ARTICLE I. GENERAL

SECTION 1. NAME. This committee shall be known as the Bicycle-Pedestrian Advisory Committee (BPAC) of the Association of Central Oklahoma Governments (ACOG).

SECTION 2. EFFECTIVE DATE. The effective date of these bylaws shall be upon adoption by the Intermodal Transportation Policy Committee (ITPC) and endorsement by the ACOG Board of Directors on March 27, 2008.

SECTION 3. AMENDMENTS TO BYLAWS. These bylaws may be amended by majority vote of the ITPC and endorsed by the ACOG Board of Directors on their own motion or in response to recommendations forwarded to the ITPC by the Bicycle-Pedestrian Advisory Committee (BPAC).

ARTICLE II. PURPOSE

SECTION 1. PURPOSE. The purposes of the BPAC shall include:

a. To update and maintain the regional bicycle and pedestrian system and serve in a planning and technical advisory capacity to the ACOG Board of Directors.

b. To supplement and aid the functions and purposes of ACOG, as defined in the Agreement Creating the Association of Central Oklahoma Governments, effective February 16, 1977, as amended.

c. To generate public interest in, and attention to, various elements of bicycle and pedestrian planning in the ACOG Region; and to coordinate with local bicycle and walking clubs, local, state, and federal agencies related to bicycle and pedestrian planning.

d. To provide the ITPC and the ACOG Board of Directors with advisory recommendations in matters related to bicycle and pedestrian development.

e. To act in any way reasonably related to any of the above-mentioned purposes.
ARTICLE III. MEMBERSHIP AND STRUCTURE

SECTION 1. REPRESENTATION. The BPAC shall consist of, but not limited to, representatives of the following groups:

a. Local Government – One official staff member from each of the member local governments within the OCARTS area representing any of the following disciplines: Planning, Engineering, or Parks and Recreation. In the absence of these staff, the Chief Executive officer or designee may serve on the committee. (1 Vote each)

b. Oklahoma Department of Transportation (ODOT) (1 Vote)

c. Central Oklahoma Transportation and Parking Authority (COTPA) (1 Vote)

d. Cleveland Area Rapid Transit (CART) (1 Vote)

e. Oklahoma Department of Health (1 Vote)

f. Bicycling clubs and/or associations (2 Votes)

g. Walking and Running clubs and/or associations (2 votes)

h. Citizens or Neighborhood Associations (2 Votes)

i. Other Federal, State and Local agencies shall serve in an advisory, non-voting capacity.

j. Other groups, associations or persons, as approved by the BPAC Committee.

SECTION 2. ALTERNATES. Alternate representatives may be designated to act on behalf of voting and non-voting members with all the privileges accorded there to provided the alternate fulfills the representation requirements under Section 1. The BPAC Chair shall be notified in writing of the appointment, reappointment or replacement of a member’s alternate. An alternate may serve for more than one member, but may only serve as an alternate for one member at a time.

SECTION 3. PROXIES. Each member shall have the power to appoint a proxy who is not already a member or alternate of the BPAC to act in the member’s capacity at any meeting in the event the member or alternate cannot attend, if the proxy designation is made:

a. In writing for a specific period of time, or

b. By telephone or personal contact with the ACOG Executive Director or designee for one meeting.

A designated proxy, as provided in this section, shall have the right to exercise one vote in all individual proceedings and shall not be permitted to exercise one or more proxies on behalf of other members or alternates.
SECTION 4. APPOINTMENT. The members and alternates of the BPAC shall be confirmed by the ITPC and endorsed by the ACOG Board of Directors.

SECTION 5. TERMS. Members of the BPAC shall be appointed for an indefinite term, to serve as long as qualified under Section 1, above.

SECTION 6. VACANCIES. In the event of a vacancy on the BPAC, the vacancy shall be filled according to the procedures of ARTICLE III, Sections 1 and 4. Vacancies shall be deemed to exist in any of the following cases:

a. A member resigns.

b. A member, or his/her designated alternate, who has not attended three (3) consecutive meetings shall be considered an inactive member. An inactive member will be notified of his/her status and may be considered for replacement by the ITPC and ACOG Board of Directors should he/she fail to attend subsequent meetings of the BPAC.

SECTION 7. MEMBERS’ OBLIGATION. Each member of the BPAC is charged with the responsibility of assisting the ITPC and the ACOG Board of Directors and other elected and appointed officials with their decision-making responsibility by making recommendations on important bicycle and pedestrian issues. As part of the above responsibility, members should foster a constructive interchange of views and attempt to develop an areawide agreement on bicycle and pedestrian planning efforts.

SECTION 8. CHAIRMAN. The Chairman of the BPAC shall be the ACOG Executive Director or his/her designee.

SECTION 9. SUBCOMMITTEES. The BPAC shall have the power to create standing committees. Appointment of members to subcommittees shall be by the Chairperson, subject to approval of the membership, and shall not be limited to BPAC members. The Chairperson of a subcommittee shall be appointed by the BPAC Chairperson and shall be someone who is a member of the BPAC.

ARTICLE IV. MEETINGS

SECTION 1. MEETING TIME AND PLACE. Regular quarterly meetings of the BPAC shall be held on the third Wednesday of March, June, September and December (or as determined by a majority vote of the Committee) at 10:00 a.m. in the ACOG Conference Room, 21 E. Main St, Suite 100, except when this date conflicts with holidays or the BPAC or Board of Directors requests a change. Meetings may be cancelled or special meetings called at the discretion of the BPAC Chairman or the ACOG Executive Director.
SECTION 2. **MEETING NOTICES AND MINUTES.** ACOG staff will send out a meeting notice to all members, by mail or email, approximately one week in advance of each meeting. Minutes of each BPAC meeting, based on notes and taped recordings of the meeting, will be prepared by ACOG staff. Such minutes shall accurately reflect the conduct of the meeting, all activity and relevant discussion occurring at the meeting and a record of all votes taken, including a discussion of minority points of view. Tape recordings of all BPAC meetings shall be preserved at least twelve (12) months from the date of the meeting and be available for review by any interested party.

SECTION 3. **QUORUM.** A quorum shall consist of one-third of the current appointments from designated voting membership. Business conducted in the absence of a quorum shall be noted with a statement that a quorum was not present.

SECTION 4. **OPEN MEETINGS.** All meetings of the BPAC shall be conducted with no restrictions on the attendance of observers, citizens, or press, and in accordance with the Oklahoma Open Meetings Act.

SECTION 5. **CONDUCT OF MEETINGS.** All meetings of the BPAC shall be conducted in accordance with Robert’s Rules of Order.

SECTION 6. **VOTING; MAJORITY.** Each BPAC member, or properly designated alternate, other than those listed in Article III, Section 1 (i) above, shall have the right to exercise one vote in all individual proceedings of the BPAC. Majority vote shall consist of a majority of those members and alternates present and voting.

**ARTICLE V.** **ADVISORY ROLE**

SECTION 1. **ADVISORY FUNCTION.** BPAC may, on its own motion, bring important matters relative to bicycle and pedestrian planning to the attention of the ITPC and the ACOG Board of Directors.

SECTION 2. **SPECIAL PROJECTS.** BPAC, on its own motion, or on a motion by a member of the ITPC, may undertake special projects, programs or studies of policy areas, utilizing the available resources of BPAC.

**ARTICLE VII.** **SEVERABILITY CLAUSE**

SECTION 1. **SEVERABILITY.** The provisions of these bylaws are severable, and if any part hereof shall be held void by the ITPC and the ACOG Board of Directors, such holding shall not affect or impair any of the remaining parts.

Approved by ITPC 3-27-2008