

## **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. The Committee's overarching goal is expressed by the regional Transportation Vision Statement, adopted at the first TMACOG Transportation Summit:

*All Transportation stakeholders in our region working together to achieve a sustainable and integrated intermodal transportation system to enhance our quality of life and our competitive position in a global economy.*

The Committee 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 bicycle 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. Recommends to the Transportation Council actions, projects, programs and policies that will support improvement in pedestrian and bicycle transportation in the region. This includes recommendations regarding
  1. the TMACOG Annual Work Program,
  2. the Regional Transportation Plan;
  3. pedestrian and bicycle components of the bi-annual TMACOG Transportation Improvement Program as appropriate.
- B. Oversees and participates in completing the pedestrian and bicycle portion of the Annual Work Program;
- C. Coordinates regional participation in identifying bicycle and pedestrian needs and facility development;
- D. Encourages bicycle and pedestrian safety programs;
- E. Promotes favorable rules, regulations, legislation and enforcement for pedestrians and bicyclists;

#### ARTICLE IV. MEMBERSHIP

~~Members shall be appointed annually by the Chair of the Transportation Council.  
Membership shall be constructed to provide the opportunity for transportation stakeholders and the public to participate in and provide input to the planning process.~~

Committee membership may consist of the following:

- 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.

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#### 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. The term of office for each member of the Committee will begin upon appointment by the Chair and will continue indefinitely. Membership may be terminated at the request of the member or at the discretion of the Committee Chair.~~

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#### ARTICLE VI. QUORUM

There shall be no required quorum to conduct the business of the Committee. A motion shall be considered to have passed upon affirmative vote of a simple majority of members present at any duly called and scheduled meeting of the Pedestrian and Bicycle Committee.

#### ARTICLE VII. COMMITTEE LEADERSHIP

- A. There shall be a Committee Chair and a Vice Chair.
  - 1. The term of office for the Chair and Vice Chair shall be one calendar year. The Committee shall elect these officers after ~~nominees are recommended by the Steering Committee and an~~ opportunity is given for the committee members to make ~~additional~~ nominations. The election shall be held at the first Committee meeting of the calendar year.
  - 2. The Chair shall, on an annual basis, accept nominations for and designate a PBC member to represent the PBC committee on the Chessie Circle Coordinating Committee.
  - 3. The Chair shall, on an annual basis, accept nominations for and designate a PBC member to represent the PBC Committee on the TMACOG Transportation Improvement Program Committee.
  - 4. The Transportation Council Operating Procedures provide that the Committee Chair will be a member of the Transportation Council, and that in the absence of the Committee Chair at a duly scheduled meeting of the Council, the Vice Chair may represent the interests of the committee and vote as necessary at a scheduled meeting of the Council.
  - 5. The Chair or Vice Chair of the Committee will ordinarily conduct the affairs of the committee meetings. In their absence, TMACOG staff will facilitate the meeting.

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- B. Formation of a steering committee to provide guidance for the full Committee may occur at the discretion of the Committee Chair.

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~~There shall be a Steering Committee to guide and provide leadership for the Committee, make recommendations to the Committee on appropriate major issues, and set agendas for meetings.~~

~~1. The Steering Committee will annually recommend to the Committee those persons to be on the Steering Committee for the coming calendar year. The Steering Committee election shall be held at the first Committee meeting of the calendar year.~~

~~2. The Steering Committee shall annually recommend candidates for Committee Chair and Vice Chair.~~

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### **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~~ bi-monthly in odd numbered months 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 Steering Committee reporting to the PBC.~~ The Committee Chair is hereby authorized to appoint additional subcommittees and work groups as needed to carry out the mission and purposes of the Pedestrian and Bikeways Committee. These subcommittees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the Chair. These subcommittees and work groups must operate within the overall policies of TMACOG.
- 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.

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### **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**

- Amendments recommended by the Pedestrian and Bikeways Committee April 15, 2014, and approved by Transportation Council May 7, 2014.
- Amendments recommended by the Pedestrian and Bikeways Committee July 18, 2017 and approved by Transportation Council August 2, 2017.

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