

**BYLAWS OF THE**  
**Pedestrian Advisory Council**

**ARTICLE I. NAME.**

The name of the body is the Pedestrian Advisory Council.

**ARTICLE II. PURPOSE.**

The City of Austin's Pedestrian Advisory Council (PAC) shall advise on pedestrian planning, design, education, and enforcement efforts regarding the creation, maintenance and operation of pedestrian facilities in order to ensure a safe and enjoyable circulation for both commuting and recreation within the City of Austin. The PAC's goal is to ensure sensitivity to pedestrian issues in the design and implementation of all public and private projects impacting pedestrians.

**Section 1. Pedestrian Policy**

- A. Review and make recommendations on planning documents and criteria manuals prepared by City departments affecting the pedestrian environment. These shall include but are not limited to Imagine Austin Comprehensive Plan, Sidewalk Master Plan, Neighborhood Plans, Land Development Code, Criteria Manuals, and site plans/subdivision applications for private development regulated by the Land Development Code Land Development Code.
- B. Review and make recommendations regarding funding priorities for the Bicycle and Pedestrian Program activities and Capital Improvement Projects, as they relate to walking.
- C. Provide walking information and recommendations to the Urban Transportation Commission (or other boards and commissions) and Council, as needed.

**Section 2. Pedestrian Facilities Implementation**

- A. Review and make recommendations on Capital Improvement Projects developed by City departments and outside agencies to ensure that adequate consideration is given to walkability.
- B. Advise City staff on issues related to public involvement in pedestrian mobility with the goal of developing a consensus among the affected public.

**Section 3. Education and Enforcement**

Advise City staff and Austin area agencies on issues related to promoting walking safety and education.

**Section 4. Citizen Input**

Encourage citizen participation in identifying problem areas, reviewing existing facilities, and planning and implementing new projects and programs.

**Section 5. Advise Other Jurisdictions/Entities**

Review and make recommendations on planning documents, facilities implementation, education and enforcement, and citizen input to agencies and other jurisdictions (i.e. Travis County, CAMPO, Capital Metro, etc.) affecting walking for transportation and recreation.

**ARTICLE III. MEMBERSHIP.**

**Section 1. Membership Qualifications**

- A. Appointment to the PAC is based on an individual's demonstrated knowledge of walking issues and expressed interest in becoming a member. In selecting people for membership, the PAC seeks to achieve a balance among various types of walking interests (urban transportation, disability, children, elderly, public health, recreation, etc.).
- B. Individuals interested in serving on the PAC should be knowledgeable of applicable regulations and plans impacting walking (see Article II, Section 1.A).

**Section 2. Composition of PAC**

The membership of the PAC shall consist of 9 members with full standing and up to 10 alternate members. Of the full-standing members, efforts should be made to ensure geographic representation throughout the City, and that members represent the full-range of walking interests. Members of the PAC shall represent the City as a whole. The specific geographic representation is a recommendation and not a requirement.

**Comment [R1]:** Is this an appropriate number for pedestrian issues? This is how BAC is structured.

**Section 3. Member Expectations**

- A. Members appointed as full members are expected to attend meetings and perform the work of the Council.
- B. Members with a conflict of interest in any matter before the Council shall recuse themselves from voting and abstain from discussion on the matter.

**Section 4. Elections**

- A. Qualifications: Any adult residing and/or working in the City of Austin shall be eligible for membership. Applicants should have an interest in walking, promoting walkability, and make a commitment to attend monthly meetings and participate in the work of the PAC.
- B. Becoming a Member: Invitations to apply for membership will be offered to the community at intervals not to exceed two years. Applications for membership are made through the Bicycle and Pedestrian Program.

A membership subcommittee shall be formed to review applicants' qualifications and make recommendations for membership.

- C. Elections: Full members and alternates will be elected by the PAC when vacancies occur. Five full-standing members and five alternate members shall be elected in odd-numbered years. Four full-standing members and five alternate members shall be elected in even-numbered years. Alternate members may also be appointed to serve in place of a member in case of an extended absence.
- D. Elections Voting: Each full standing member and alternate member may vote for as many candidates as there are vacancies for the given type of position. Voting will be done by secret ballot and the votes will be collected and counted by PAC staff. The top vote-getters will be elected to the given position. If any of the seats up for election is a vacated seat with less than a 2-year term remaining, the seats will be awarded in order of votes received with the full terms being awarded first and the shortest term being awarded last.

Comment [R2]: Language will ultimately be made through department/division/program where staff to PAC is housed.

#### **Section 5. Tenure**

- A. Length of Service: Members shall serve for a two-year term or until a successor is elected and may reapply for membership.
- B. Removal of Voting Members: If any member is absent without good cause from three consecutive regular meetings, the PAC may declare this position vacant.
- C. Resignation: A member who seeks to resign from the council shall submit a written resignation to the chair of the council or the staff liaison. The Chair shall appoint an alternate to assume the position, with right of first refusal going to the longest serving alternate.

### **ARTICLE IV. OFFICERS.**

#### **Section 1. Officer Positions**

The officers of the council shall consist of a chair and a vice-chair.

#### **Section 2. Duties of Officers**

A. The chair shall preside at board meetings, appoint all committees, represent the PAC, and approve each final meeting agenda.

B. In the absence of the chair, the vice-chair shall perform all duties of the chair.

### Section 3. Elections

A. Officers shall be elected annually by a majority vote of the 9 full members at the first regular meeting after October 1<sup>st</sup>. Voting will be done by secret ballot and the votes will be collected and counted by PAC staff. If a PAC member is unable to vote, then that member shall designate someone to vote in his/her place. Votes will be counted by PAC staff. The top vote-getters will be elected to the given positions.

In the event of an officer vacancy, the council may hold an emergency election.

B. A nominating subcommittee shall be formed annually at the August meeting. The subcommittee shall report at the September meeting and elections shall be held at the October meeting to be effective that meeting. Additional nominations for the floor shall be permitted.

Comment [R3]: Language from UTC bylaws. When do we want to set up elections?

Comment [R4]: Will we follow the same calendar as the BAC? Are there advantages/disadvantages to this?

### Section 4. Officer Terms

A. The term of office shall be one year, effective upon election through subsequent officer elections.

B. No officer may serve more than one consecutive term in the same office.

## ARTICLE V. AGENDAS.

### Section 1.

Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.

### Section 2.

The PAC staff liaison shall make the agenda available to the public in a manner consistent with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

## ARTICLE VI. MEETINGS.

### Section 1. Monthly Meetings

- A. A regular monthly meeting shall be held on the **first Monday** of the month in City Hall, unless otherwise agreed upon. Time and duration of the meeting shall be determined by the PAC.
- B. The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more full members. The call shall state the purpose of the meeting.
- C. Five members constitute a quorum.
- D. **PAC staff shall be responsible for** meeting minutes, establishing and distributing the meeting agenda, reserving a meeting space, and recording attendance of full members.

**Comment [R5]:** I chose this particular day in order to consider items in advance of Urban Transportation Commission which meets on the 2<sup>nd</sup> Tuesday of the month, as well as to avoid time conflicts with other boards and commissions relevant in scope (Council, UTC, BAC, Planning Commission, Zoning and Platting, Board of Adjustment, Design Commission, Land Development Code Advisory Group, Public Safety (as long as PAC meets after 6pm), Environmental Board, Downtown Commission.

**Comment [R6]:** Would a formalized relationship with UTC require staff to perform additional duties?

**Section 2. Conduct of Meetings**

- A. A consensus-based decision making process will be utilized. Meetings shall be conducted in a three-step process:

Step One: Informal Discussion.

The Chair shall preside over an informal discussion. At the discretion of the Chair, the conduct of the meeting shall move into “Step 2” when a complex issue arises.

Step Two: Formal Discussion.

A “Stack” will be formed, for a formal discussion. A stack is a chronological list of speakers. This is necessary to maintain order during the discussion. The stack will be limited to nine (9) members and discussion will be limited to 3 minutes per speaker. If the group still cannot come to a unanimous agreement or if the stack exceeds nine members, the conduct of the meeting shall move into “Step 3”.

Step Three: Robert’s Rules.

The Chair shall conduct the meeting according to Robert’s Rules of Order. A motion is made and seconded. Discussion may continue, after which a vote will commence according to standard practice.

1. A majority of members (5) with full standing, including alternates designated as full members for the meeting, shall constitute a quorum for the transaction of business at any regular meeting.
  2. The act of a majority of the members present at the meeting at which there is a quorum shall be the act of the PAC.
- B. In the event of the absence of a full standing member, that member may designate an alternate member to take his/her place at that meeting by notifying the Chair or staff of their

preference before the start of the meeting. If the absent member does not designate an alternate, then the chair shall designate an alternate.

**ARTICLE VII. BRIEFINGS TO THE  
URBAN TRANSPORTATION COMMISSION**

**Section 1.**

- A. Periodically, as scheduled or as requested by the chair of the PAC or the chair of the Urban Transportation Commission, a PAC designee shall appear before the Urban Transportation Commission's regularly scheduled meeting to brief the Commission on PAC projects and on matters related to walking.
- B. The chair of the PAC shall appoint a member to brief the Urban Transportation Commission.

**Comment [rna7]:** Especially seeking comments on this in order to ensure that this language captures the desired formalized working relationship with the UTC.

I need buy-in from the BAC on this language. The liaison relationship should be the same for both groups to the UTC.

**ARTICLE VIII. SUBCOMMITTEES.**

**Section 1.**

- A. There shall be at least two standing subcommittees: Technical Subcommittee and Project Subcommittee.
- B. Additional subcommittees may be established by an affirmative vote of the board to effectively perform the work of the PAC.

**Section 2.**

- A. Each subcommittee shall consist of at least three PAC full members and/or alternate members appointed by the chair.
- B. The chair shall appoint a PAC member as the subcommittee chair, with the member's consent.

**ARTICLE IX. AMENDMENTS TO BYLAWS.**

**Section 1. Process**

Proposed changes to the bylaws of the PAC shall be introduced at a regularly scheduled meeting of the BAC.

If a motion to discuss a bylaw amendment is seconded, a four-step process will be observed:

Step One: Discussion regarding the proposed bylaw.

Step Two: Determination of final proposed bylaw language, accomplished by a simple majority vote of eligible voting members present.

Step Three: Distribution of proposed bylaw language to all full-standing and alternate PAC members.

Step Four: Final vote of the proposed bylaw amendment will take place at the next regularly scheduled meeting of the PAC.

**Section 2. Requirements for Adoption**

A two-thirds majority of eligible voting members present shall be required to amend the bylaws.

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