

# **BICYCLE/PEDESTRIAN ADVISORY BOARD BY-LAWS**

*(Originally adopted 8/27/97, revised 11/28/06 - VI. Meetings section, revised 7/14/08 – IV. Membership)*

## **I – NAME**

The name of the advisory board shall be the Bicycle/Pedestrian Advisory Board, hereinafter referred to as the “Board.”

## **II – PURPOSE**

The purpose of the Board is to make recommendations to local transportation agencies regarding bicycle and pedestrian issues as further defined in Item III Duties.

## **III – DUTIES**

As stated in the City of Gainesville Resolution No. R-94-74, Alachua County Resolution R82 52, and the Metropolitan Transportation Planning Organization for the Urbanized Area Resolution 95-3. The duties of the board are to:

1. Make recommendations to the City Commission, County Commission, and the Metropolitan Transportation Planning Organization on all matters concerning planning, implementation, and maintenance policies, programs and facilities for the safe and efficient integration of bicycle and pedestrian transportation in the Gainesville Metropolitan Area and the Alachua County transportation systems. This shall include, but not be limited to, the design of roadway bicycle facilities, bicycle paths, sidewalks, jogging paths, hiking trails, bicycle parking, and the enforcement of motor vehicle, pedestrian and bicycle safety regulations.
2. Make recommendations to the Commissions and the Metropolitan Transportation Planning Organization regarding budgetary matters in connections with it’s duties.

## **IV – MEMBERSHIP**

The board shall consist of twelve (12) voting members, four (4) being appointed by the Board of County Commissioners of Alachua County, four (4) being appointed by the Gainesville City Commission, four (4) being appointed by the Metropolitan Transportation Planning Organization for the Gainesville Metropolitan Area, and one (1) student seat member being appointed by the City Commission. Appointments shall be made from a common pool of applicants who reside in Alachua County. The applicants shall be kept on file by staff. All voting members shall be appointed for a three (3) year term, except for a person who is appointed to fill a vacated Board membership term. Alachua County appointment terms shall expire August 31<sup>st</sup>, MTPO appointment terms shall expire October 31<sup>st</sup>, and City appointment terms shall expire December 31<sup>st</sup> (with the exception of the student seat member).

Any voting member appointed to the board is automatically removed from the board upon filing with the Clerk of the appointing Commission or Organization, the official roster indicating failure to comply with the attendance policy for advisory boards established by the appointing Commission or Organization. The Board shall include three (3) ex-officio non-voting members who shall be appointed as follows: One (1) shall be appointed by the County Commission from the Office of the Alachua County Engineer Growth Management, one (1) shall be appointed by the City Commission from the City Public Works Department and one (1) shall be appointed by the Florida Department of Transportation from its District II office.

## **V – NOTICE OF MEETINGS**

Notices and tentative agendas shall be sent to all board members, other interested parties, and the news media at least 4 days prior to the Board meeting. Such notice shall state the date time, and place of the meeting.

## **VI – MEETINGS**

The Board shall meet as often as necessary in order to meet its responsibilities. The Board shall hold regular meetings at least once every two (2) months. Special meetings may be called by the Chairman or a majority of the Board with seven (7) days advance written notice to members, if possible. At all meetings of the Board, the presence in person of seven (7) members of the Board shall constitute a quorum for the transaction of business. The student adjunct member shall vote, but does not count as part of the quorum.

In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting any business may be transacted which might have been transacted at the meeting as originally called.

At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these By-laws, shall be decided by the vote of a majority of the members of the Board present.

As required by Florida Statute Chapter 286.012, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board unless when there appears to be a possible conflict of interest with a member or members of the Board.

Prior to the vote being taken, member(s) must publicly state to the Board the nature of his or her interest in the matter on which the vote is taken. Within fifteen days of the vote, the member(s) shall disclose the nature of his or her interest as public record.

A Board member is considered in attendance at a regular Board meeting when said member is present for at least two-thirds of the total length of the meeting.

## **VII – OFFICERS**

Officers of the Board shall consist of a Chairperson, a vice-chairperson and a Secretary. The term of office shall be one year beginning at the October meeting.

The Chairperson shall lead the meetings and is responsible for developing the Board agendas, minutes and notices. The Chairperson is also responsible for developing the Bicycle/Pedestrian Advisory Board Annual Workplan and special budget request presentation to the City Commission. Staff to the Board shall assist the Chairperson in the development of the Board's Annual Workplan, budgeting, meeting, agenda and notices.

The Vice-chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice-chair shall lead the meeting. The Secretary shall take attendance at all meetings.

## **VIII – STAFF**

The Board will rely on staff provided by the City Commission. Staff shall assist the Officers of the Board and Board-designated subcommittees in fulfilling their duties and responsibilities.

## **IX – SUBCOMMITTEES**

Subcommittees shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Board.

## **X – CONDUCT OF BUSINESS**

The Board and committees serving the Board shall conduct business in accordance with Robert's Rules of Order, latest revised edition except when in conflict with these By-laws.

## **XI – ADOPTION AND AMENDMENT**

These By-laws shall be adopted by a majority vote of the Board members present at a regular meeting provided they have been distributed to each member at least seven (7) days prior to the date of the meeting.

These By-laws may be amended by a majority vote of the Board members at a regular meeting provided that the proposed amendments have been distributed to each member at least seven (7) days prior to the day of the meeting.

## XII – CERTIFICATION

The undersigned hereby certifies that he/she is the Chair of the Bicycle/Pedestrian Advisory Board (B/PAB) to the City of Gainesville Commission, Alachua county Commission and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and that the foregoing is a full, true, and correct copy of the By-laws of this Board as adopted by the Bicycle/Pedestrian Advisory Board the 27<sup>th</sup> day of August, 1997.

Originally Signed Jim Leary, Chair

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Revision: 11/28/06

Bicycle/Pedestrian Advisory Board  
 Meeting Minutes - Tuesday November 28, 2006 - 7:00 PM  
 Grace Knight Conference Room (2nd Fl)  
 Alachua County Administration Building  
 12 S.E. 1st Street  
 Gainesville, Florida

### VI. BOARD ITEMS DISCUSSED

#### B. - BPAB By-Laws

**ACTION:** Randy W. moved approval of BPAB by-law revision to indicate quorum requirement as being 50% + 1 of members presently appointed, as opposed to 7 members present; Julia R. seconded and motion passed unanimously.

Dekova T. Batey, Staff Liaison  
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 Bicycle/Pedestrian Advisory Board  
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Revision: 7/14/08

City Commission Meeting...Student Seat policy change

BPAB By-laws  
 Aug. 1997, rev. Nov. 2006, rev. July 2008  
 Updated: Dekova Batey, BPAB Staff Liaison 1/11/11



## Legislation Details

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**File #:** 080147.      **Version:** 0      **Name:** Student Seat Policy (B)  
**Type:** Discussion Item      **Status:** Passed  
**File created:** 7/14/2008      **In control:** Clerk of the Commission  
**On agenda:**      **Final action:** 7/14/2008  
**Title:** Student Seat Policy (B)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [080147\\_SS\\_Policy\\_20080714.pdf](#)

Date	Ver.	Action By	Action	Result
7/14/2008	0	City Commission	Approved as Recommended	Pass

## City Commission Student Seat Policy Recommendation

1. Student Adjunct seats are now called student seats
2. Deadline for seats-November 1
3. Applicants should attend any one meeting of the City Commission, a Standing Committee, the MTPO, the CRA or any one of Gainesville's other Advisory Boards or Committees to express their interest in serving.
4. Openings will always be advertised on the first Monday following the second home football game each Fall.
5. Terms will be filled for two years with openings/vacancies only filled as needed using either unsuccessful initial candidates or the normal recruitment process for standard advisory boards.
6. Students may apply for a maximum of two boards and/or committees
7. Openings will be announced utilizing as needed but not limited to the following:
  - a) University of Florida Academic Department List serves
  - b) Alligator
  - c) Posters/Flyers
  - d) University of Florida Student Government
  - e) Santa Fe College Student Government
  - f) Honor Societies
  - g) Mayor and/or City Commission recruitment
  - h) The Student Community Relations Advisory Board
  - i) City of Gainesville Web Site
  - j) TV 12
  - k) Personal Networking Computer Resources
8. On line applications will only be shown on the City's Web site from the opening day through the final deadline and as needed to fill vacancies.

Item	Y	N	Approve with conditions/notes	Responsibility	Due Date
<b>Student Adjuncts</b>					
9. Rename "Student Adjunct" to "Student Seat."			5/12/08: Approve	City Clerk	
10. Advertise the student seats in the fall and extend application deadline until November 1.			5/12/08: Approve	City Clerk	
11. Alter the meeting requirements to attend ANY meeting of a city advisory board.			5/12/08: Approve	City Clerk	
12. Set a fixed date for announcement of the board openings.			5/12/08: Approve	City Clerk	