

**OPERATING PROCEDURES FOR THE PEDESTRIAN AND BIKEWAYS COMMITTEE
OF TMACOG**

ARTICLE I. COMMITTEE AUTHORIZATION

The Pedestrian and Bikeways Committee (PBC) is established in Section X of the Transportation Council Operating Procedures.

ARTICLE II. PURPOSE

The Pedestrian and Bikeways Committee is a subcommittee of the Transportation Council and as such shall operate as a collaborative volunteer committee supported by a professional staff person. The PBC is responsible for the implementation of that portion of the transportation program applicable to bicycling and pedestrians. It works with the Transportation Council to maintain communication on pedestrian and bikeway issues among and between TMACOG standing committees and subcommittees, other transportation stakeholders and the broader regional community.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The PBC has the following functions and responsibilities:

- A. Proposes an Annual Work Program and budget for pedestrian and bikeways work to the Transportation Council;
- B. Supervises the completion of the pedestrian and bikeway portion of the Annual Work Program;
- C. Coordinates plans for bikeway and pedestrian facility development;
- D. Encourages bicycle and pedestrian safety programs;
- E. Promotes favorable rules, regulations, legislation and enforcement for pedestrians and bicyclists;
- F. Develops and makes recommendations for the bikeway and pedestrian portion of the Regional Transportation Plan;
- G. Provides comments and recommendations on pedestrian and bikeway components of the bi-annual TMACOG Transportation Improvement Program as appropriate.

ARTICLE IV. MEMBERSHIP

Members shall be appointed annually by the Chair of the Transportation Council.

- A. Each governmental member of TMACOG is encouraged to nominate one or more representatives to the PBC.
- B. The Committee may recommend that representatives of other political jurisdictions be appointed as members, upon the jurisdiction's request to the Committee.
- C. Representatives from public and private organizations and individuals with an interest in bicycle and pedestrian issues may be recommended for membership upon request to the Committee.

ARTICLE V. MEMBERS' TERM OF OFFICE

The term of membership for each member of the PBC will begin upon appointment by the Transportation Council Chair and will conclude at the beginning of the next winter General Assembly.

ARTICLE VI. QUORUM

A quorum shall exist when a simple majority of the Committee's members are present at any duly called and scheduled meeting of the PBC.

ARTICLE VII. COMMITTEE OFFICERS

The Officers of the PBC are: CHAIR, VICE-CHAIR AND SECRETARY. The Chair and Vice-Chair will be elected annually from the membership at the first meeting of the calendar year. The Secretary is the TMACOG staff member assigned by the Executive Director. The Secretary is responsible for minutes of the meetings and meeting announcements.

ARTICLE VIII. DURATION OF COMMITTEE

The PBC is a Standing Committee of the Transportation Council pursuant to Section X of the Transportation Council Operating Procedures.

ARTICLE IX. ACCOUNTABILITY

The PBC reports to and is responsible to the Transportation Council. Periodic reports will be made as requested.

ARTICLE X. FUNCTIONAL RESPONSIBILITIES

- A. The PBC shall meet at least quarterly during the year to undertake its regular business and review the progress of its subcommittees, or at the call of the Chair when business dictates a more frequent schedule.
- B. There shall be a standing Planning Committee reporting to the PBC. Additional subcommittees and work groups may be formed as needed to carry out the mission and purposes of the PBC.
- C. All committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Except where otherwise specified in these operating procedures or agreed to by a unanimous vote of voting members present at a meeting, the rules contained in the most recent edition of Roberts Rules of Order shall govern PBC proceedings in all cases where they are applicable and not inconsistent with the TMACOG Bylaws.

ARTICLE XII. AMENDMENTS

These operating procedures may be amended by a majority vote of the PBC at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Transportation Council.

**Approved by the Transportation Council of the Toledo Metropolitan Area Council of Governments
November 4, 1998 .**