

**PALO ALTO PEDESTRIAN AND BICYCLE ADVISORY
COMMITTEE
Bylaws**

The Pedestrian and Bicycle Advisory Committee is a staff advisory Committee which reports to the Chief Transportation Official. The primary staff liaisons to the Committee are from the Transportation Division. Staff members from other departments of City government participate on an as needed basis.

Section 1: Duties of the Committee

The Committee's advisory function shall be to review all issues related to bicycling and pedestrian travel that fall within the subject areas of engineering, enforcement, education and encouragement. The types of activities include, but are not limited to the following:

1. Review and prioritize the City's annual Transportation Development Act (TDA) Article 3 list of projects and report the Committee's recommendations to the City Council.
2. Review and comment on the design of Capital Improvement Program projects, street improvements, traffic signal projects, parking facilities projects, etc. insofar as they relate to bicycling and pedestrian travel.
3. Assist in the development and implementation of the City's Bicycle and Pedestrian Transportation Plan.
4. Review and comment on changes and updates to the Palo Alto Comprehensive Plan, Zoning Ordinance, Municipal Code and other policy documents where they relate to bicycling and pedestrian travel.
5. Evaluate and make recommendations to City staff regarding the design standards for all bicycle and pedestrian facilities, and all roadway improvement projects insofar as they relate to bicycle and pedestrian travel.
6. Evaluate and make recommendations regarding bicycle and pedestrian transportation planning.
7. Work with staff to promote bicycling and walking as viable forms of transportation.
8. Assist in the development and dissemination of bicycle and pedestrian safety awareness and education materials to the community.
9. Serve as a liaison between the City and the community and community groups on issues related to bicycling and pedestrian travel.
10. Provide assistance and input to the Police Department on enforcement of Vehicle Code and Municipal Code ordinances, theft prevention, and legislation related to bicycling.
11. Review and comment on private development plans from the perspective of improving bicycle and/or pedestrian facility safety and access.

12. Identify safety concerns related to bicycle and pedestrian travel for consideration in future Capital Improvement Projects.
13. Evaluate and recommend changes to reduce conflicts that arise when bicyclists and pedestrians share crossings, paths, tunnels and other facilities.
14. As may be requested by the City Council or the City Manager, provide advice on any matter pertaining to the purpose and duties of this Committee.
15. Review and comment on projects under the Transportation Management Act Program.

Section 2: Officers

The Committee shall elect a Chair and Vice Chair at the first meeting of the calendar year.

Section 3 Membership

Members of the Pedestrian and Bicycle Advisory Committee should have a strong interest in and enthusiasm for non-motorized transportation facilities, especially as these facilities affect the following groups: school-aged children, seniors, and those with accessibility needs. As needed, special representatives from the public schools or other agencies serving these groups may be nominated to the Committee.

There is no specific number of member seats or limit on membership. Membership is open to interested persons who walk or bicycle and live or work in Palo Alto or Stanford. To become a voting member, the candidate should attend 3 consecutive meetings (or must attend 3 of 4 consecutive meetings). Special representatives, such as high school students, City/School Traffic Safety Committee members, and Palo Alto Unified School District representatives, may become voting members immediately upon a vote of the members.

Section 4 Meetings

Regular meetings of the Committee shall be held on the first Tuesday of the month at such times as the Committee may agree upon.

Special meetings of the full Committee may be scheduled as needed by the Chair. The Chair may also appoint special sub-Committees as required to study particular issues and report back to the full Committee.

To the extent that PABAC is requested to review any projects under the Transportation Management Act Program, a quorum shall consist of a majority of the membership of the commission and at least two council-appointed members. Any such review shall occur at a publicly noticed meeting and shall comply with the Brown Act.

Meetings will be held monthly except in July or December.

Section 5 Quorum

A majority of the membership of the Committee and at least two (2) council appointed members constitutes a quorum for conducting business. Decisions of the Committee shall be made by a majority vote of the members present at such meetings.

Section 6 Attendance

Members are expected to maintain a regular attendance record. Members missing 4 meetings within a 6 month period will be removed from the active membership roster. Membership can be reestablished as described in section 3. An effort should be made by members to contact staff or the Chair prior to a meeting they cannot attend.

Section 7 Conduct of Meetings

The Chairperson or Vice Chairperson, shall take the chair at the time designated for the start of the meeting and shall call the meeting to order.

Any member of the Committee or member of the public wishing to address the Committee shall first be recognized by the presiding officer. No person, other than the person having the floor, shall enter into any discussion without being recognized by the presiding officer.

The Committee may, by a majority vote of its members, adopt or amend its procedural rules to be followed during meetings.

Section 8: Staff Responsibilities

The level of staff assistance provided to the Committee by a member of the Transportation Division staff is categorized as liaison in nature and may consist of the following duties:

1. Schedule meetings and arrange meeting space
2. Assist chair in preparation of agenda
3. Distribute the agenda packet to members via email and make the agenda available to the public via the City website.
4. Prepare and/or distribute "action minutes" of meeting proceedings
5. Attend regular Committee meetings to represent the Traffic Engineering and Safe Routes to School Program units
6. Identify and inform the Committee of projects and other programs that will occur during the year that relate to bicycling and are appropriate for review by the Committee
7. Facilitate transmission of Committee's concerns to the City Manager and City Council

8. Coordinate contact with other city staff or advisory bodies as necessary
9. Conduct orientation of new Committee members
10. Maintain the PABAC email list.

Section 9: Bylaw Amendments

These bylaws may be amended by the following process. The amendment must be listed on the agenda for a PABAC meeting. Members will discuss and vote on the amendment. If the amendment is approved by two-thirds of the Committee in attendance, the amendment will be forwarded to the City Council for final approval.