

# **BYLAWS OF THE BICYCLE ADVISORY COUNCIL**

## **ARTICLE I. PURPOSE**

The purpose of the Bicycle Advisory Council (BAC) is to advise the City of Austin and other jurisdictions on all matters relating to the use of the bicycle, bicycle infrastructure, and individuals of all ages and abilities who utilize bicycles. The responsibilities of the BAC shall include but are not limited to:

### **Section 1. Advising & Recommendations**

For all City of Austin departments and other public and private entities:

- A. Review and make recommendations on policies, programs, projects, and plans that affect or relate to bicycling.
- B. Review and make recommendations regarding funding priorities as they relate to bicycling.
- C. Provide information and recommendations to boards, commissions, councils, and City Council, as needed.
- D. Advise on issues related to public involvement processes in bicycling-related projects.

### **Section 2. Citizen Input**

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

## **ARTICLE II. MEMBERSHIP**

### **Section 1. Composition**

The membership of the BAC shall consist of 9 members with full standing and up to 10 alternate members.

### **Section 2. Eligibility and Qualifications**

Any adult living or working in the City of Austin shall be eligible for membership. Applicants must agree to make a commitment to attend monthly meetings if elected.

### **Section 3. Applications**

An invitation to apply for membership will be extended to the community once per year. Applications for membership are provided by and submitted to the staff liaison.

#### **Section 4. Elections Process**

- A. A membership subcommittee shall be formed before the annual application deadline. The subcommittee can only consist of full or alternate members that are not up for election. The subcommittee shall meet to review and discuss applications prior to the elections and shall provide a list of their recommendations to the entirety of the BAC membership by the elections meeting.
- B. Five full members and five alternate members shall be elected in odd-numbered years. Four full members and five alternate members shall be elected in even-numbered years.
- C. Each full member and each alternate member may vote for as many candidates as there are vacancies for the given type of position. Voting will be conducted by secret ballot and the votes will be counted by the staff liaison, if available. 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. In case of a tie, the top vote-getters who are tied will be placed on a run-off ballot and each full and alternate member may cast a vote in the run-off. This should continue until a winner emerges. If for some reason a tie cannot be resolved, the chair will appoint the candidate of their choice between the tied candidates.
- D. Should a full member vacate their seat or have their seat vacated, a vote will be held to consider current alternate members as candidates to assume the remainder of that full member's term. In case of a tie, the chair will appoint the alternate member of their choice between the tied candidates.

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

- A. All full and alternate members shall serve for a two-year term or until a successor is elected.
- B. Full or alternate members shall serve for a maximum of ten consecutive years before they must relinquish any membership on the BAC (full or alternate) for at least a two-year period. No more than four consecutive two-year terms may be served as a full member.

- C. Members may reapply for membership each election cycle, provided they have not met their maximum consecutive term limit at that time. Members who have served ten consecutive years may reapply for membership after a two-year waiting period.
- D. If any member is absent without good cause from three consecutive regular meetings or four regular meetings within a rolling 12-month time period, the BAC may declare this position vacant. Good cause is determined at the discretion of the Chair.

## **ARTICLE III. OFFICERS**

### **Section 1. Positions**

There shall be a Chair and a Vice-Chair for the BAC. Each officer **may** serve a one-**or two**-year term, or until their successors are elected. Only full members are eligible for either of these positions.

### **Section 2. Elections Process**

Officer elections shall be held at the elections meeting after members have been elected and seated for the new term.

### **Section 3. Voting Eligibility and Process**

Each full member and each alternate member present at the elections meeting may vote by secret ballot for officer positions. Votes will be counted by the staff liaison, if available. The top vote-getters will be elected to the given positions. In case of a tie, the top vote-getters who are tied will be placed on a run-off ballot and each full and alternate member may cast a vote in the run-off. This should continue until a winner emerges. If for some reason a tie cannot be resolved with both full and alternate members voting, an additional run-off will be held in which only the nine full members are eligible to vote. Should any full member be absent from the elections meeting, they should designate an alternate member in advance who would be available to take their place in the event of this type of run-off.

### **Section 4. Tenure**

No officer may serve more than **two** full consecutive **terms** in the same office.

## **ARTICLE IV. MEETINGS**

### **Section 1. Monthly Meetings**

A regular monthly meeting shall be held on the third Tuesday of the month in City Hall, unless otherwise approved by the Chair and the Vice Chair. Time and duration of the meeting shall be determined by the BAC. All meetings are open to the public.

## **Section 2. Conduct of Meetings**

- A. At the beginning of each meeting directly following the call to order, to encourage participation and engagement of all attending, the Chair should announce that all individuals present may contribute and speak up on any issue that concerns them, regardless of their status related to the BAC.
- B. Meetings shall be conducted according to the following process:
  - 1. Discussion
    - a. The Chair shall preside over a discussion involving all present at the meeting. The discussion should be inclusive and consensus-oriented.
    - b. Should a more complex issue arise, the Chair has the discretion to order speakers and limit the amount of time per speaker.
    - c. Throughout the discussion, the Chair should regularly gauge the room and, at their discretion, move to ask for formal consensus, as described in IV.2.B.2.a.
    - d. If the item exceeds its allotted time on the agenda, the Chair may move directly to a vote-based decision-making process at their discretion.
  - 2. Decision-Making
    - a. If there is a possible action under consideration, the Chair should formally ask all attendees if they are in consensus. If all are in consensus, this should be recorded as a no contest vote passed by consensus. If all are not in consensus, anyone not in consensus should be officially recorded and the Chair may move to a vote-based decision-making process at their discretion. Moving back to discussion when someone is not in consensus is at the discretion of the Chair.
    - b. A vote-based decision-making process requires that a majority of full members (5), including alternates designated as full members for the meeting, be present to constitute a quorum. These members will constitute the voting members for the meeting. In order to take action, an official motion must be made regarding the possible action by a voting member.

The official motion must then be seconded by another voting member. After the motion is seconded, a verbal vote should be taken by the Chair in which all voting members in favor, opposed, and abstaining should be recorded. During the vote-based decision-making process, a BAC motion shall be approved with a majority vote.

- C. Any BAC full or alternate member may propose an item to be on a future agenda by oral or written request. City staff may also place items on the agenda. Staff will consult with the BAC Chair to create each monthly agenda and to decide which requested items are placed on each agenda. The BAC Chair will approve each final agenda. Staff will be responsible for distributing each agenda and meeting minutes.
- D. In the event of the absence of a full member, that member shall designate an alternate member to take their place at that meeting. If the absent member fails to designate an alternate, then the Chair shall designate an alternate.
- E. In the event of the absence of the Chair, the Vice Chair will act as Chair for that meeting. Should both the Chair and the Vice Chair be absent from the meeting, the Chair shall designate a full member to take their place as Chair for that meeting. If the Chair is unable to designate a replacement, the Vice Chair shall assume the responsibility for designating the full member to lead the meeting as Chair.

## **ARTICLE V. AMENDMENTS TO BYLAWS**

- A. The proposed change will be brought up at a regularly scheduled meeting of the BAC.
- B. The final wording of the amendment will be discussed, amended and then voted on by the eligible voting members present.
- C. After being voted on by the eligible voting members at the meeting, the proposed amendment will be posted publicly and circulated to members within 14 days.
- D. At the next regularly scheduled meeting of the BAC, the proposed amendment will be voted on with a two-thirds majority of the eligible voting members present needed for passage. If any modifications are needed to the amendment's language, the BAC must return to the step detailed in V.B.

## **ARTICLE VI. SUBCOMMITTEES**

### **Section 1. Purpose and Timing**

- A. BAC subcommittees may be established to more closely examine a project or issue and report recommendations back to the full BAC for possible action.
- B. Subcommittees shall have the flexibility to set subcommittee meetings at any date or time as necessary, so long as notice is provided publicly at least 72 hours in advance.

**Section 2.                      Composition**

- A. The BAC Chair shall appoint a full or alternate member as the subcommittee chair, with the member's consent.

All BAC subcommittee meetings ar