



Killeen-Temple Metropolitan Planning Organization

## **Bicycle and Pedestrian Advisory Committee**

# **By-Laws**

### **ARTICLE I**

#### **Name**

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

#### **Purpose**

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

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

#### **BPAC Responsibilities**

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

- Identify and evaluate existing bike/pedestrian facilities;
- Identify needed bike/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 KTMPPO in developing performance measures for evaluating progress in achieving their goals;
- Provide feedback on street design standards;
- Promote Incorporation of bike/pedestrian facilities into other modes of transportation.

- Promote a regional system of bicycle and pedestrian facilities.

### **Membership**

The voting membership of the BPAC shall be limited to 20 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 within the KTMPO Region: Belton, Copperas Cove, Harker Heights, Killeen, Temple, Bartlett, Holland, Kempner, Little River-Academy, Morgan's Point Resort, Nolanville, Rogers, Salado, and Troy;
- Counties within the KTMPO Region: Bell County, Coryell County, and Lampasas County;
- Fort Hood;
- Hill Country Transit District (HCTD);
- TxDOT Waco and Brownwood Districts;
- Citizen Representatives for Bicycling Interest;
- Citizen Representatives for Pedestrian Interest.

Membership shall be limited to one (1) 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 or KTMPO staff member identifying the individual proposed to represent their organization's bike or pedestrian interests on BPAC.
- Individual stakeholders desiring a voting position on BPAC may submit a written request to the chairperson or KTMPO staff member 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 until they resign or someone is appointed in their place.

### **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.

### **Non-Discriminatory**

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**

#### **A. Frequency**

The BPAC shall meet quarterly or more frequently as needed.

#### **B. Meetings Notices**

KTMPO staff will be responsible for all meeting notices and publicity. Specifics of the meeting will be provided to each BPAC member in writing and to the general public in accordance with the provisions of the Texas Open Meetings Act. The 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 Open Meetings Act.

#### **C. Meeting Facilities**

It will be the responsibility of KTMPO staff to make arrangements for the meeting place.

#### **D. Date and Time of Meetings**

It will be the responsibility of KTMPO staff to poll the BPAC membership to select a date and time for the meeting that will be convenient for the majority of members.

#### **E. Minutes**

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

#### **F. Video/Teleconferencing**

Any committee member may telephone or videoconference into meetings and are considered "present" and are counted toward the making of a quorum. They may also discuss and vote on any item so brought before the committee.

## **G. Attendance**

Failure to attend **three (3)** consecutive meetings of the committee physically or via videoconference, without notice or the attendance of a proxy, shall constitute a resignation from the BPAC.

## **Quorum**

Thirty three (33%) of the membership, will constitute a quorum.

## **ARTICLE II**

### **Officers**

#### **A. Chairperson**

The Chairperson shall be chosen by a majority vote of the members present at the election with a quorum established. 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.

#### **B. Vice Chairperson**

The Vice Chairperson shall be chosen by a majority vote of the members present at the election with a quorum established. 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 all 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.

### **Term of Office**

Both the Chairperson and the Vice Chairperson shall serve one (1) year terms, and may not succeed themselves in those offices more than once. The term of office shall run from October 1<sup>st</sup> of the year of election through September 30<sup>th</sup> of the following year.


### ARTICLE III

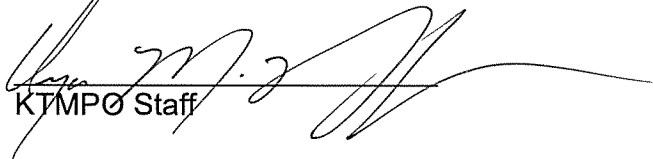
#### Amendments

These bylaws may be amended by a majority vote of the BPAC membership present at a BPAC meeting, provided that official notice of the proposed amendment is included in the agenda packets in advance of the scheduled meeting and a quorum is established.

#### APPROVAL

These Bylaws were approved by a majority vote of the voting members of the Bicycle Pedestrian Advisory Committee with a quorum present on December 7, 2024

Jason Dockman   
BPAC Chairperson

  
KTMPØ Staff

# KTMP Metroplan Planning Area

