



BYLAWS
Duluth-Superior Metropolitan Interstate Council
BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

ARTICLE I: ORIGIN

Section 1. Identity.

The name of the committee shall be the Duluth-Superior Metropolitan Interstate Council (MIC) Bicycle and Pedestrian Advisory Committee, hereinafter referred to as BPAC.

Section 2. Origin & Role.

The BPAC was created by and serves in advisory capacity to the MIC Policy Board.

ARTICLE II: PURPOSE & DUTIES

Section 1. Purpose

The purpose of the BPAC is to identify bicycle and pedestrian issues and needs with respect to regional transportation system and to provide feedback and technical advice on related policies, programs, projects, plans and studies. The BPAC may partner with other public or non-profit organizations on bicycle and pedestrian planning matters to improve the bicycle and pedestrian travel in the region.

Section 2. Duties

To guide bicycle and pedestrian planning and programming for the MIC's short and long range planning efforts.

- a) To advise and provide best practices planning recommendations to local jurisdictions within the MIC planning area in regard to bicycle and pedestrian related plans and projects.
- b) To engage citizens of all ages and abilities including the general public, including citizens, stakeholders, decision makers, engineers, planners, and transportation



authorities who are involved with the physical development of the transportation system, in order to gather meaningful input on projects that have impacts on bicyclists and pedestrians.

- c) To provide a meaningful forum for the discussion of bicycle and pedestrian best practices regarding policies, systems and built environment concerns.
- d) To provide public outreach and education regarding bicycle and pedestrian activities and projects.
- e) To assist in identifying best practice methods and providing assistance with data gathering and implementation of plans and projects.
- f) To assist in identifying additional sources of funding for coordination and implementation of special projects and activities.

Section 3. Work Priorities

Work priorities for BPAC shall be established at the first meeting of each year. Committee members are expected to actively contribute to the objectives and work of the committee.

ARTICLE III: MEMBERSHIP

The BPAC shall strive to include a balanced membership with a diverse perspective regarding bicycle and pedestrian issues in the region. All members must reside or work primarily within the Duluth-Superior MIC Planning Area.

Section 1. Committee Size

The BPAC shall consist of fourteen (14) members, each serving a three (3) year term.

Section 2. Membership Structure

The membership shall include twelve (12) standing members and two (2) citizen members.

- a. Standing members – shall be comprised of six (6) members representing governmental entities within the MIC area and six (6) members representing bicycle and pedestrian focused industry and community organizations.
 - i. Governmental Entities - members shall include representatives from the local (townships, cities, counties & school districts) and state governments, including at minimum one (1) of the following:
 - urban planner
 - traffic engineer



- public health official
 - transit official
- b. Industry & Community Organizations – members shall include representatives from businesses and organizations, including but not limited to, Community Action Duluth, Zeitgeist Center for Arts and Community, local bicycle shops, Chamber of Commerce committees, Friends of groups including Friends of Western Duluth Parks and Trails, Friends of the Lakewalk, and disable community representative.
- c. Citizen members - will either be solicited by the BPAC or make an official request to be on the BPAC. Each citizen member appointment will be approved by a majority vote of the BPAC.
- d. Stakeholders – are non-voting meeting participants who will receive all meeting materials, agendas and related information received by membership. Stakeholders may hold expertise that will be called upon from time to time depending on the topic on the agenda.

Section 3. Membership Terms

A member may serve as many terms as they wish as long as they are a member in good standing and provide a communication of this intent. Membership will be effective upon (1) communication of intent to participate as a new member or notification of their appointing jurisdiction; (2) a majority vote by the current voting membership accepting the new member and (3) receipt of a letter of appointment from the MIC.

The decision to name an alternate is at the discretion of the member or their appointing jurisdiction but must be communicated to the Chair and the MIC Facilitator.

Section 4. Vacancies/Attendance

- a. Vacancies - unexpired terms shall be filled according to regular membership recruitment processes at time of vacancy.
- b. Attendance – members must maintain regular attendance at committee meetings. Unexcused absence of two (2) or more consecutive quarterly meetings may result in removal from the committee.

Section 5. Removal/Suspension

Any member may be removed or suspended from the BPAC by a vote of two-thirds of the members present at a regular meeting. The decision shall be based on one or more of the following criteria including being disruptive, uncooperative, disrespectful, and/or actions not in



line with the committee mission. The person under consideration will be notified by the current committee Chair and will be given an opportunity to be heard at the next meeting with sufficient notice of the proposed removal or suspension. The person under consideration shall not be counted in determining the presence of a quorum.

Section 6. Disclosure

Each member will disclose any conflicts of interests and will abstain from voting on the related item.

ARTICLE IV: OFFICERS

Section 1. Officers shall be elected bi-annually by the members at the final meeting of the odd numbered year. Elections shall be determined by a majority vote. Officers will serve a two-year term.

Section 2. The Chair, or the Vice-Chair, will preside over the meetings of the Committee. In the absence of the Chair and the Vice-Chair, a Chair Pro-Tem will be named by the Chair, or, providing a quorum is present from among eligible voting members, a Chair Pro-Tem may be named by the Committee to preside.

Section 3. The committee Chair will be responsible for the following:

- developing the meeting agenda
- appointment of sub-committees
- perform other duties as may arise

ARTICLE V: MEETINGS OF COMMITTEE

Sub-committees of the BPAC will be appointed by the Chair, and may include non-voting participants. Unless otherwise directed, sub-committees will investigate and act for the BPAC in such matters as may be assigned to them by the Committee, and in other matters subject to the approval of the BPAC. Such sub-committees will report to the BPAC in such manner and at such times as called upon by the Chair.

Section 1: Regular Meetings

Meetings will be scheduled and held, at a minimum, quarterly. Regularly schedule meetings of the BPAC shall be held on a day and time agreed upon annually by the committee at the last



meeting of the calendar year.

Section 2: Special Meetings

Special meetings of the Committee will be held on the call of the Chair, or upon request to the Chair by the MIC Policy or by the Director of the Metropolitan Interstate Council, or by written request of the number of members equal to 50% of a quorum.

Section 3: Notice of Meetings

Committee members will receive meeting notices and agendas seven (7) days (one week) *prior* to each regular meeting and three days before any special meeting. Any new business, proposal, or resolution which a voting Committee member wishes to place before the BPAC must be communicated to the BPAC Chair and/or MIC staff by telephone or in writing/email no later than fourteen (14) days prior to the next regularly scheduled meeting and five (5) days before any special meeting to be considered. No business which requires action, may come before this Committee or be enacted thereby unless it has been placed upon the agenda or unless a 2/3rd vote of those members present agree to consider such business.

Section 4: Quorum & Voting

- a. Quorum - for purposes of decision making and conducting committee business, a quorum will constitute at minimum seven (7) committee members.
- b. Voting – all elections shall be had and all questions decided by a majority vote of those voting members present. When a resolution or action is passed by the BPAC requiring subsequent action by the MIC Policy Board, a quorum will require a 2/3rd of the BPAC voting membership.
- c. As an advisory group to the MIC Policy Board, it will be the practice of the BPAC to attempt to make decisions by consensus. If consensus is not gained, then minority reports will be included with any recommendations made to the MIC Policy Board.

Section 5: Parliamentary Authority

The rules contained within the current edition of Robert's Rules of Order shall govern the BPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the BPAC may adopt.



ARTICLE VI: MIC Staff Role

Section 1: Records

The Director of the MIC or assignee shall have the responsibility of staffing the committee. Staff responsibilities will include, but not limited to, maintaining BPAC records including meeting agendas, meeting meetings, calendars and all matters referred to sub-committees BPAC bylaws and other key documents.

Section 2: Meeting Material Distribution

The MIC will distribute notices, agendas, and announcements of meetings and meeting with the Chairperson to establish administrative functions and agendas along with providing information and generally assisting the committee.

Section 3 BPAC Reports

The MIC will report to the MIC Policy Board all action or non-action of each meeting at the next regularly scheduled Policy Board meeting; and will perform such other duties as may be required.

ARTICLE VI: ADOPTION OF BYLAWS

Section 1: Adoption

The BPAC bylaws, once approved by the BPAC membership, are then sent to the MIC Policy Board for formal approval.

Section 2: Amendments

The committee may amend these bylaws at any regular or special meeting. Notice of the proposed amendment shall be sent to all members at least ten (10) days prior to the meeting at which they are to be voted upon. A majority vote approves the amendment.