

Draft By-Laws of the San Mateo County Bicycle and Pedestrian Advisory Committee

Article 1: Authority and Purpose

These By-Laws of the San Mateo County Bicycle and Pedestrian Committee (Committee) are pursuant to San Mateo County Board of Supervisors Resolution Nos. 65019, 69276, and 80121, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. Pursuant to Board of Supervisors Resolution No. 080878, the purposes of the Committee include:

- a. Advise the Board of Supervisors regarding funding priorities for bicycle and pedestrian projects and programs in the County.
- b. Advise the Board of Supervisors regarding project priorities for funding programs including the Transportation Development Act Article 3 grant program.
- c. Make recommendations to the Board of Supervisors regarding the County's annual priority list of bicycle and pedestrian projects for the capital improvement program.
- d. Make recommendations to the Board of Supervisors on how the County's annual road resurfacing, maintenance, and operations program can enhance bicycle and pedestrian access and infrastructure.
- e. Make recommendations to the Board of Supervisors regarding encouragement and education programs to increase walking and bicycling for transportation.
- f. Coordinate with partners, and bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional issues.
- g. Provide recommendations to committees, commissions, and departments on issues related to bicycling, walking, and complete streets.
- h. Review and provide recommendations to County staff regarding plans, policies, routes, Safe Routes to Schools, transit, traffic enforcement, and guidelines related to walking and bicycling.
- i. Report and make recommendations to the Board of Supervisors no less than once in every twelve (12) month period.

The Committee serves in an advisory role to the Board of Supervisors and has the following duties, functions and powers:

- a. To advise and make recommendations to the Board of Supervisors.
- b. Develop and implement a yearly work plan (see Article 6).
- c. Provide a public forum for input from members of the public and to identify unmet needs.
- d. To act as an advocate for people walking and bicycling, consistent with its role as an advisory committee and the Standing Rules for Boards, Commissions and Advisory Committees.
- e. Other duties and activities as directed by the Board of Supervisors.

Article 2: Members

Section 2.1. General

The Committee was created by the Board of Supervisors Resolution No. 073998, adopted on September 1, 2015, and that resolution was subsequently amended by Board of Supervisors Resolutions Nos. 074494, and 080878, adopted on May 10, 2016, and January 28, 2025, respectively. It is understood that subsequent resolutions relating to the Committee may be adopted by the Board of Supervisors, and that in any event, the members, members' terms, and the Committee's purposes, organization, powers, duties and functions are as set forth in the most current Board of Supervisors resolution. In the event of an inconsistency between the By-Laws and the most current Board of Supervisors resolution, the most current Board resolution will take precedence over these By-Laws.

Section 2.2 Membership

The current membership established by the Board of Supervisors includes a total of seven (7) voting members as follows:

- a) One (1) member represents the interests of the bicycling community.
- b) One (1) member represents the Safe Routes to School community.
- c) One (1) member represents the interests of the older adult community.
- d) Four (4) members shall be at-large.

Consideration shall be given to the geographic representation across the five County Supervisorial Districts, but not more than two members may reside in the same District.

Section 2.3 Compensation

Committee members serve on a voluntary basis and no person shall receive compensation for service as a member of the Committee.

Section 2.4 Resignation

Any member may resign effective on giving written notice to the Clerk of the Board and the Department of Public Works staff liaison, unless the notice specifies a later time for their resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.

Section 2.5 No Individual Authority

No member of the Committee shall act on behalf of the Committee as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the Committee. At no time shall a member approach (as a representative of the Committee) any elected official, Department Head or Division Director prior to receiving approval by the Committee. Unauthorized action may result in a recommendation for dismissal to the Board of Supervisors.

Section 2.6 Action by the Board

Notwithstanding the foregoing, the qualifications, terms and other conditions of Commission membership shall be as determined from time to time by action of the Board.

Section 2.7 Miscellaneous Provisions

The County Standing Rules on appointment, length and limitations of terms, dates of terms, removal, and vacancies are incorporated herein by reference.

Article 3: Officers

Section 3.1 Chairperson and Vice-Chairperson

The Officers shall include a Chairperson, who shall preside at all meetings of the Committee, and a Vice-Chairperson who in the Chairperson's absence or inability to

act, shall preside at the meetings. If both the Chairperson and Vice-Chairperson are absent or unable to act, the immediate Past Chairperson will act as Chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson. If the Chairperson, Vice Chairperson and immediate Past Chairperson are absent or unable to act, the members present shall select one of the members present to act as Chairperson.

The Chairperson and Vice-Chairperson shall be elected at the Regular Meeting in December or at an adjournment of that meeting. The term for the position of Chairperson and Vice-Chairperson is one (1) year. No member may hold the position of Chairperson or Vice Chairperson for more than two consecutive years. In order to run for the office of Chairperson or Vice Chairperson, a member must be in good standing with regard to meeting attendance and committee participation.

Section 3.2 Officer's Duties

The duties of the Chairperson shall include the following:

- a. Convening meetings of the Committee.
- b. Providing leadership in setting and fulfilling the goals of the Committee.
- c. Setting proposed meeting agendas.
- d. Coordinating development of the Annual Work Plan.
- e. Representing the Committee as needed at County and community events.
- f. Coordinating with the Department of Public Works Committee staff liaison on all of the above, including any recommendations to the Board of Supervisors.

The Vice Chairperson assists the Chairperson as necessary and fulfills the duties of the Chairperson when the Chairperson is absent. See Section 3.1 if both the Chairperson and Vice Chairperson are absent.

Article 4: Meetings

Section 4.1 Brown Act

All meetings of the Committee shall be subject to the provisions of the Ralph M. Brown Act (Gov. Code, §§ 54950, *et seq.*), which Act mandates open meetings for local legislative bodies.

Section 4.2 Regular and Special Meetings

The Committee's regular meetings are scheduled to occur every other even numbered month (February, April, etc.), on the third Thursday of the month, beginning at 7:00 pm unless the meeting falls on a County holiday or other day and time determined by majority vote of the Committee. The Committee shall meet at least four (4) times per year, unless otherwise determined by a majority vote of the Committee. Special meetings shall be held at any time and place at the call of the Chairperson or a majority vote of the Committee.

Section 4.3 Quorum

A majority of the total membership of the Committee shall constitute a quorum, meaning a minimum of four (members), for the transaction of business. Where there is not a quorum present, the Department of Public Works staff liaison shall announce that no meeting will be held due to a lack of a quorum and shall announce the date of the next regular meeting.

Section 4.4 Attendance and Participation

Because the value of the Committee's recommendations is based on its members' attentiveness and knowledgeability of the issues, particularly in being observant of recurring issues, attendance at all meetings is expected of all members. In addition, failure to attend meetings without advance notice to staff and other members puts committee meetings at risk of last-minute cancellations due to lack of a quorum, so maximum advance notice of unavoidable absences is also expected. Department of Public Works staff is asked to approach members whose inconsistent attendance calls into question whether their continued membership is viable and to initiate, where appropriate, a request to the Board of Supervisors to appoint a replacement member who can reliably attend to Committee business.

Committee members are expected to prepare for items to be discussed at meetings so they can participate in active dialog, especially for material provided in advance of meetings. Committee members represent the unincorporated County, and discussion should be focused on matters pertaining to bicycle and pedestrian projects programs

and policies in the unincorporated County and matters that can have an impact to or connection with bicycle and pedestrian projects, programs and policies in the unincorporated County.

Section 4.5 Meeting Agendas

The Chairperson, in consultation with Department of Public Works staff liaison, shall approve of an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting. The following is the order of business that may be listed on the agenda:

- a) Call meeting to order
- b) Roll call
- c) Public Comment
- d) Action to Set Agenda
- e) Approval of Minutes
- f) Member Announcements and Discussion
- g) New Business Items
- h) Adjournment

Section 4.6 Conduct of Business

Section 4.6.1 Rules for Committee Members

- a) Procedures for Agenda Items: Items on the agenda shall be considered in order unless a motion is made and approved to change the order when action is taken to set the agenda at the meeting by a majority vote of the Committee members. After a report or presentation is made on an agenda item, Committee members may comment, and then the topic shall be open to public comment. The Chairperson, at their discretion, may entertain a request for opening the floor for public comment on an agenda item prior to opening discussion for Committee member comment. All actions of the Committee requiring a vote shall be approved by a motion, duly made, seconded and then adopted by an affirmative vote of the majority of the quorum. Abstentions shall be cast only if the Committee member declares a conflict of interest or other disqualification from

voting or a lack of sufficient information upon which to base a vote due to absence from a previous meeting.

b) Committee Member Communication: Committee members should request permission from the Chairperson before speaking. A Committee member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Committee members should express their views without engaging in lengthy debates. When one Committee member is speaking, the other Committee members shall not interrupt or otherwise disturb the speaker.

c) Communication with Members of the Public Addressing the Committee: Committee members may question a person addressing the Committee at the conclusion of the person's comments or upon the expiration of the person's time to speak. Such questions shall be directed through the Chairperson. Committee members should confine communication to a direct question and answer format, as opposed to an extended dialog.

If a member of the audience has addressed the Committee on matters that are not on the agenda, Committee Members shall refrain from discussion on the matter, except for a brief clarifying question. If a Committee member so wishes, during BPAC Member Announcements and Discussion, they may request, through the Chairperson, that the matter be agendaized at a future meeting. The Chairperson, at their discretion, can consider agendaizing the matter at a future Committee meeting after consultation with the Department of Public Works staff liaison.

d) Action Items for Committee correspondence: Recommendations to revise Committee member correspondence, such as letters, that are part of an action item shall be made in writing at the meeting in real time to ensure all Committee members are clear on the revisions and a motion and action can be taken at the meeting. If it is not possible to do so in a timely manner, the item will be continued at the Committee's next meeting.

- e) Committee Conduct: Members of the Committee shall conduct themselves in an orderly and business-like manner to ensure that the business of the County shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process of the Committee shall maintain a polite, respectful and courteous manner when addressing one another, County staff members, guest speakers and members of the public during meetings.

During any and all agenda items, the Chairperson should discourage outward signs of agreement or disagreement from the audience such as applause or statements from the floor. Such demonstrations can intimidate those with opposing views and unintentionally discourage one public discussion of all issues and points of view.

- f) General Meeting Conduct: The Chairperson shall at all times be in control of the conduct of the meeting and may adjourn meetings or ask any person disrupting the meeting to cease their conduct or leave the premises.

4.6.3 Adjournment of Meetings

Meetings shall adjourn not later than 9:30 pm or as soon thereafter as the Committee completes the item of business on the agenda. Any items of business not yet addressed shall be continued to the next regular meeting. The Committee may by majority vote extend the meeting beyond 9:30 pm in order to complete more of its agenda.

Article 5: Subcommittees

Section 5.1 Appointment

To the extent permitted by law, the Committee Chair may appoint a subcommittee or subcommittees from its members, either standing or *ad hoc*, and designate such committees' duties, powers and authorities.

Section 5.2 Miscellaneous Provisions

The County Standing Rules on subcommittees are incorporated herein by reference.

Article 6: Annual Work Plan

Section 6.1 Annual Work Plan

The Committee will develop an annual Work Plan. The Work Plan shall serve as a basis for ensuring a broad range of Committee bicycle and pedestrian business-related matters are included on meeting agendas over the course of a year, consistent with the Committee's purpose.

Section 6.2 Miscellaneous Provisions

The County Standing Rules on annual work plans are incorporated herein by reference.

Article 7: Amendment of By-Laws

These By-Laws may be amended only by an affirmative vote of a quorum of the Committee.

DRAFT