

# City of Eau Claire

## Bicycle and Pedestrian Advisory Committee

### By-Laws

#### Article I - Purpose

1. Why does the committee exist?
2. What does the committee do?

Governed by the City of Eau Claire’s Municipal Code, Chapter 2.66, entitled “Bicycle/Pedestrian Advisory Committee”, the Committee’s responsibilities shall include:

It is hereby declared a matter of public policy that the protection, improvement, and enhancement of the city transportation system to ensure safe and efficient movement of people and goods, and provide a variety of mode choices, while enhancing neighborhood livability and resident quality of life, is a public necessity and is required in the interest of the health, prosperity, safety, and welfare of the community. The purpose of this chapter is to provide advice to the city council on bicycle and pedestrian related issues to help achieve the objectives of the city council’s Strategic Plan, the Comprehensive Plan or the city manager’s work plan.

Provide substantive advice and guidance to the city council on bicycle and pedestrian related issues;

Provide a balanced and efficient transportation network that offers viable alternatives to driving and maximizes the use of existing investment;

Improve pedestrian connections to create a continuous and seamless pedestrian system;

Enhance the pedestrian environment to create a more walkable community;

Continue to build a connected bicycle route and trail network that is viable, convenient, safe, and secure; and

Encourage both utilitarian and recreational bicycling.

## **Article II - Meetings**

- 1. How often do they meet?**
- 2. Quorum Rules**
- 3. Special Meetings**
- 4. Normal Agenda**
- 5. Open Meeting Rules**
- 6. Public Hearings**
- 7. Handling Public Comments**
- 8. Voting**

The Bicycle/Pedestrian Advisory Committee shall hold regular meetings not less than quarterly each year. Generally, the committee meets on a monthly basis.

Special or additional meetings may be held at the call of the Committee chairperson or upon request of the City Council. Such meetings may also be held upon written request of four Committee members.

All such meetings are subject to the provisions of ss. 19.83 through 19.85, Wis. Stats., the Wisconsin Open Meetings Law.

The Committee may choose to hold a public discussion on any matter within its authority.

Notice of any public discussion held by the Committee must give the date, place, time and subject matter of the discussion

The Committee, pursuant to City Council resolution, shall permit a public comment period at the beginning of each of its meetings.

A simple majority of the number of positions on the committee shall constitute a quorum for the transaction of business.

If a quorum is not obtained no meeting shall occur and no action shall be taken.

Communication by the Committee in any form outside of a publicly noticed meeting must not constitute a quorum. Meetings may be held electronically in accordance with Article VIII.

## **Article III - Members**

- 1. How appointed?**
- 2. Backgrounds**
- 3. Terms**
- 4. Tenure**
- 5. Conflict of interest**
- 6. Filling vacancies**

Committee members are appointed by the City's Appointments Committee. One council member shall be appointed to the committee during the City Council's organizational meeting.

The members of the committee shall be selected from among community members having a demonstrated interest in transportation planning; community outreach and education, bike friendly design; walkability. To the extent possible, members appointed shall represent a diverse range of interest and expertise in transportation and mobility, economic backgrounds and interests, and ethnic and cultural affiliations, including educators and students in the aforementioned fields.

Appointments of all members shall continue until their successors are appointed.

Member terms are for three years with the option to serve a second full term, but no more than two complete, successive terms with the exception of the appointment council member.

Any vacancy on the committee shall be filled in the same manner as the original appointment for the residue of the unexpired term.

Members shall not cast a vote and shall abstain from discussion when a direct conflict of interest arises. If in doubt, counsel shall be obtained by referring to the staff liaison.

## **Article IV - Officers**

- 1. Appointments**
- 2. Terms**
- 3. Chair & Duties**
- 4. Vice Chair & Duties**
- 5. Secretary & Duties**

The Committee shall elect from its membership a chairperson, vice-chairperson and a secretary for one-year terms. All officers may participate in committee action including motion-making and voting.

#### Chairperson

1. Call the meeting to order when a quorum is present.
2. Preside over all formal business meetings and conduct all meetings in accordance with the Wisconsin Open Meeting Law and Robert's Rules of Order.
3. When directed by the Committee, the Chairperson or a designee shall present Committee recommendations to the City Plan Commission and/or City Council.
4. Supervise all sub-committee chairs.
5. Assist the City staff in the preparation of agendas and shall solicit agenda item input from Committee members each month.

#### Vice Chairperson

1. Preside over all formal business meetings in the absence of the chairperson.
2. If the chairperson resigns or leaves the committee, the vice chair shall automatically become chairperson.

#### Secretary

1. Shall keep attendance records of all meetings
2. Write and present minutes of the meetings
3. Keep records of Committee meetings as submitted by the Committee.

### **Article V – Sub-committees**

- 1. Appointment**
- 2. Purpose**
- 3. Term**

The Committee, by simple majority vote of appointed members, may establish such sub-committees as it may determine necessary. The Committee shall appoint the members thereof.

Sub-committees shall be temporary and serve the function to focus on a particular task. Sub-committees shall dissolve once their purpose has been fulfilled or by action the Committee deeming they are no longer needed.

Sub-committees shall be subject to all bylaws contained herein and general requirements of Wisconsin Open Meetings and Public Records Law.

## **Article VI – Responsibilities**

- 1. Implementing City Plans & Projects**
- 2. Annual Work Plan & Amendments**
- 3. Year-end Progress Report**

Annually, the designated staff liaison shall develop a work plan for City Council approval, which shall be based on the Council’s Strategic Plan, the Comprehensive Plan or the City Manager’s work plan, along with possible new ideas and projects not specifically enumerated in these plans.

The Committee may solicit public input on the annual work plan either by public discussion or other means.

The staff liaison may work with the Committee until a mutually agreeable work plan is complete.

The staff liaison shall present the committee’s work plan to the City Council at a regularly scheduled City Council meeting for approval.

Progress on the work plan may be reviewed mid-year with the City Council or the City Manager, but shall at minimum present a progress report at year-end.

## **Article VII – Communication**

- 1. With Public**
- 2. With Staff**
- 3. With City Council**
- 4. With other Boards**
- 5. At Events**

The staff designee shall provide relevant communications between the Committee and the City Council, other boards and commissions, City Manager, City staff and the public.

The Committee shall have a City website presence for the public to understand their role and duties, the meeting schedule, and annual work plan, and how to submit interest to serve on the committee or to provide comments and ideas back to the City.

During meetings, the Chairperson may allow public comment on projects and plan relevant to the business agenda. The Chairperson may allow comments or suggestions from the public within the designated time on the agenda for public comment. Time for the public shall be limited to such a time to effectively convey their point and duplication of information shall be discouraged in order to operate a time effective meeting.

Outside requests for an audience with the Committee shall be reviewed by the staff designee and chairperson for its relatability to the work plan or other duty.

### **Article VIII – Virtual Attendance Policy**

Remote attendance at City of Eau Claire Bike and Pedestrian Advisory Committee meetings is permitted through full compliance with Wisconsin Open Meetings Law, City of Eau Claire Ordinance 2.04.055, and by the adoption and application of these rules. The Bike and Pedestrian Advisory Committee recognizes that Wisconsin Open Meetings Law requires the public have the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business. As such, Bike and Pedestrian Advisory Committee will strive to provide as much advance notice of meetings with virtual attendance as is reasonably possible and all proceedings shall be open and accessible to the public.

Pursuant to City of Eau Claire Ordinance 2.04.055, and acknowledging the necessity of full compliance with that ordinance, the Bike and Pedestrian Advisory Committee establishes the following standing rules governing remote attendance:

1. Understanding that Wisconsin Open Meetings Law requires transparency and accessibility for the public, the preference for meeting attendance by committee members shall be in person. Remote attendance shall be utilized only when a committee member is unable to attend a meeting in person to allow for the greatest public access and understanding of Bike and Pedestrian Advisory Committee proceedings.

2. A request to add a virtual attendance option to a meeting shall be considered from the Bike and Pedestrian Advisory Committee chairperson or if submitted from at least three members of the Bike and Pedestrian Advisory Committee. Requests must be submitted to the staff liaison or City Clerk at least 96 hours (4 days) prior to the scheduled meeting.
3. A request for virtual attendance made in a timely manner and properly publicly noticed shall result in a meeting held entirely virtually.
4. Committee members attending remotely shall be located in an environment with technology that allows the member to hear and speak in the meeting.
5. Committee members attending remotely shall remain on screen with video on in order to vote and count for quorum.
6. As required by City of Eau Claire Ordinance 2.04.055, virtual attendance shall not be permitted for meetings involving quasi-judicial proceedings, closed session, or any other proceeding where in-person attendance is necessary to fully participate in the proceedings.

## **Article IX - Amendments**

### **1. How to change By-laws**

These by-laws may be amended by a simple majority vote of all appointed committee members.