

City of Charleston Bicycle and Pedestrian Advisory Committee

By-Laws established by City Ordinance October 24, 2006 (Ord. 2006-490)

Establishment

There is hereby established a committee for bicycle and pedestrian issues to be known as the City of Charleston Bicycle & Pedestrian Advisory Committee.

Purpose

The City of Charleston Bicycle & Pedestrian Advisory Committee shall have the following roles and responsibilities:

- (a) Assist city staff in an inventory of existing bicycle and pedestrian facilities;
- (b) Advise City Council and staff regarding the creation and review of mobility or transportation sections of the city comprehensive plan, bicycle/pedestrian master plans or any bicycle/pedestrian matters related to policy and planning;
- (c) Establish a list of recommended bicycle and pedestrian facility priorities;
- (d) Recommend roadway and bicycle/pedestrian facility design standards;
- (e) Develop methodologies for measuring bicycle and pedestrian activity and demand;
- (f) Review preliminary project designs related to proposed bicycle and pedestrian improvements and provide comments to city staff related to qualitative improvements;
- (g) Assist in identifying alternative funding sources for bicycle and pedestrian projects, facilities and services;
- (h) Review City ordinances related to pedestrian and bicycle requirements and recommend enhancements or changes;
- (i) Facilitate cooperation between the City of Charleston and local and regional citizenry and user advocacy groups;
- (j) Promote the importance of bicycling and walking within an overall transportation network;
- (k) Promote education and safety programs for cyclists, pedestrians and motorists;
- (l) Provide a forum for citizen bicycle and pedestrian concerns.

Organization

The organization of the City of Charleston Bicycle & Pedestrian Advisory Committee shall be:

- (a) Membership. The committee shall be comprised of twelve (12) members who shall be appointed by the mayor subject to the approval of city council.
- (b) The committee membership shall include: citizens at large concerned with bicycle and pedestrian issues; members with specialized knowledge and experience regarding the transportation needs of persons with physical and/or sensory disabilities; neighborhood advocates concerned with traffic and safety issues; representatives of bicycling, running or walking advocacy or membership organizations, representatives of organizations concerned with non-motorized and public transportation issues; representatives from the bicycle or recreation dealership industry.
- (c) Committee members who are neighborhood advocates or citizens at large shall be residents in the City of Charleston throughout the terms of their positions.
- (d) The city shall provide accommodations for the known physical, sensory, or mental disabilities of the committee members during its meetings, including, but not limited to assistance with reading, writing, communicating, and aides such as tape recorded, Braille or large print material. All meetings shall be held in a location that is wheelchair accessible.
- (e) The committee shall annually elect one of its members to be chairperson and one of its members to be vice chairperson.
- (f) The committee shall establish a regular time and place of meeting and shall hold one regular meeting every two months. Special meetings may be called by the chairperson, or by the majority of the members of the Committee, upon written notice received by each member at least twenty-four (24) hours prior to such meetings. For purpose of committee action, a quorum of the Bicycle & Pedestrian Advisory Committee shall consist of five (5) members of the committee in attendance.
- (g) The committee shall make and alter rules governing its organization and procedures that are not inconsistent with any city ordinance or Robert's Rules of Order.
- (h) The committee shall keep a record of its proceedings and transactions and shall submit an annual report to the city council.

Terms of membership

The original terms of six (6) members, to be appointed by the mayor subject to the approval of city council, shall expire at the first meeting of city council in January 2008; and the original terms of the remaining six (6) members shall expire at the first meeting of city council in January, 2009. Terms for other than original appointees shall be for two (2) years. Members of the committee filling a vacancy shall serve for the balance of the unexpired term.

Attendance requirements for members

In the event a member of the committee shall fail to either attend three (3) consecutive meetings or four (4) meetings per year without written justification for said absence that is approved by a vote of a majority of the members of the committee, such member shall be removed from the committee and a new member shall be appointed in his or her place and stead.

Intragovernmental relations

The committee shall have the full cooperation of all departments of the City of Charleston in the performance of its duties, and all departments shall supply the committee with all information and reports requested in order that the goals of this committee may be realized.

Funding

- (a) The committee may, with the approval of the mayor, apply for any federal, state, local or private funds consistent with its purposes.
- (b) The committee may, with the approval of the mayor, accept on behalf of the city any gifts, donations, grants, bequests, or assistance consistent with its purposes."