



## Clark Communities Bicycle and Pedestrian Advisory Committee Bylaws

### Article 1 – Name

The official Name shall be the “Clark Communities Bicycle and Pedestrian Advisory Committee,” hereinafter referred to as “CCBPAC” or “the committee.”

### Article 2 – Goals and Objectives

The role of the CCBPAC is to advise Clark County (County) and participating City and State government staff on matters involving transportation for people walking and bicycling. Responsibilities include:

1. Advising on the implementation of the vision of the Clark County Bicycle and Pedestrian Master Plan:
  - a. People can bicycle and walk safely and conveniently to all destinations within reasonable bicycling and walking distance;
  - b. Schoolchildren will have safe routes to walk and cycle to school;
  - c. Promote the health benefits of safe bicycling and walking for people of all ages and abilities;
  - d. People can walk or ride to and from their transit stops and have a comfortable and convenient place to wait or transfer;
  - e. Bicyclists and pedestrians can enjoy the County’s natural beauty;
  - f. Appropriate transportation choices are available to all;
  - g. Transportation facilities are designed to encourage active transportation; and
  - h. The County will promote economic development opportunities related to walking and cycling.
2. Commenting on plans and proposals for road and other transportation projects impacting bicycling and pedestrian usage.
3. Assisting County, City, and State governments in the design and implementation of a comprehensive pedestrian and bicycle plan for Clark County.
4. Evaluating and making recommendations to County staff regarding prioritization and improvement of pedestrian and bicycle facilities.
5. Advising agencies on ways to improve bicycle and pedestrian safety.
6. Encouraging walking and cycling as forms of transportation.
7. Focus on top recommended programs from the Clark County Bicycle and Pedestrian Master Plan, which are as follows:
  - a. School education/encouragement programs.
  - b. Promote County-wide bicycle and pedestrian activities.



### **Article 3 – Agencies/CCBPAC Co-ordination**

1. Clark County shall be the lead agency in managing the CCBPAC.
2. The CCBPAC should be notified of all new laws, or ordinances pertaining to bicycles, or bicycling, and/or pedestrians.
3. County, City, and other government entities shall recognize CCBPAC as an official organization.
4. Coordinate planning efforts with other agency departments, committees, or plans (e.g. Clark County Commission on Aging or Clark County Parks Department’s Trail Plan).
5. CCBPAC shall provide an annual progress report to the County Council, County Manager, and Community.

### **Article 4 – Membership**

#### **Representation**

1. The CCBPAC shall be composed of a minimum of 7 and maximum of 9 members.
2. CCBPAC members shall be appointed by the Clark County Council, based upon recommendation from the existing members of CCBPAC.
3. CCBPAC members must live in Clark County, including unincorporated Clark County and any City within the County, and be interested in active transportation.
4. CCBPAC membership, to the extent possible, shall represent the County’s demographic diversity, including the geographic, racial, economic, and social complexion of Clark County.
5. Membership appointments shall include people interested in mobility issues; people dependent on public transit, alternative, or active modes of transportation; and people with professional background in health care, development, education, and other similar professions.
6. CCBPAC members should represent the geographic distribution of regional Clark County, including the cities, to the extent possible.
7. All members age 21 and older shall serve a full term. A single, short-term youth position will be available to any interested person aged 11-20.

#### **Term of Appointment**

1. Each member shall serve a four (4) year term of appointment and may be reappointed by the County Manager to a consecutive term. There will be no limit to consecutive terms.
2. Each youth member shall serve a one (1) year term of appointment and may be reappointed by the County Manager to a consecutive term. If a youth member wishes to remain a member past age 20, then they must follow the formal application process for appointment.
3. Any member may resign their appointment at any time by notifying the committee Chair, Vice-Chair, and County Manager in writing or by email.

#### **Meeting Attendance**

1. CCBPAC members are expected to attend all meetings. Absence from half of the regular meetings in a year shall be regarded as constituting resignation from CCBPAC. Additionally, members who miss three (3) consecutive meetings within a 12-month period without due cause



shall automatically have their appointment terminated. “Due Cause” is defined as notifying the Chair Person, Vice-Chair Person, or CCBPAC County staff coordinator.

2. CCBPAC members may be removed by the County Council for neglect of duty, malfeasance in office, or participation in a demonstrable case of conflict of interest.

### **Applications and Vacancies**

1. Available vacancies will be posted on the CCBPAC website. Persons interested in filling a vacant position shall apply to CCBPAC following instructions on the website.
2. Applicants will attend a meeting as part of a mutual “interview” process to determine if CCBPAC meets the expectations of the applicant and vice versa.
3. CCBPAC will submit a nomination for applicants to the County Council for approval.
4. CCBPAC vacancies occurring otherwise than through the expiration of term shall be filled for the remainder of the unexpired terms upon recommendation from the existing members of CCBPAC and appointment by the County Manager.

### **Non-Voting Partners**

Non-voting partners shall serve as needed, as requested by CCBPAC. Non-voting partners include but are not limited to: cities within Clark County, C-Tran, Clark County Parks Advisory Board, Washington State Department of Transportation (WSDOT), Regional Transportation Council (RTC), Clark County Public Health (CCPH), as well as any other interested organizations or agencies within the County.

### **Article 5 – Officers**

1. Officers shall consist of a Chair and a Vice-Chair.
2. Terms of duty for officers shall be one (1) year.
3. Officers shall be elected by majority vote of the appointed CCBPAC members. Elections shall take place at the September meeting, with officers taking the seat on October 1.
4. Election of officers to fill a vacancy can happen at any regular or special meeting and shall be for the period of the unexpired term of the previous incumbent, except for the position of Chair. If the Chair position is vacated, the position shall be filled by the Vice-Chair for the remainder of the unexpired term.
5. Any officer may be removed at any scheduled meeting by a vote of the majority of the full committee entered on the record.

### **Chair**

The Chair shall preside over the meetings of the committee and exercise the duties and powers of the office, such as:

1. Establish sub-committees to meet CCBPAC needs as stated in Article 8;
2. Prepare meeting agendas in conjunction with the County staff coordinator;
3. Present the annual report in conjunction with the County staff coordinator;
4. Meet with the County Manager quarterly to discuss objectives and concerns of CCBPAC.



## **Vice-Chair**

The Vice-Chair shall, in the absence of the Chair, perform all duties incumbent upon the Chair. In the event that the Chair and Vice-Chair are both absent, the members present may elect for the meeting a temporary Chair who shall have the full powers of the Chair during the absence of the Chair and Vice-Chair.

## **Article 6 – Meetings**

Public meetings will be held at the Clark County Public Services Center, unless otherwise directed by the Chair. CCBPAC members will receive electronic meeting packets a week before each meeting. The packets will include the agenda, action items from the previous meeting, and any staff reports, literature or other appropriate material.

### **Regular Meetings**

Regular meetings shall be held at 6:00 p.m. on the fourth Tuesday of each month in the Clark County Public Service Center, 1300 Franklin Street, Vancouver, WA 98660. Regular meetings shall be open to the public. A meeting may be cancelled by the Chair at the request of the majority of the committee.

### **Special Meetings**

Special meetings may be called at any time by the Chair at the request of a majority of the committee and with due notice.

### **Annual Meeting**

The annual meeting between CCBPAC and the County Council and County Manager shall be held on the third Tuesday of February.

### **Conduct**

1. A simple majority of committee members shall constitute a quorum.
2. The Clark County staff representative shall be responsible for taking action item notes and distributing the electronic meeting packets.
3. The agenda shall be set by the Chair in consultation with the Clark County staff representative.
4. All meetings are open in conformance with RCW 42.30, OPEN PUBLIC MEETINGS ACT.
5. The Chair shall preside at meetings. In the Chair's absence, the Vice-Chair shall preside at meetings (see Article 5 for more information).
6. Members shall represent the official action, as specifically authorized by majority vote.

## **Article 7 – Voting**

1. Except as may be otherwise provided in these bylaws, each member, including the youth member, has one (1) vote and must be present to vote.
2. In the event of a tie, more discussion and a second vote shall be held. If the vote is still tied, the vote of the Chair shall break the tie.



## **Article 8 – Committees**

The Chair shall have full power to create temporary committees of one or more members. Standing committees of CCBPAC shall be created at the direction of the committee and appointed by the Chair. Standing or temporary committees may be charged with such duties as:

1. Reviewing plans and proposals related to pedestrian and bicycle transportation;
2. Review of any matter specifically related to the interest of the committee;
3. Any other task the committee sees as needed to complete the Goals and Objectives of CCBPAC.

No standing or temporary committee or individual committee member shall have the power to commit CCBPAC to the endorsement of any plan or program without the approval of the CCBPAC members.

## **Article 9 – Conflict of Interest**

No committee member shall vote on any recommendation in which they or a member of their family, business, or employer has a financial interest or any other direct interest.

## **Article 10 – Amendment to Bylaws**

The bylaws may be amended by a majority vote of the appointed members. The County Manager and County Council shall have the authority to veto any change in the bylaws initiated by the committee members.