

San Antonio-Bexar County Metropolitan Planning Organization
Pedestrian Mobility Advisory Committee By-laws
December 6, 2010

Purpose

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

Generally, the PMAC will:

- provide bold and visionary leadership in all matters affecting pedestrian mobility in the MPO study area
- be expansive in its vision and assertive with its mission throughout the entire community

In particular, the PMAC and its committee members will:

- Consider all technical and public outreach issues related to pedestrian 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 pedestrian travel to the transportation system.
- Participate in all regional transportation planning activities.
- Recommend funding options and opportunities for pedestrian-related projects.
- Participate in the promotion and implementation of the Walkable Communities Programs as well as other related initiatives.
- Promote and participate in annual Walk & Roll activities year round.
- Recommend pedestrian-related planning studies to be conducted.
- Serve as liaison to other stakeholders and interest groups for walking.

Membership

The PMAC shall consist of 18 voting members and a Chair who will vote only in case of a tie. These members define the “voting membership” of the PMAC and shall be

appointed by the respective agencies or from nominees.

- One member shall be appointed from each of the following public agency staffs:
 - Alamo Area Council of Governments
 - Bexar County Infrastructure Services
 - City of San Antonio Disability Access Office
 - City of San Antonio Metropolitan Health District
 - City of San Antonio Planning and Development Services Department
 - City of San Antonio Parks and Recreation Department
 - Texas Department of Transportation - San Antonio District
 - VIA Metropolitan Transit
 - VIA Metropolitan Transit ADA

Each agency staff will identify an alternate with voting privileges.

- Four citizen members shall be selected from applicants to represent walking interests at-large. These members shall be citizens who are selected to serve on the PMAC because of their knowledge and experience in walking and pedestrian issues respectively. These members will each nominate an alternate with voting privileges in their absence to be approved by the PMAC.
- One (1) member shall be appointed by the Bexar County Association of School Superintendents. This member will nominate an alternate with voting privileges.
- One (1) member shall be appointed by the Greater Bexar County Council of Cities (GBCCC). This member will nominate an alternate with voting privileges.
- One (1) member shall be appointed by the Bexar County Technical Advisory Committee for Persons with Disabilities. This member will nominate an alternate with voting privileges.
- One (1) member shall be appointed by the San Antonio Utilities Council (SAUC). This member will nominate an alternate with voting privileges.
- One (1) member shall be appointed by a walking organization. This member will nominate an alternate with voting privileges.
- The PMAC Chair shall be nominated by the PMAC and will be appointed by the MPO Transportation Policy Board for a two-year term. The term may be extended.
- The PMAC Vice-Chair shall be a member elected by the PMAC membership.
- All PMAC citizen members shall reside within the MPO's study area.
- All Committee Members 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.

- 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 PMAC will review applications, shortlist and may interview candidates as appropriate, and provide a recommendation to the PMAC as a whole.

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

- Staff from Alamo Area Council of Governments, Bexar County, Bexar County ADA Advisory Committee, Bexar County Association of School Superintendents, City of San Antonio, San Antonio Utilities Council, Texas Department of Transportation and VIA Metropolitan Transit will have no pre-determined term limit
- Citizen members and the member representing the Walking Organization will have renewable two-year terms.
- Should a member, or their designated alternate, fail to attend six consecutive meetings of PMAC without good cause, it is assumed the individual is no longer able to meet the responsibilities of the committee. MPO staff will contact the member by mail and/or email for clarification. Unless the committee receives notice from the committee member of continued participation on the committee, the position will be considered vacant.
- In addition to appointing the voting membership, the PMAC 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 PMAC discussions.

Procedures

- The PMAC shall meet monthly or as necessary.
- The PMAC shall meet jointly with the Bicycle Mobility Advisory Committee (BMAC) as needed.
- PMAC meeting notices and information will be provided by mail or e-mail to all members approximately one week prior to a meeting.
- PMAC 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 PMAC.
- 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 PMAC by MPO staff within limitations imposed by budgetary and personnel considerations.
- In consultation with PMAC members, MPO staff will develop the meeting agenda, meeting package, provide meeting minutes, participate in discussions, and coordinate PMAC activities as appropriate.