

Draft Bicycle Advisory Committee Administrative Procedures

These procedures are meant to support the governance and administration of the Committee, pursuant to Sec. 33-408 – Rules, Regulations and Bylaws of the Bicycle Advisory Committee. The ordinance establishing the Committee has been integrated into this document. The full ordinance is available here:

https://library.municode.com/tx/houston/codes/code_of_ordinances?nodeId=COOR_CH33PLD E_ARTIXMAPL_DIV3BIMAPL_SDBTHBIADCO

ARTICLE I. PURPOSE. (See Sec. 33-401)

The bicycle advisory committee was formed to advise and make recommendations to the Planning Commission and the Planning Director, and ultimately to City Council, on issues related to bicycling in the city including, but not limited to: amendments to the Bicycle Master Plan, bicycle safety and education, implementation of the BMP, development of strategies for funding projects related to bicycling, and promoting public participation in bicycling.

ARTICLE II. MEMBERSHIP

Section 1. Composition (See Sec. 33.402)

- A. The Committee shall consist of 20 voting members and 3 non-voting ex-officio members.
- B. The voting members shall be individuals who:
 1. Have knowledge or expertise on issues related to bicycling, bicycle safety and education, plan implementation, funding strategies, public participation, or other subjects relevant to the Bicycle Master Plan;
 2. Are at least 18 years of age; and
 3. Are residents of or business owners within the city.
- C. The ex-officio members shall be:
 1. The Planning Director, who shall serve as Secretary to the Committee.
 2. The Director of Houston Public Works; and
 3. The Director of parks and recreation.

Section 3. Selection and Appointment

- A. Individuals interested in serving on the Committee must apply through the Mayor's Office of Boards and Commissions. Applications are accepted on a rolling basis.
- B. Planning & Development staff, the Chair and the Vice Chair review applications and recommend applicants for vacant positions.
- C. Recommendations aim to balance the diversity of perspectives, geographies and experiences on the Committee.
- D. Recommendations are sent to the Mayor's Office for final vetting and approval. Appointments are confirmed by City Council vote. See Sec. 33.403a.

Section 4. Terms & Attendance

- A. All appointments will be for two-year staggered terms. The initial terms of office for members serving in even numbered positions shall expire on January 1, 2018, and on the same date on each second successive year thereafter. The initial terms of office for members serving in odd numbered positions shall expire on January 1, 2019, and on the same date on each second successive year thereafter. Any subsequent appointments or reappointments shall be made by the Mayor in a manner consistent with the appointment and confirmation process prescribed in this section. Each committee member shall continue to act after the end of his or her term until a successor is appointed and confirmed. See Sec. 33-403b.
- B. Members may serve a maximum of four consecutive two-year terms before they must relinquish any membership on the Bicycle Advisory Committee for at least a two-year period. Members who have served four consecutive terms may reapply after a two-year waiting period.
- C. Members who are absent from four consecutive quarterly Committee meetings without good cause within a 12-month time period are subject to review by the Chair and Vice Chair and the position may be declared vacant. Good cause is determined at the discretion of the Chair.

Section 5. Member Resignation

- A. Any Member no longer willing or able to serve on the Committee must email the Planning and Development Department with their letter of resignation stating their final date of service.

ARTICLE III. OFFICERS

Section 1. Positions

There shall be a Chair and Vice Chair for the Bicycle Advisory Committee. The positions must be filled by a voting member of the Committee.

Section 2. Selection and Appointment

- A. Selection and Appointment of the Chair
 - 1. The Chair is appointed by the Mayor. See Sec. 33-403a.
 - 2. Committee Members may nominate themselves or other Members. Members may vote to recommend a Member or Members to be considered by the Mayor's Office for the Chair position.
- B. Selection and Appointment of the Vice Chair. See Sec. 33-403a.

1. Members shall elect a Vice Chair who shall perform all duties of the Chair when the Chair is absent or unable to perform such duties.

Section 2. Term Limits of the Chair and Vice Chair

- A. The Chair and Vice Chair will each serve for two-year terms or until their successors are elected.

Section 3. Duties of the Chair

- A. The Chair shall call meetings to order, facilitate all Committee meetings, and ensure each meeting is conducted smoothly and fairly. Facilitation techniques employed by the Chair will include recognizing and allowing Members to speak in turn, keeping the Committee on topic, and moving the agenda forward.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings

- A. A regular meeting will be held the first month of every quarter (i.e. January, April, July, and October) on the fourth Wednesday of the month at City Hall Annex, unless otherwise approved the Chair and the Vice Chair. The meetings will be held for two hours. All meetings are open to the public.
- B. The Committee is required to meet at least once per quarter during a calendar year. See Sec. 33-407.

Section 2. Subcommittee Meetings

- A. The Committee may form Subcommittees to assist it in the discharge of its responsibilities. The Subcommittees shall make recommendations to the Committee and the Committee shall make final recommendations to the Planning Department and Planning Commission. See Sec. 33-406.
- B. Subcommittee meetings will be held the fourth Thursday of alternating months that quarterly meetings are not being held.

Section 3. Meeting Procedures

- A. The Chair, Vice Chair and **Planning & Development Department** staff will prepare the agenda for each meeting. All Committee requests for agenda items should be made to the Chair or Vice Chair.
- B. Meeting agendas are published with at least 72 hours' notice (3 days) with the City Secretary in accordance with Texas Open Meetings Act, as amended.

- C. Meetings are facilitated by the Chair, or by the Vice Chair in the absence of the Chair. If neither the Chair or Vice Chair can be present, the meeting will be facilitated by a Committee Member voluntarily.
- D. A majority of the committee members shall constitute a quorum for the transaction of business; however, in the event of a vacancy on the committee, a majority of the remaining members of the committee shall constitute a quorum for the transaction of business. See Sec. 33-405.

Section 4. Public Participation

- A. Anyone wishing to speak before the Committee must sign-up on a designated form located at the entrance to the Council Chamber.
- B. Speakers will be allowed two minutes to speak either at the beginning or end of the meeting but will not be allowed to speak twice.
- C. No speaker is permitted to transfer speaking time to another person.
- D. Time devoted to answering any questions from the Committee is not charged against allotted speaking time.
- E. The Committee reserves the right to stop speakers who are unruly, abusive or repetitive.

ARTICLE V. AMENDMENTS TO ADMINISTRATIVE PROCEDURES

- A. The proposed change will be presented at a regularly scheduled quarterly meeting of the Committee.
- B. The final wording of the amendment will be discussed, amended and voted on by the voting Members present.
- C. After reaching a majority vote by the voting Members at the meeting, the proposed amendment will be posted publicly and circulated to members within 14 days.
- D. If additional modifications are needed to the amendment's language, the Committee can discuss and vote on the amendment at the next regularly scheduled quarterly meeting.

ARTICLE VI. CONTACTING THE BICYCLE ADVISORY COMMITTEE

- A. The Planning and Development Department is located at 611 Walker Street on the Sixth Floor.
- B. The Department mailing address is P.O. Box 1562 Houston, Texas 77251-1562
- C. The Department website is www.houstonplanning.com
- D. The Houston Bike Plan website is www.houstonbikeplan.org
- E. Email the Committee at bac@houstontx.gov
- F. Email the Staff liaison at Melissa.beeler@houstontx.gov