

**BY-LAWS
OF THE
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE
BILLINGS, MONTANA**

URBAN TRANSPORTATION PLANNING PROCESS

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~~Amended May 13, 2008~~
Amended ????, 2019

Bicycle Pedestrian Advisory Committee

BY-LAWS
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Functions, duties and responsibilities of the Bicycle and Pedestrian Advisory Committee of the Billings Urban Transportation Planning Process hereinafter referred to as the Bicycle and Pedestrian Advisory Committee are as follows:

ARTICLE I – BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

SECTION 1 NAME

The name of this committee shall be the Bicycle and Pedestrian Advisory Committee (BPAC) of the Billings Urban Transportation Planning Process.

SECTION 2 ESTABLISHED

There is hereby established a ~~B~~bicycle and ~~P~~pedestrian ~~A~~advisory ~~C~~ommittee~~b~~oard to advise the ~~C~~eity ~~C~~ouncil, ~~M~~mayor, the ~~C~~eounty ~~C~~ommissioners, ~~Y~~ellowstone ~~C~~ounty Planning Board, and all departments and boards of the ~~C~~eity and ~~C~~eounty with respect to the impact that ~~C~~eity and/or ~~C~~eounty actions may have upon bicycling, walking or wheelchair access in the Billings Urban Area.

SECTION 3 PURPOSE

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise the ~~C~~eity ~~C~~ouncil, ~~M~~mayor, the ~~C~~eounty ~~C~~ommissioners, Planning Board, and all departments and boards of the ~~C~~eity and ~~C~~eounty with regard to non-motorized transportation matters.

SECTION 4 MEMBERSHIP

The committee shall be composed of seven members to serve three (3) year terms. The ~~M~~mayor, subject to confirmation by the ~~C~~eity ~~C~~ouncil, will appoint three (3) members, the ~~C~~eounty ~~C~~ommissioners will appoint three (3) members and the Yellowstone ~~C~~ounty Board of Planning will appoint one (1) member. ~~Initially, two (2) of the committee members from the C~~eity ~~and two (2) from the C~~eounty ~~will be appointed to a two (2) year term, the remaining members, including the P~~lanning ~~B~~oard-appointed member ~~will be appointed for a three (3) year term. The committee members may include, but not be limited to, representatives of bicycling organizations; organizations concerned with mass transit, smart growth and healthy communities; educational organizations concerned with safety such as PTA, SAFE KIDS; a representative of business~~

~~organizations such as the downtown association, Billings Chamber of Commerce; interested private citizens concerned with non-motorized transportation issues such as bicyclist commuters, recreation, people with disabilities, the aging community, and high school students; a representative from the police department. In addition to the seven (7) voting members, one (1) Billings TrailNet staff person, board member, or member will serve as an ex-officio (non-voting) member. Committee members may include, but are not limited to, representatives of various organizations, such as mass transit, smart growth, healthy communities, the PTA, SAFE KIDS, Downtown Billings Association, or citizens with concerns for bicycle safety, commuting, recreation, seniors, or access for people with disabilities. And the Active Transportation Planner bicycle/pedestrian coordinator and/or a staff person from the Engineering Division may serve as ex-official members of the board.~~

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SECTION 5 ORGANIZATION

A Chairman shall be elected at the first scheduled meeting of the calendar year by a quorum of the Bicycle and Pedestrian Advisory Committee membership present at a duly called meeting. Term of office will be one year or until a successor is elected.

ARTICLE II – DUTIES

SECTION 1 DUTIES OF THE BOARD

The Bicycle and Pedestrian Advisory Board have the duties to:

1. Make recommendations on capital improvement projects, transportation improvement plans, bicycle and pedestrian programs and other Ceity and Ceounty programs and projects, insofar as they relate to bicycling, walking, and wheelchair access. City and Ceounty officials shall provide appropriate plans and other materials for review by the board within a timely manner;
2. Advise in the development and implementation of Ceity/Ceounty non-motorized transportation plans and the development of long-range transportation plans;
3. Make recommendations to the Ceity, Ceounty, and Planning Board to improve the institutional and professional responsiveness of the Ceity and Ceounty to promote non-motorized transportation and pedestrian safety;
4. Advise the Active Transportation Planner Alternative Modes Coordinator regarding school programs to promote operator (children, youth, and adult bicyclists; pedestrians and motorists) awareness and activity through education and public information

programs and enforcement;

5. Make recommendations to the Ceity, Ceounty, and Planning Board regarding design standards for all types of bicycle and pedestrian facilities. Make recommendations regarding design improvements for existing bicycle and pedestrian facilities;
6. Make recommendations to the Ceity, Ceounty, and Planning Board regarding bicycle and pedestrian planning as it relates to facility selection, cost and safety impacts;
7. Make recommendations regarding prioritization of bicycle and pedestrian facilities needed in the Ceity and Ceounty;
8. Consult and advise government agencies to promote bicycling and pedestrian activity as viable forms of urban transportation and to reduce dependence on private automobiles as a primary mode of transportation;
9. Advise the Ceity Transit Division to provide effective linkages between bicyclists and pedestrians and public transportation.

SECTION 2 DUTIES OF OFFICERS

1. Chairman - The chairman will be elected by current members at the first annual meeting. The chairman shall preside at all meetings of the Bicycle and Pedestrian Advisory Committee and call special meetings as needed.
2. Vice Chairman - A vice chairman will be elected by ~~current members~~ current members at the first annual meeting to act during the absence of the elected chairman.

ARTICLE III - MEETINGS

SECTION 1 MEETINGS

The Bicycle and Pedestrian Advisory Committee shall hold regular meetings at a time agreed to by a majority of the committee. When a regularly scheduled meeting is cancelled, a written cancellation notice will be formulated and sent to all the members. Special meetings of the Bicycle and Pedestrian Advisory Committee may be called on ten days notice, or less time when waived by a majority of the Ceommittee.

All regular meetings will be noticed in a newspaper of paid general circulation at least 2 weeks and no less than 6 days prior to the meeting date of the Bbicycle and Ppedestrian Aadvisory Ceommittee. All meetings shall be open to the public in accordance with the Montana State Open Meeting Law. Notice of the meetings shall be calculated to reach all interested and affected members of the

community.

SECTION 2 QUORUM FOR COMMITTEE MEETINGS

A quorum shall consist of a simple majority of the voting members listed in the regular membership section of these bylaws including the chairman or his/her designated representative. Roberts Rules of Order will be followed in all meetings.

SECTION 3 REPORTING ON MEETINGS

A member of the staff of the Yellowstone County Board of Planning ~~transportation planning staff~~ will act as secretary to record the minutes and attendance, prepare required reports, notify members of meetings, and such other duties as required by the Bicycle and Pedestrian Advisory Committee. Only the date, time, attendance, order of business, abbreviated discussions and final decisions of the Bicycle and Pedestrian Advisory Committee will be reported in the minutes.

ARTICLE IV ADOPTION AND AMENDMENT OF ARTICLES

SECTION 1 HOW ADOPTED

These articles may be adopted by a majority of the Bicycle and Pedestrian Advisory Committee at a duly called BPAC meeting.

SECTION 2 HOW AMENDED

These articles may be amended through a multi-step process. First, by a majority of the Bicycle and Pedestrian Advisory Committee at a duly called meeting in which a discussion of the By-laws is a published agenda item must vote in favor of the amendments. Second, the By-laws must be approved by each of the ~~three~~ two governing bodies that created the Bicycle and Pedestrian Advisory Committee: the Yellowstone County Board of Planning, the City of Billings City Council, and the Board of Yellowstone County Commissioners of Yellowstone County.