

BICYCLE & PEDESTRIAN ADVISORY GROUP

BYLAWS

I. MISSION

The Baltimore Regional Transportation Board's Bicycle and Pedestrian Advisory Group (BPAG) provides advice and assistance to the Technical Committee and is responsible for the update and evaluation of the Regional Bicycle and Pedestrian Plan. The group also provides public information and facilitates technology transfer and information sharing, as it relates to state and local programs.

II. RELATIONSHIP WITH THE TECHNICAL COMMITTEE

The BPAG shall advise and assist the Technical Committee and/or Baltimore Regional Transportation Board (BRTB) on all aspects concerning bicycle and pedestrian issues. The BPAG will brief the Technical Committee as necessary. The BPAG shall consider and make recommendations to the Technical Committee concerning bicycle and pedestrian projects, as well as accommodation of bicycles and pedestrians in relation to other transportation projects, in order to ensure coordination of procedures and standards between local, regional and state planning agencies and the transportation planning process. In addition, BPAG shall consider and make recommendations concerning any other matters referred to it by the Technical Committee.

III. MEMBERSHIP

The Bicycle and Pedestrian Advisory Group shall be made up of **thirteen (13)** voting members appointed by the members of the Baltimore Regional Transportation Board. The BPAG shall be composed as follows: one (1) member from each of the local governing bodies; the City of Annapolis, Anne Arundel County, Baltimore County, City of Baltimore, Carroll County, Harford County, Howard County, **Queen Anne's County**, one (1) member from the Maryland Department of Transportation, one (1) member from the Maryland Department of the Environment, one (1) member from the Maryland Department of Planning, and one (1) member of the public representing bicycle interests, and one (1) member of the public representing pedestrian interests. The State Highway Administration, Maryland Transit Administration and the Department of Natural Resources will sit on the advisory group as non-voting members.

The members of the public must have a sincere interest in serving the bicycle and pedestrian communities and must have time to review pertinent materials and attend meetings of the group. The BPAG will recommend appointment to the BRTB after reviewing applications. The members of the public will serve a 2 year term with an option to apply for a second 2 year term.

IV. TIME AND PLACE OF MEETING

The BPAG shall hold regular meetings every other month or as deemed necessary by either the members or the BRTB. Meetings will be held at the Baltimore Metropolitan Council office, unless BPAG business requires remote location, and are subject to the Baltimore Metropolitan Council inclement weather policy.

V. OFFICERS

Officers of the BPAG shall consist of a Chairperson, a Vice Chairperson and one Secretary. The Chairperson and the Vice Chairperson shall not be a representative of the same agency. Terms of office shall be for one year, from January 1 to December 31. There shall be no term limit; however, the Chairperson and Vice Chairperson may not serve more than two (2) consecutive terms. If a vacancy occurs in the office of an officer, a successor shall be elected by BPAG members to complete the unexpired term. The election shall be held at a regular meeting of the BPAG.

The BMC staff representative shall be Secretary of the BPAG. The Secretary is a non-voting member of BPAG.

Duties of Officers

The Chairperson of the BPAG shall preside at all meetings and appoint all subcommittees, and shall perform such duties as the BPAG may, from time to time, determine.

The Vice Chairperson shall preside at meetings in the absence of the Chairperson, and shall assist the Chairperson.

VI. VOTING PROCEDURES

The voting members shall be entitled to cast one (1) vote. A quorum shall consist of one (1) more than half of all voting members. Action shall be moved with one (1) more than half of the quorum; action shall die in the event of a tie.

VII. STAFF

The Director of Transportation Planning of the Baltimore Metropolitan Council shall appoint a staff member as Secretary to the BPAG. The Secretary shall serve as the custodian of all records of the BPAG and shall keep accurate minutes of the meetings of the BPAG. The Secretary shall work in coordination with the Chairperson to develop meeting agendas. The Secretary shall disseminate minutes and agendas of the BPAG meetings to members of the BPAG as well as to non-member jurisdictions, groups and individuals on the BPAG mailing list. The Secretary shall also maintain the official copy of the Bylaws of the BPAG, and shall enter upon such official copy all duly adopted modifications and amendments.

VIII. PUBLIC PARTICIPATION

All meetings of the BPAG shall be open to the public. Regional citizen, transportation, environmental, and other interested advocacy groups will be included on the BPAG mailing list. Groups not on the list may request that the BPAG add them to the list. At the discretion of the BPAG Chairperson, individuals may also be recognized and given the opportunity to speak at BPAG meetings within the allotted time constraints.

IX. AMENDMENTS OF BYLAWS

These Bylaws may be amended pursuant to the following procedures: the approval of one (1) more than half of quorum of members shall be required, and a proposal to amend the Bylaws introduced at a regular meeting of the BPAG shall be recorded in the minutes. These Bylaws shall be reviewed as part of the first meeting of the calendar year.