



**BYLAWS
OF THE
BICYCLE/PEDESTRIAN
ADVISORY COMMITTEE
OF THE
CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**

As Amended: October 6, 2014

Section 1. Name:

The name of this Committee shall be the Bicycle/Pedestrian Advisory Committee (BPAC) of the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO).

Section 2. Purpose:

A. The Committee shall serve the Charlotte County-Punta Gorda MPO in an advisory capacity on Bicycle/Pedestrian matters.

B. The functions of this Committee shall include, but not be limited to, the following:

1. To promote communication among members of the MPO, Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC), in the identification and resolution of common transportation problems;
2. To assist in developing transportation work programs;
3. To promote the coordination of transportation planning and programming regarding bicycle/pedestrian planning and projects;
4. To review the sufficiency, accuracy and completeness of appropriate studies, plans, programs or public information documents regarding bicycle/pedestrian planning and projects and advise the Charlotte County-Punta Gorda MPO Board thereof;
5. To make priority recommendations to the Charlotte County-Punta Gorda MPO Board for transportation plans and program implementation regarding bicycle/pedestrian planning and projects based upon the needs as determined by Bicycle/Pedestrian studies;
6. Provide continuing liaison with local, state and federal agencies involved in the transportation planning process.

Section 3. Membership, Composition Appointment, Qualifications and Terms:

A. Membership of the Committee shall be appointed by the MPO Board and include, but not be limited to; two representatives each from the west, mid and southern areas of Charlotte County, one representative from a bicycle club, one representative from an historical/cultural/environmental organization and one representative from a bicycle business. In addition to the citizen representatives, personnel from the Charlotte County School Board, the Charlotte County Sheriff's Department, and the MPO member governments shall be included as advisors. Each citizen representative shall serve at the pleasure of the MPO Board who may remove any citizen representative, with or without cause, at any time. The BPAC citizen representatives shall be residents of Charlotte County and serve three year terms commencing from the date of MPO Board approval. A list of current Bicycle/Pedestrian Advisory Committee members shall be attached to these bylaws.

B. Regular members shall be voting members. Advisors shall be non-voting members.

C. All Committee members and advisory members must identify themselves on the attendance roster as to the agency represented and voting or non-voting status.

D. The MPO Staff will be responsible for maintaining a current list of the names of members and advisory agencies.

Section 4. Officers and Duties:

A. A Chair and a Vice Chair, hereinafter "Chair", "Vice Chair" or "Officer", of the Committee shall be elected at the first regularly scheduled meeting of each calendar year for a term of one year and shall hold the offices until their successors are elected.

B. Any regular member may nominate any other regular member, including him or herself, as Chair and/or Vice Chair. All elections shall require a quorum of the BPAC to be present, shall take place at a regular meeting of the BPAC and be by the majority vote of regular members present.

C. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall also serve as a liaison between the Bicycle/Pedestrian Advisory Committee and the Charlotte County-Punta Gorda MPO Board whenever the need arises.

D. The Vice Chair shall, during the absence of the Chair or the Chair's inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned by the Chair. If both the Chair and Vice Chair are absent from a meeting, the meeting shall be chaired by the Executive Director, or MPO staff designee, who shall not vote.

E.. Any vacancy in the Chair and Vice Chair positions created by the resignation, replacement or removal of the Chair and Vice Chair positions by the MPO Board or appointing member agency shall be filled by a majority vote of regular members pursuant to the provisions of paragraph B. The Officer so elected shall fill the remainder of the unexpired term of the vacant office.

F. If, at any time, the Committee feels that an Officer is not performing duties in accordance with Section 4, Subsection C, that Officer may be removed from office by a two-thirds vote of the regular members present at a regular meeting, provided that an item to that effect and the specific reasons for removal have been discussed at a regular meeting to be voted on at the next regular meeting, and an agenda has been distributed in accordance with Section 5, Subsection B, of these Bylaws.

Section 5. Meetings:

A. The Committee shall meet at a date, time and place acceptable to a majority of the regular membership. The date or time may be changed by a majority vote if ten (10) calendar days notice is given to the regular members.

B. A seven (7) calendar day notice shall be given for regular meetings. Special meetings may be called by the Chair with a minimum of three (3) calendar days' notice, indicating the reason for the meeting and notifying all members. Agendas shall be prepared prior to all meetings. Tentative agendas should be mailed with meeting notices and, whenever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting. Members may place items on the tentative agenda by notification to the MPO Staff.

C. Whenever reports are to be given, copies will be prepared for each member of the committee. When possible, said copies should be mailed with meeting notices.

D. Each member shall have one vote.

E. A quorum shall consist of a majority (5) of members and shall be required to conduct all

official business. A majority of the quorum shall be necessary to decide an issue before the Committee.

Roberts Rules of Order shall be followed at all meetings.

F. All meetings will be open to the public. The public shall have the opportunity to comment on agenda items prior to discussion and decision by the Committee.

Section 6. Amendments:

These Bylaws may be amended by the affirmative vote of a majority of the members of the full committee, provided a copy of the proposed amendment shall have been sent to every member at least seven (7) calendar days before it is to be voted on. All proposed amendments shall be voted on at regular meetings.

Section 7. Sunshine and Public Records Laws.

The Bicycle/Pedestrian Advisory Committee in all its proceedings shall be governed by the Florida Sunshine Law, Chapter 286, Florida Statutes and the Public Records Law, Chapter 119, Florida Statutes.

Section 8. Prior Agreement:

These Bylaws supersede and replace any and all Bylaws previously adopted by the Bicycle/Pedestrian Advisory Committee.

Section 9. Effective Date:

These Bylaws and any and all amendments to the Bylaws will become effective upon endorsement of the Charlotte County-Punta Gorda MPO Bicycle/Pedestrian Advisory Committee and approval by the MPO Board.


These Bylaws for the Bicycle/Pedestrian Advisory Committee of the Charlotte County-Punta Gorda Metropolitan Planning Organization were hereby endorsed in an open session with a quorum present and voting on September 18, 2014, by the Bicycle/Pedestrian Advisory Committee and

subsequently approved by the Charlotte County-Punta Gorda Metropolitan Planning Organization Board
on October 6, 2014.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE

By: 
K. Stephen Carter
BPAC Chair

METROPOLITAN PLANNING ORGANIZATION

By: 
Christopher G. Constance
MPO Chairman

ATTESTED BY: 
Robert M. Herrington
MPO Director

DATED this 6th day of October, 2014