



Killeen-Temple Metropolitan Planning Organization

Bicycle and Pedestrian Advisory Committee

By-Laws

Article 1

COMMITTEE NAME.

The name of this committee shall be the Bicycle and Pedestrian Advisory Committee, also referred to as BPAC.

Article 2

PURPOSE.

The Bicycle and Pedestrian Advisory Committee, hereafter referred to as BPAC, is established by the Killeen-Temple Metropolitan Planning Organization (KTMP) Transportation Planning Policy Board (TPPB) with the purpose of improving the bicycle and walking mobility within the Killeen-Temple region.

BPAC shall advise the KTMP in the consideration of bicycle and pedestrian travel facilities, bicycle and pedestrian policies, and promote non-motorized modes of travel.

Article 3

BPAC RESPONSIBILITIES.

BPAC's functions include, but are not limited to, the following:

- Identify and evaluate existing bicycle/pedestrian facilities;
- Identify needed bicycle/pedestrian facilities and policies;
- Assist in developing criteria for prioritizing proposed facilities and/or improvements;
- Promote non-motorized travel modes;
- Identify and recommend potential programs, policies, and strategies for non-motorized travel;
- Assist KTMP in developing performance measures for evaluating progress in achieving their goals;
- Provide feedback on street design standards;
- Promote incorporation of bicycle/pedestrian facilities into other modes of transportation.

Article 4

BPAC MEMBERSHIP.

The BPAC shall be limited to 20 voting members representing bicycle and pedestrian interests and be representative of the area within the KTMPO boundary, which includes all of Bell County and portions of Coryell and Lampasas Counties (see attached map). Equal representation of both bicycle and pedestrian interest is desired. Voting members may be individual stakeholders or may represent stakeholder organizations to include, but not limited to, the following:

- Cities and counties within the KTMPO Region: Belton, Copperas Cove, Harker Heights, Killeen, Temple, Bartlett, Holland, Kempner, Little River-Academy, Morgan's Point Resort, Nolanville, Rogers, Salado, Troy, Bell County, Coryell County, Lampasas County;
- Fort Hood;
- Hill Country Transit District;
- TxDOT Waco/Brownwood District;
- Citizen Representatives for Bicycling Interest;
- Citizen Representatives for Pedestrian Interest.

Membership shall be limited to one voting member from a specific group or organization. Voting members may, in writing, appoint an alternate to vote in their stead and be counted for quorum purposes.

NOMINATION PROCESS.

The nomination process for BPAC membership will be as follow:

- The initial voting members shall be appointed in writing by entities represented on the KTMPO TPPB.
- Other stakeholder organizations desiring a voting position on BPAC may submit a written request to the chairperson identifying the individual proposed to represent their organization's bicycle or pedestrian interests on BPAC.
- Individual stakeholders desiring a voting position on BPAC may submit a written request to the chairperson identifying their transportation interest on BPAC.
- The voting BPAC members will consider each nomination; approval of nomination requires a majority vote with a quorum present.

TERMS.

Voting members shall serve a two-year term with an opportunity to be reappointed when term is expired. Terms will run from June 1 to May 31st, however, voting members may be approved at any time. Initial voting members' terms will expire May 2018. Reappointment will follow the same nomination process outlined above.

NON-DISCRIMATORY.

There shall be no discrimination in any respect in selection of members or any activity of BPAC due to race, color, sex, religion, handicap/disability, age, or national origin.

MEETINGS.

The BPAC shall meet quarterly or more frequently as needed.

The meeting agenda and other materials will be provided to each BPAC member and to the general public in accordance with the provisions of the Texas Open Meetings Act. BPAC members will be notified of all meetings at least three (3) days prior to the meeting, other than emergency meetings which will be called in accordance with the Texas Open Meeting Act.

KTMPO staff will be responsible for meeting arrangements, agendas, minutes, packets, presentations, and any other meeting material.

KTMPO staff shall record and maintain attendance records and minutes of BPAC meetings.

QUORUM.

A quorum of BPAC shall consist of 33% of the voting membership.

OFFICERS.

Chairperson—The Chairperson shall be chosen by a majority vote of the members with a quorum present. The Chairperson shall perform the duties usually assigned to the office such as preside at all BPAC meetings; conduct business according to the Bylaws and Robert's Rules of Order, Revised Version; appoint Committee members; and perform other appropriate duties.

Vice Chairperson—The Vice Chairperson shall be chosen by a majority vote of the members with a quorum present. In the absence of, or in the case of the inability of the Chairperson to act, it shall be the duty of the Vice Chairperson to perform the duties of the Chairperson.

In the absence of both the Chairperson and Vice Chairperson, the BPAC members shall designate a member to preside in their absence during the meeting.

Secretarial Functions—The secretarial function shall be performed by a KTMPO staff member. The staff member shall keep the minutes of all BPAC meetings and shall perform such other duties as may be needed by the BPAC.

Terms of Office—The officers shall serve a two year term, with no limit on consecutive terms in the same office.

EX-OFFICIO MEMBERS.

Ex-officio members shall act as a guide to BPAC. Ex-officio membership may be requested in writing and approved by the Advisory Committee. Ex-officio members do not hold any voting rights.

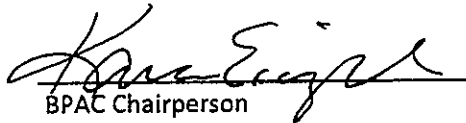
Article 5

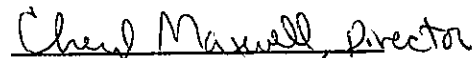
AMENDMENTS TO BY-LAWS.

These by-laws may be recommended for amendment by a majority vote of the quorum present at a BPAC meeting, provided that official notice of the proposed amendment shall have been provided to the BPAC membership at least 24 hours in advance of the BPAC meeting.

APPROVAL

These Bylaws were approved by a majority vote of a quorum present of the BPAC on January 19, 2016.


BPAC Chairperson


Cheryl Maxwell, Director
KTMPO Staff