

**San Antonio-Bexar County Metropolitan Planning Organization
Bicycle Mobility Advisory Committee By-Laws**

December 6, 2010

Purpose

The Bicycle Mobility Advisory Committee (BMAC) is established by the San Antonio-Bexar County Metropolitan Planning Organization (MPO) Transportation Policy Board to improve bicycle mobility within the San Antonio-Bexar County MPO Study Area.

Generally, the BMAC will:

- Provide bold and visionary leadership in all matters affecting bicycle mobility in the MPO study area
- Be expansive in its vision and assertive with its mission throughout the entire community

In particular, the BMAC will:

- Consider all technical and public outreach issues related to bicycle mobility including but not limited to urban design, construction standards, design standards, maintenance, access, connectivity and safety.
- Communicate with and educate the public and elected officials on the importance of bicycling through a speaker's bureau as well as periodic articles and opinion pieces to appropriate agency and mass media.
- Participate in all regional transportation planning activities
- Recommend funding options and opportunities for bicycle-related projects
- Participate in the promotion and implementation of the Regional Bicycle Master Plan and Safe Routes to Schools programs as well as other related initiatives
- Promote and participate in annual Walk & Roll activities year round
- Recommend bicycle-related planning studies to be conducted
- Serve as liaison to other stakeholders and interest groups for bicycling
- Communicate and educate both cyclists and motorist that cyclists have the same rights and responsibilities as motor vehicles on the road

Membership

The BMAC shall consist of 21 voting members and a Chair who will vote only in case of a tie. These members define the “voting membership” of the BMAC and shall be appointed by the respective agencies or from nominees.

- One member shall be appointed from each of the following public agency staffs:
 - a) Alamo Area Council of Governments,
 - b) Bexar County Infrastructure Services,
 - c) City of San Antonio Bicycle/Pedestrian Coordinator
 - c) City of San Antonio Planning and Community Development Department,
 - d) City of San Antonio Parks and Recreation Department,
 - e) Law enforcement bicycle patrol representative
 - f) San Antonio River Authority
 - g) Texas Department of Transportation - San Antonio District,
 - h) VIA Metropolitan Transit

Agencies are encouraged to appoint an alternate member to serve in case of an absence. Alternates have full “voting membership” privileges when acting as the primary agency representative.

- Four citizen members shall be selected from applicants to represent bicycling interests at-large. These members shall be citizens who are selected to serve on the BMAC because of their knowledge and experience in bicycling and pedestrian issues respectively. These members will each nominate an alternate with voting privileges in their absence to be approved by the BMAC.
- One (1) member shall be appointed by the Bexar County Association of School Superintendents.
- One (1) member shall be appointed from the Development Community selected by the BMAC on a rotating basis for a two year period, non-renewable term. The rotating position is intended to allow different professional groups to have representation over time on BMAC. After initial appointment the position will be filled by a candidate applying as the alternate member. The alternate will move into the primary position after two years and the vacant alternate position will be posted.
- One (1) member shall be appointed from the Economic Development Community selected by the BMAC on a rotating basis for a two year, non-renewable term. The rotating position is intended to allow Economic Development organizations in the region to have representation over time on BMAC. After initial appointment the position will be filled by a candidate applying as the alternate member. The alternate will move into the primary position after two years and the vacant alternate position will be posted.
- One (1) member shall be appointed by the Greater Bexar County Council of Cities (GBCCC).

- One (1) member shall be appointed by the San Antonio Wheelmen.
- One (1) member shall be appointed by the South Texas Off-Road Mountain Bikers (STORM).
- One (1) member shall be appointed by a cycling organization selected by the BMAC on a rotating basis for a two year, non-renewable term. The rotating bicycle organization position is intended to allow different community cycling groups to have representation over time on the Bicycle Mobility Advisory Committee. The position will be filled by a candidate applying as the alternate member. The alternate will move into the primary position after two years and the vacant alternate position will be posted.
- One (1) member shall be appointed by the Texas Bicycle Coalition (TBC)
- The BMAC Chair shall be nominated by the BMAC and will be appointed by the MPO Transportation Policy Board for a two-year term.
- The BMAC Vice-Chair shall be a member elected by the BMAC membership.
- All BMAC citizen members shall reside within the MPO's study area.
- Applications for the at-large citizens positions will be mailed to the MPO's standard mailing list and the application will be available on the MPO's website. A subcommittee of the BMAC will review applications, shortlist and may interview candidates as appropriate, and provide a recommendation to the BMAC as a whole.

In order to allow for increased citizen participation, the following terms shall apply:

- Agency staff – no term
- Citizens At -Large – renewable two-year terms to begin on April 1, 2005
- Bexar County Association of School Superintendents – renewable two-year term to begin on April 1, 2005
- Greater Bexar County Council of Cities – renewable two-year term to begin on April 1, 2005.
- Should a member fail to attend three consecutive meetings of the BMAC, the Chair may recommend that the member be removed and replaced by an alternate or by selecting a representative from previously submitted applications.
- In addition to appointing the voting membership, the BMAC may appoint ex-officio members as appropriate. The ex-officio members are not voting members but will

receive all meeting materials and are encouraged to actively participate in all BMAC discussions.

Procedures

- The BMAC shall meet monthly (with the exception of November), or as often as necessary.
- The BMAC shall meet jointly with the Pedestrian Mobility Advisory Committee (PMAC) quarterly or as needed.
- BMAC meeting notices and information will be provided by mail or e-mail to all members approximately one week prior to a meeting.
- BMAC meetings are subject to the Texas Open Meetings Act and must be posted in the Texas Register and other appropriate places at least 72 hours prior to a meeting. Provisions of the Texas Open Meetings Act shall be observed at all times.
- Meeting minutes shall be made of each meeting. Meeting minutes will be posted on the MPO's website following approval.
- Each agenda will include a "Citizens to Be Heard" item. Participation by interested citizens is encouraged.
- A meeting quorum shall be defined as one-half plus one of the existing voting membership. Vacancies do not count against a quorum. A quorum will be present for all actions taken by the BMAC.
- These by-laws and any future amendments will be approved by the San Antonio-Bexar County MPO Transportation Policy Board.

Staff Support

- Support shall be provided to the BMAC by MPO staff within limitations imposed by budgetary and personnel considerations.
- In consultation with BMAC members, MPO staff will develop the meeting agenda, meeting package, provide meeting minutes, participate in discussions, and coordinate BMAC activities as appropriate.