Lawrence-Douglas County Metropolitan Planning Organization
Bicycle Advisory Committee Bylaws

SECTION 1.0 NAME
The name of this advisory committee will be the MPO Bicycle Advisory Committee (MPO BAC).

SECTION 2.0 ORGANIZATION

2.1 Authority
The Lawrence-Douglas County Metropolitan Planning Organization Policy Board (MPO) is the designated Metropolitan Planning Organization for the Metropolitan Planning Area, which is defined as the entirety of Douglas County. The MPO is the authorizing body for the MPO BAC.

2.2 Purpose
The purpose of the MPO BAC is to provide technical support for Bicycle Planning to the MPO and to assist it in carrying out the Lawrence-Douglas Countywide Bikeway System Plan and the bicycle planning process throughout Douglas County. MPO BAC activities include but are not limited to:

- Assisting the MPO and its staff in preparation of the Countywide Bikeway System Plan and amendments as needed, and recommend its adoption by the MPO.
- Coordinating in the development of bicycle planning activities, and reviewing and providing technical critiques of products and processes associated with bicycle planning for the MPO and its metropolitan planning area (i.e., Douglas County).
- Providing technical support in the preparation of the Metropolitan Transportation Plan (MTP) and amendments as needed, and recommending its adoption by the MPO.
- Consult with local governments on behalf of bicycle planning, as requested.

SECTION 3.0 MEMBERS

3.1 MPO BAC Composition:
The membership of the MPO BAC shall be composed of seven voting members as follows:

Voting Members:
MPO BAC members shall have an interest in issues and policies affecting bicycle use. The MPO BAC should include members from all areas of the County and should represent the variety of interests in bicycling to the greatest extent feasible. Each member shall be appointed by the Mayor and/or consent of the governing body that they represent and should be residents of that jurisdiction.

Two (2) Lawrence Residents
One (1) Eudora Resident
One (1) Baldwin City Resident
One (1) Lecompton Resident
Two (2) Douglas County Residents

Ex-Officio Non-Voting Members

One (1) representative from the Kansas Department of Transportation (KDOT) designated by the Secretary of Transportation
One (1) representative from the University of Kansas Bicycle Advisory Committee (KU BAC)
One (1) representative from the Lawrence – Douglas County Health Department
Ex Officio members shall sit with the same rights and privileges as MPO BAC voting members (request agenda items, participate in discussions, advise the MPO BAC, receive meeting packets, etc.) except that non-voting members shall not have the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the MPO BAC.

3.2 Non Participation
If a jurisdiction decides not to participate in the MPO BAC or fails to appoint a member or members to the MPO BAC within four months after notice of a vacancy, the MPO shall have the authority to elect a member to fill such vacancy by a simple majority vote. Any member elected by the MPO BAC shall be eligible to serve one complete term before the non-participating jurisdiction can appoint a replacement.

3.3 Terms of Membership
Each MPO BAC member, whether appointed or elected, shall serve a three-year term. A MPO BAC member, appointed or elected to fill an unexpired term, shall complete that unexpired term. No MPO BAC member may serve more than two complete terms consecutively. A mid-term appointment or election to complete an unexpired term of another MPO BAC member shall not count as a complete term toward the term limit. There is no limit as to how many terms a person may serve in a lifetime.

3.4 Attendance
MPO BAC members are expected to attend all regular and special meetings of the MPO BAC. Without the attendance of its members, the MPO BAC cannot conduct its business.

A MPO BAC voting members missing more than fifty (50) percent of the meetings for any reason during one (1) calendar year shall be deemed by the MPO BAC to have involuntarily resigned his or her position. Attendance will be reviewed regularly to ensure compliance.

3.5 Resignation and Appointment Procedures
Upon the voluntary or involuntary resignation of a MPO BAC member, the staff liaison shall notify the appropriate jurisdiction of the resignation and shall request that a replacement member be appointed.

Current members of the MPO BAC shall solicit the bicycling community for volunteers or nominations and any volunteers or nominations received shall be forwarded by the staff liaison to the appropriate jurisdiction. The MPO BAC shall endeavor to have a replacement member appointed as soon as practicable.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairperson and Vice-Chairperson – Election and Terms of Office
The MPO BAC shall elect the Chair and Vice-Chair from among its voting members at a regular meeting. Elections shall take place during the first meeting each year. The term of office shall begin at the first meeting of the year. The term of office shall be one year, or until such time that a new officer is elected. In the event of a vacancy in the office of Chairperson and Vice-Chairperson, a member shall be elected to serve the remainder of the term of office. Notice of such election shall be placed on the agenda.

4.2 Duties of the Chair
The Chair shall preside at MPO BAC meetings, appoint members to sub-committees, and recommend work assignments of MPO BAC members. In the absence of the Chair and Vice-Chair, the MPO BAC shall call for the election of a temporary Chair to preside over the meeting. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the MPO BAC.
4.3 Duties of the Vice-Chair
The Vice-Chair shall conduct meetings in the absence of the Chair.

4.4 Secretary
The Senior Transportation Planner or Transportation Planner of the MPO staff shall act as MPO BAC Secretary and be responsible for the preparation of agendas, the handling of administrative matters, and the maintenance of records (minutes, agendas, official roster of members, etc.).

SECTION 5.0 QUORUM
In order for business requiring committee action to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of currently appointed MPO BAC voting members. A quorum is not lost when a member or members abstain from voting. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the MPO BAC voting membership.

SECTION 6.0 MEETINGS
6.1 Meetings
The MPO BAC Secretary shall call the time and place for the first MPO BAC meeting. At the first MPO BAC meeting the MPO BAC shall consider the time and place to hold regularly scheduled meetings. The time and place for regular meetings shall be determined by a majority vote of the voting members. The time and place for regular meetings shall be decided within 6 months after the approval of these bylaws. The MPO BAC shall meet in regular meetings not less than one (1) time per calendar year. The location for regular meetings shall be as agreed to by a majority of the voting members. The meeting place for all MPO BAC meetings shall be accessible to individuals with disabilities. The MPO BAC Secretary shall give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.

The MPO BAC Secretary in consultation with the Chair may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary. Changes to meeting time, place or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable. Changes to the regular date or time for MPO BAC meetings shall be posted on the web site for at least one week in advance of the meeting time and/or date.

Either the MPO BAC Chair or a majority of the voting members may call special meetings. The MPO BAC Secretary shall give members notice of special meetings not less than seven (7) calendar days prior to the meeting. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

6.2 Conduct of Meetings
MPO BAC members are subject to all rules and regulations as established by the State of Kansas, City of Lawrence, Douglas County, and other governmental jurisdictions and agencies having legal authority to regulate public officials’ behavior and conduct. The meetings of the MPO BAC will be held in accordance with the Kansas Open Meetings Act of 1972, codified as amended at K.S.A. 75-4316 et seq. (KOMA).

6.3 Agendas
There shall be an official agenda for every regular meeting of the MPO BAC, which shall determine the order of business conducted at the meeting. The MPO BAC Secretary shall create and distribute an agenda for each MPO BAC meeting. Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.). Regular meeting agendas shall be distributed
electronically to MPO BAC Members at least one week in advance of the meetings. Upon delivery of the agenda to MPO BAC members the agenda shall be posted on the web site as soon as possible. Special MPO BAC meeting agendas are restricted to the business designated in the call for the meeting.

6.4 Record of Proceedings
At all MPO BAC meetings the Secretary shall record a roll of members, minutes of proceedings, and votes. The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the MPO BAC for approval at an upcoming meeting. Minutes shall be reviewed by all MPO BAC members and approved by a majority vote of the voting members present. Approved minutes of the MPO BAC meetings shall be available for public inspection on the MPO web site. Copies of approved MPO BAC Minutes shall also be made available to the MPO at their next meeting. Since the MPO BAC is an advisory committee to the MPO, actions by the MPO BAC to approve items will constitute official committee recommendations to the MPO. All approvals of items by the MPO BAC shall be noted by the MPO BAC Secretary and placed in meeting minutes. The MPO BAC Secretary will prepare MPO BAC-approved items for submission to the MPO and will present those items to the MPO.

6.5 Voting at Meetings
Each MPO BAC voting member shall have one vote. Members wishing to abstain shall inform the Chair. MPO BAC Members may only abstain from voting due to a conflict of interest of other good reason stated to the other MPO BAC members and accepted by them. Members must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance. Proxy voting is not allowed at MPO BAC meetings.

6.6 Conflict of Interest
No member of the MPO BAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the MPO BAC or its sub-committees, the Chairperson shall declare an abstention for each affected MPO BAC member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BY-LAWS
These bylaws may be amended by a two-thirds majority vote of the MPO BAC voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least one week in advance and the proposed bylaws amendment has been placed on the agenda. In order to become final amendments to these bylaws must also be approved by the MPO Policy Board. Amendments to these bylaws should be scheduled for approval by the MPO Policy Board at their next meeting. After approval by the MPO BAC and MPO Policy Board all amendments to these bylaws shall be recorded by date and incorporated into the official master copy of these bylaws filed at the MPO Office. Copies of new revised MPO BAC Bylaws shall be delivered to MPO BAC members (both voting and non-voting) and MPO Policy Board members (both voting and non-voting) and be posted on the MPO website as soon as practical after their MPO Policy Board approval.

SECTION 8.0 EFFECTIVE DATE
The above and foregoing bylaws are hereby adopted and become effective as the bylaws of the Bicycle Advisory Committee (MPO BAC) upon approval by the Lawrence-Douglas County Metropolitan Planning Organization (MPO) Policy Board.