and Pedestrian Advisory Committee shall be composed of people involved in planning, bicycle/pedestrian advocacy, safety, or related fields and whose experience and expertise is valuable for supporting the Ozarks Transportation Organization.

- A. Bicycle and Pedestrian Advisory Committee
 - 1. Representative from the City of Willard
 - 2. Representative from the City of Strafford
 - 3. Representative from the City of Republic
 - 4. Representative from the City of Nixa
 - 5. Representative from the City of Ozark
 - 6. Representative from the City of Battlefield
 - 7. Representative from the City of Springfield
 - 8. Representative from City Utilities
 - 9. Representative from MODOT
 - 10. Representative from the Springfield/Greene Co. Parks and Rec. Department
 - 11. Representative from Missouri State University
 - 12. Representative from Ozark Greenways
 - 13. Representative from Greene County Highway Department
 - 14. Representative from Christian County
 - 15. Representative from Missouri Bicycle Federation
 - 16. Representative from the Springfield/Greene Co. Health Department

Section 8.2: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations of the Bicycle and Pedestrian Advisory Committee. Roberts Rules of Parliamentary Procedure herein shall govern any point of order or rule on debate applicable to the deliberations by this committee and not contained.
- B. The Committee shall establish and approve an annual meeting schedule. MPO Staff will normally initiate meeting notices and committee function(s). When providing notification for a meeting at least five days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation can occur. The five days notice may be waived if extenuating circumstances require an emergency meeting and provided that all members have received actual notice of such meeting.
- C. All meetings of the committee shall be open to the general public who may participate at the discretion of the Chairman.
- D. A quorum shall consist of at least one-half of the voting members.

Section 8.3: Officers

- A. The Bicycle and Pedestrian Advisory Committee shall elect a representative from their membership to serve as Chairman at their initial meeting. The Chairman shall serve a one (1) year term to expire the first meeting of the calendar year following the first full-year of the position. Thereafter, each one (1) year term shall commence at the first meeting of the calendar year and end at the first meeting of the following calendar year. The position of Chairman will be filled using the rotation system set-up by the MPO Executive Director.
- B. The Bicycle and Pedestrian Advisory Committee shall elect a Vice-Chairman at their initial meeting. The Vice-Chairman position shall assume the duties of Chairman following his or her respective term. The Vice-Chairman will assume the responsibilities of the Chairman in his or her absence.
- C. Any appointed positions on the Bicycle and Pedestrian Advisory Committee shall commence and/or conclude at the first meeting of the calendar year after the term expiration.
- D. A modification of the Bicycle and Pedestrian Advisory Committee members may occur mid-year if there are changes in staff or resignations.
- E. The Chairperson shall convene and conduct meetings, appoint committees, establish agenda items, with the assistance of the MPO staff, and serve to represent the

interests and consensus of the Committee. The Vice-Chairperson shall fulfill all the Chairperson's duties when the Chairperson is not present.

Section 8.4: Responsibilities

- A. The Bicycle and Pedestrian Advisory Committee shall discuss options, review proposals, and recommend technical methods, procedures, and standards on all policies, reports, programs, and plans related to bicycle and pedestrian issues within the planning area of the Ozarks Transportation Organization.
- B. The Bicycle and Pedestrian Advisory Committee shall discuss and recommend alternative transportation plans and programs to the MPO Board of Directors.

Section 8.5: Staff Support

- A. Staff support for the Ozarks Transportation Organization's Bicycle and Pedestrian Advisory Committee function(s) shall be provided to the committee. This support would include assistance with:
 - a). Facilitating meetings, including preparing agendas, meetings, meeting location,
 - b). Review and approval of the Regional OTO Bicycle and Pedestrian Plan; and,
 - c). Various transportation related work plan tasks.

Section 8.6: Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.
 - 1. Call to Order
 - 2. Approval of minutes of previous meeting(s)
 - 3. Approval of agenda for current meeting(s)
 - 4. Unfinished business
 - 5. New business
 - 6. Presentation of other communications to the committee
 - 7. Adjournment

Section 8.7: Motions

- A. No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- B. The motion shall be reduced to writing by the proposer when required by the presiding officer or any members of the committee.

C. When a question is under debate, the following motion shall be in order and shall have precedence over each other in the order stated:

1. To adjourn to a certain day
2. To adjourn
3. To postpone to a certain time
4. To take a recess
5. To lay on the table
6. To previous question
7. To amend

Motions 1-5 shall be decided without debate.

Section 8.8: Rules of Debate

The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of their acting as the presiding officer.