

## **Houston Bicycle Advisory Committee Communications Procedures**

### **Objective**

The purpose of the following communications procedures is to establish procedures for public communication regarding the activities of the Bicycle Advisory Committee (BAC) within the City of Houston Planning & Development Department. These procedures will align expectations regarding the frequency, content and method of dissemination.

### **Scope**

The scope of communication under this procedure is all projects, committees, plans, programs and policies coordinated or developed under the City of Houston Planning & Development Department. This includes but is not limited to, the following:

- Bicycle Advisory Committee memos and updates;
- Monthly and yearly total statistics for crashes and fatalities for all road users, pedestrians and bicyclists;
- Bike Plan infrastructure projects updates, such as engagement opportunities and progress reports;
- Education, such as how to use bikeway infrastructure or how to get involved;
- Bikeway Events;
- Any factual bicycle-related information related to the Houston Bike Plan; and
- Articles written with the public in mind that are easy to read and understand.

### **Approach**

The Planning & Development Department on behalf of the BAC, will publish a “Houston Bike Plan” section within PDD’s existing *Monthly Planner* newsletter.

The *Monthly Planner* is published on a schedule aligned with Bicycle Advisory Committee activities. It is published monthly, approximately two weeks after a meeting of the BAC. Potential newsletter content will be collected at each meeting of the Committee and subcommittees. All content will be reviewed by the BAC Chair. The Planning Department has final approval of all content.

### **Timeline**

- Publication: Monthly
- Deadline for content typically needed by the 15<sup>th</sup> of the month
- Changes can be made up to the Thursday before the 1<sup>st</sup> of the month
- Monthly Planner release on or around the 12<sup>th</sup> of the month