

# **Salt Lake County Bicycle Advisory Committee**

## **BY-LAWS**

**March 8, 2005**

### ***Article 1 - Purposes***

Section 1. Mission Statement. The Salt Lake County Bicycle Advisory Committee (SLCBAC) will work towards providing safe bicycling accommodations on our roads, to educate our community residents and leaders at the federal, state and local levels, and to promote bicycling and walking for more vibrant, healthy communities.

Objectives:

- Develop the inclusion of bicycle and pedestrian accommodations for “complete streets” in all transportation projects through the adoption of a County-wide Bicycle and Pedestrian Master Plan.
- Develop database of county roads with input from the public to publish bicycle and pedestrian recreational opportunities in a Salt Lake County Bicycle & Recreation Map.
- Host County-sponsored community events to bring bicycle enthusiasts, kids, and their families together for physical activity, awareness, education, and fun.
- To increase the number of people who choose bicycling, public transportation, walking, or other alternatives, in an effort to improve quality of life and community health, by establishing partnerships with UDOT, UTA, county and city transportation departments, school districts, our MPO (WFRC), related nonprofit and environmental groups, community leaders, and other bicycle/pedestrian advocacy groups such as the MBAC and Salt Lake City Bicycle Collective.

Section 2. General Purpose. The Committee shall provide recommendations to the County Mayor, County Council, and other entities with respect to transportation planning, construction, and recreation, and promote community events and other projects for the use or benefit of bicyclists and pedestrians.

Section 3. Budget and Expenses. The Committee will propose an annual operational budget, which is allocated from the Mayor’s budget for the purposes of the mission of the SLCBAC. The Committee will choose the lowest responsible bidder for projects and will supply the County with proper justification for all expenses.

## *Article 2 - Membership*

Section 1. SLCBAC organization. The Salt Lake County Bicycle Advisory Committee will consist of representatives from the community and other agency staff as follows:

- The Committee (between 5-10 voting members)  
These citizen representatives must take an active interest in bicycling and pedestrian issues. This committee shall exercise management authority to the extent delegated by the Board or the Mayor. In addition, the committee shall make recommendations relating to operating and capital budgets, compensation, and other budgetary issues. Nominations for committee members will be submitted to the Mayor (or Council) for appointment. Each member shall serve a two-year term.
  
- Advisory Board (varying number, non-voting)  
A Board shall be formed to advise the Committee. Each member shall be asked to serve and shall be in a position to work in the interest of the Committee - representatives from County Transportation, County Parks and Recreation, the Mayor's office, WFRC, UDOT, DOH, UTA, and other town departments and civic organizations that are related to the SLCBAC's objectives. Board members are appointed by letter of acceptance to the Committee Chair. Advisory Board members are encouraged, but are not required, to attend SLCBAC meetings.
  
- Members at large (varying number, non-voting)  
Citizen members who do not vote, but who are interested in the committee's work, can attend committee meetings as well as volunteer to execute SLCBAC projects.

Section 3. Resignation. Committee and board members may resign by submitting a written resignation to the Salt Lake County Mayor and Committee Chair.

Section 4. Committee Requirements. All committee members and project volunteers must sign disclosure statement and adhere to sexual harassment and discrimination policy.

### *Executive Committee Officers*

Section 1. Officers. The officers of the Committee shall include a Chair, Vice Chair, Secretary, and Treasurer to be elected from within the committee. Additional offices may be created at the discretion of the Committee and upon a motion from the committee. A chairperson may also hold the office of secretary or treasurer.

Section 2. Elections. The first officers shall be elected at the first regular meeting. Thereafter, officers shall be elected annually at the January meeting. Anyone may present nominations for the offices.

Section 3. Terms. All officers shall serve for a term of one year and may be re-elected to additional one-year terms.

Section 4. Duties and Powers. The duties and powers shall be as follows:

Section 4a. Committee Chair. The Chair shall be the chief officer of the Committee, and duties include:

1. Exercise general supervision over official business, ensuring that such business is conducted in accord with law, as well as in accord with these By-laws;
2. Preparation of agendas;
3. Preside at all meetings of the Committee;
4. Ensure that the Committee works closely and cooperatively with the Salt Lake County Mayor and other county personnel;
5. Act as the official spokesperson for the Committee, provided that no statement or action taken by the Chair as spokesperson or representative shall obligate the organization unless approved by an affirmative vote of the members present at a regular or special meeting;
6. Perform all other duties properly incident to the Chair's office or prescribed by an affirmative vote of the members present at a regular meeting;
7. Be empowered to delegate to the Vice Chair any of the duties or powers of the Chair listed in this section;

Section 4b. Vice Chair. The Vice Chair shall serve as a member of the Committee and assist the chair in the performance of his prescribed duties. In the event of the inability of the Chair to perform his duties, the Vice Chair shall possess the powers and perform the duties of the Chair. The Vice Chair shall also perform any other

duties prescribed by an affirmative vote of the members present at a regular or special meeting.

Section 4c. Secretary. The Secretary shall: (i) keep the minutes of the committee meetings in one or more books provided for that purpose; (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (iii) be custodian of SLCBAC records and (iv) in general perform all duties incident to the office of Secretary.

Section 4d. Treasurer. The Treasurer shall keep record of all SLCBAC funding and shall keep accounts of all receipts and disbursements; and shall render to the committee at the regular meetings and to the County whenever requested an account of all of SLCBAC transactions.

Section 6. Resignation. Any officer of the Committee may resign by submitting written resignation to the Chair. If the Chair is resigning, it should be submitted to the Salt Lake County Mayor and the entire Committee. Whenever possible, the officer's resignation should be submitted at least thirty days prior to the effective date of the resignation.

Section 7. Vacancies. In the event of a vacancy in any other office, such vacancy shall be filled by an interim officer elected at the next regular meeting by the vote of the members present. The interim officer shall serve for the remainder of the unexpired term of the vacant office.

## *Article 6*

### *Meetings*

Section 1. Regular Meetings. Meetings shall be held monthly on the second Monday of each month from 5-7pm. Meeting notices and agenda will be posted in advance. All SLCBAC meetings will be controlled by the chairperson. With prior written notice, the Committee may by majority vote reschedule or cancel any regular meeting. At least once annually the Board members shall meet with the Committee. All regular and special meetings are open to the general public.

Section 2. Special Meetings. Special meetings may be called by the County Mayor, the Committee, or a majority of board members upon three or more days' notice to all members, at any reasonable date, time, and place. Special meetings may include any matter properly brought before the committee consistent with the required notice and agenda.

Section 3. Quorum. A quorum is required to conduct any official business at any regular or special meeting. At least 50% of the total number of committee members present at a regular or special meeting will constitute a quorum. All actions of the SLCBAC, with the exception of changes to the bylaws, require a majority vote of the committee.

### *Article 7* *Amendments*

Section 1. Super Majority Vote. These By-Laws may be amended by a vote of two-thirds of the committee. Amendments to these By-Laws may be proposed at the annual meeting set aside for election of officers or at any other regular meeting subject to Section 2.

Section 2. Notice. Written notice, setting forth the proposed amendment(s), shall be mailed or given to each committee member, the County Mayor and the Chair at least ten (10) days prior to the meeting during which they are to be considered.