

## **BICYCLE ADVISORY COMMITTEE (BAC)**

### **A Standing Committee of the Transportation Advisory Board (TAB)**

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#### **Committee Procedures**

The Bicycle Advisory Committee of the [Transportation Advisory Board](#) may choose to create formal bylaws, as long as these are compatible with the governing documents of the Transportation Advisory Board. In the interim, the below procedures will guide the operations of the Committee.

#### **Membership**

General membership information including the application, appointment process and term lengths is included on the Bicycle Advisory Committee's main page (<http://www.slcgov.com/bc/boards-and-commissions-bicycle-advisory-committee>).

*Vacancies:* Vacancies occurring in the membership of the Committee shall be filled by appointment by the Mayor with the advice and consent of the City Council for the unexpired term. Alternate members may also be appointed to serve in place of a member in case of an extended absence.

*Removal of Voting Members:* If any member is absent without good cause from three consecutive regular meetings, the Chair may declare this position vacant.

#### **Officers**

- a) *Leadership:* There shall be a Chair, Vice-Chair, and Secretary for the Committee. The Secretary will assist with minutes and records. The Vice Chair shall also serve as a member of the Transportation Advisory Board.
- b) *Nomination:* Candidates for office may be nominated by any Committee member.
- c) *Election:* The officers shall be elected by majority vote of the Committee. Elections shall be held by ballot.
- d) *Term:* Each officer shall serve a two-year term. Members may serve up to two consecutive terms in any leadership position but are encouraged to limit leadership service in a given position to one term. Terms shall be consistent with the Transportation Advisory Board, beginning in October and ending in August.

#### **Meetings**

- a) *Meetings:* A regular monthly meeting shall be held on the third Monday of the month in the Transportation Division Conference Room. Meeting time and location may be discussed and modified by vote of the Committee. Meetings are subject to the provisions of the Open and Public Meetings Act, Title 61, Chapter 4, Utah Code Ann., and its successors. Time, date, and duration of the meeting shall be determined by the Committee. Meetings may be skipped by consent of the Committee.
- b) *Conduct:* Meetings shall be conducted by the Chair, or Vice Chair if the Chair is absent. The Committee shall adopt a system of rules of procedure under which its meetings are to be held. The Chair has the authority to invoke Robert's Rule of Order and may limit speakers to appropriate time to address the members, generally no more than five (5) minutes per speaker per action item.
- c) *Quorum:* A simple majority of current members shall constitute a quorum for the transaction of business at any regular meeting.
- d) *Voting:* Only members with full standing shall have the right to vote on Committee business. The act of a simple majority of the members with full standing present at the meeting at which there is a quorum shall be the act of the committee.
- e) *Administration:* The Chair working in conjunction with the Transportation Division staff and TAB shall be responsible for establishing and distributing the meeting agenda. Minutes may be taken by either Transportation Division staff or a designated Secretary of the Committee.
- f) *Subcommittees:* The Committee may, by vote, designate subcommittees as it desires to study, consider and make recommendations on matters which are presented to the Committee. The Committee may appoint non-members as appropriate, but shall include at least one Committee member on each subcommittee.