

OKALOOSA-WALTON TRANSPORTATION  
PLANNING ORGANIZATION (TPO)



BICYCLE PEDESTRIAN ADVISORY  
COMMITTEE (BPAC) BY-LAWS, POLICIES  
AND PROCEDURES

## 1. DEFINITIONS

- a. **TPO:** The Okaloosa-Walton Transportation Planning Organization, the policy-making body responsible for coordinating the cooperative decision-making process of the TPO's actions
- b. **WFRPC staff:** The West Florida Regional Planning Council
- c. **BPAC:** Bicycle and Pedestrian Advisory Committee
- d. **BPAC member:** Local governments, health departments, law enforcement agencies, school districts, bicycle advocacy groups or other entities recruited by WFRPC staff and deemed appropriate by the TPO
- e. **BPAC representative:** An individual nominated by a BPAC member organization. Representatives shall have technical expertise relating to non-motorized transportation
- f. **BPAC alternate:** An individual nominated by a BPAC member organization and appointed by the TPO to represent a BPAC member if the representative is not present
- g. **Quorum:** A quorum of the BPAC shall be constituted by the presence of half of all representatives or alternates of the BPAC members. Only designated representatives or alternates physically present shall count towards a quorum

## 2. PURPOSE

The Okaloosa-Walton Transportation Planning Organization (TPO) created the Bicycle and Pedestrian Advisory Committee (BPAC) to provide technical review, comments and recommendations on transportation plans, studies and programs relating to non-motorized means of transportation. The BPAC shall serve in an advisory capacity to the TPO. Specifically, it shall be the function of the BPAC to:

- a. Review, evaluate and rank applications submitted for funding through the Transportation Alternatives Program (TAP) or any other competitive funding program aimed at non-motorized transportation projects.
- b. Assist the TPO in the formulation of its goals and objectives, as they pertain to addressing bicycle and pedestrian needs, including outreach and education efforts.
- c. Provide technical review of studies, reports and proposed plan amendments and make recommendations to the TPO.

## 3. MEMBERSHIP

- a. The Florida Department of Transportation (FDOT) and the WFRPC shall be non-voting members serving in an advisory capacity.
- b. BPAC members shall be recruited by WFRPC staff and approved by the TPO. The total number of members shall be limited to thirty (30).
  - i. The BPAC shall be representative of all segments of the Okaloosa-Walton TPO planning area. The BPAC shall have representation from municipal and county governments, schools, law enforcement agencies and other professional organizations with technical expertise regarding walking and bicycling matters.
- c. Each member may nominate a representative for approval by the TPO.
- d. Each member may nominate an alternate. The alternate must meet the same qualifications as the representative. The alternate may serve as a representative when a member's representative is not present.

- e. Representatives and alternates shall serve for three (3) year terms. Representatives and alternates may be reappointed by the TPO.

#### **4. OFFICERS AND ELECTIONS**

- a. The officers of the BPAC shall consist of a chair and vice-chair. Both officers shall be voting members.
- b. Election of BPAC officers shall be part of the regular TPO meeting in June (or in the event there is not a meeting in June, the election shall take place at the next TPO meeting). The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out his/her duties and complete the remainder of the appointed term.
- c. Terms of office for each officer shall be one (1) year. Terms may exceed one (1) year if re-elected by the BPAC.
- d. The chair shall call and preside at BPAC meetings. The WFRPC staff or a BPAC officer shall communicate BPAC actions to the TPO. In the chair's absence, the vice-chair shall assume these duties. If both officers are absent, BPAC members present shall elect a chair pro-tem to preside and complete all duties of the chair. If the chair is unable to carry out his/her duties for the remainder of the term, the vice-chair shall automatically become chair and a new vice-chair shall be elected.

#### **5. MEETINGS**

- a. All meetings of the BPAC shall be conducted in accordance with the following:
  - i. The chair shall call the meeting to order immediately at the hour appointed for the meeting;
  - ii. The chair shall state every question coming before the BPAC and announce the decision of the BPAC on all matters;
  - iii. A majority vote of the representatives present shall govern and conclusively determine all questions of order not otherwise covered;
  - iv. When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon the opening of discussion of a matter. Any member of the BPAC who has a conflict of interest on a matter is required to fill out the necessary Conflict of Interest form that will be available at all meetings. Members with a conflict of interest shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only;
  - v. No member may abstain from voting unless a conflict of interest is declared;
  - vi. The BPAC vote upon any resolution or motion may be by a voice vote, unless the chair or any member requests that a show of hands or a roll call vote be taken;
  - vii. Upon every BPAC roll call vote, WFRPC staff shall call the roll, tabulate the votes and announce the results;
  - viii. The minutes of prior meetings shall be approved by a majority of the members present and approval shall become the official minutes; and
  - ix. Unless a reading of the minutes of a BPAC meeting is requested by a majority of the BPAC, the minutes shall not read for approval provided that WFRPC staff

delivers a copy thereof to each BPAC member two (2) full working days prior to the meeting.

- b. Meetings will be held every two months, consistent with the months that the TPO meets, on the first Wednesday of the month. A quorum is required to hold an official meeting of the BPAC. The BPAC shall be staffed by the WFRPC.
- c. If WFRPC staff and the chair deem there are insufficient items to meet, a meeting may be cancelled.
- d. Special meetings may be called by the chair with at least seven (7) days' notice. When possible, ten (10) days' notice shall be given.
- e. BPAC representatives are expected to attend regular meetings. It shall be the obligation of BPAC representatives to provide reasonable notice to the BPAC alternate when the BPAC representative will not be attending a meeting, and to provide at least 24-hours' notice to staff when neither a representative nor alternate will be attending a meeting. An absence without notice and without having an alternate in attendance will be considered unexcused. BPAC representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as having an unexcused absence for three (3) consecutive meetings. Further, BPAC members that do not have a BPAC representative or alternate for three (3) consecutive meetings will be presented to the TPO Board for consideration and removal from the committee.
- f. WFRPC staff will be responsible for recording audio and written minutes.

## **6. AGENDA**

- a. The agenda is a published list of items for consideration (action items) or discussion (information items) at a meeting. The agenda and any backup material for a BPAC meeting will be prepared by WFRPC staff and shall be published for the public on the TPO website seven (7) days prior. A link to the posted agenda will also be emailed to all representatives and alternates seven (7) days prior to the meeting.
- b. Requests for changes to the agenda must be received by the chair or WFRPC staff at least one (1) working day prior to the meeting date.
- c. The BPAC shall not take action on any matter not listed on the official agenda unless the chair authorizes the addition of new business to the agenda under 'other business.' The resulting agenda shall be approved following call to order by a majority of the voting representatives present.
- d. Matters may be placed on the agenda by any interested party with approval by WFRPC staff and the chair.

## **7. PUBLIC COMMENT PROCEDURES**

- a. All BPAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the public comment period by providing a speaker card to WFRPC staff prior to commencement of the meeting. Public comment shall be limited to five (5) minutes.
- b. All remarks shall be addressed to the BPAC as a body and not to any member thereof. No person, other than BPAC members and persons having the floor, shall be permitted to enter into any discussion without permission from the chair.

**8. FLORIDA'S OPEN MEETINGS LAW**

- a. Every BPAC representative/alternate shall comply with the State's Open Meetings Law. A representative/alternate shall report potential conflicts, file a memorandum of voting conflict, and recuse himself/herself from voting or discussing issues on which the representative/alternate has an identified conflict of interest. This also includes not discussing current agenda items or other matters that may foreseeably come before the BPAC for action with other BPAC representatives outside of a noticed meeting.