



BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

City of Billings & Yellowstone County
APPLICATION FORM



NAME: _____ HOME PHONE: _____

ADDRESS: _____ WORK PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS OR JOB: _____

E-MAIL ADDRESS: _____

***Please describe your experience or background that you believe qualifies you for service on this Committee (See attached information regarding BPAC) (attach additional sheets if needed):

***Why do you wish to serve on this Committee?

***Additional information that you feel is pertinent (attach additional sheets if needed):

Signature

Date

Return application to: City/County Planning Board
510 North Broadway, 4th Floor Parmly Library
Billings, MT 59101

OFFICE USE ONLY:

APPOINTED: YES _____ NO _____ DATE _____

TERM EXPIRATION DATE: _____

Circle one: ORIGINAL APPOINTMENT REAPPOINTMENT

TERM NO: _____

**BY-LAWS
OF THE
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

City of Billings & Yellowstone County



URBAN TRANSPORTATION PLANNING PROCESS

December 10, 2007

Prepared By:

City-County Planning Department

510 North Broadway

Billings, Montana

Amended May 13, 2007

Bicycle Pedestrian Advisory Committee

BY-LAWS

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Functions, duties and responsibilities of the Bicycle and Pedestrian Advisory Committee of the Billings Urban Transportation Planning Process hereinafter referred to as the Bicycle and Pedestrian Advisory Committee are as follows:

ARTICLE I – BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

SECTION 1 NAME

The name of this committee shall be the Bicycle and Pedestrian Advisory Committee (BPAC) of the Billings Urban Transportation Planning Process.

SECTION 2 ESTABLISHED

There is hereby established a bicycle and pedestrian advisory board to advise the city council, mayor, the county commissioners, Planning Board, and all departments and boards of the city and county with respect to the impact that city and/or county actions may have upon bicycling, walking or wheelchair access in the Billings Urban Area.

SECTION 3 PURPOSE

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise the city council, mayor, the county commissioners, Planning Board, and all departments and boards of the city and county with regard to non-motorized transportation matters.

SECTION 4 MEMBERSHIP

The committee shall be composed of seven members to serve three (3) year terms. The mayor, subject to confirmation by the city council, will appoint three (3) members, the county commissioners will appoint three (3) members and the Yellowstone Board of Planning will appoint one (1) member. Initially, two (2) of the committee members from the city and two (2) from the county will be appointed to a two (2) year term, the remaining members, including the planning board-appointed member will be appointed for a three (3) year term. The committee members may include, but not be limited to, representatives of bicycling organizations; organizations concerned with mass transit, smart growth and healthy communities; educational organizations concerned with safety such as PTA, SAFE KIDS; a representative of business organizations such as the downtown association, Billings Chamber of Commerce; interested

private citizens concerned with non-motorized transportation issues such as bicyclist commuters, recreation, people with disabilities, the aging community, and high school students; a representative from the police department and the bicycle/pedestrian coordinator or a staff person from the engineering division may serve as ex-official members of the board.

SECTION 5 ORGANIZATION

A Chairman shall be elected at the first scheduled meeting of the calendar year by a quorum of the Bicycle and Pedestrian Advisory Committee membership present at a duly called meeting. Term of office will be one year or until a successor is elected.

ARTICLE II – DUTIES

SECTION 1 DUTIES OF THE BOARD

The Bicycle and Pedestrian Advisory Board have the duties to:

1. Make recommendations on capital improvement projects, transportation improvement plans, bicycle and pedestrian programs and other city and county programs and projects, insofar as they relate to bicycling, walking, and wheelchair access. City and county officials shall provide appropriate plans and other materials for review by the board within a timely manner;
2. Advise in the development and implementation of city/county non-motorized transportation plans and the development of long-range transportation plans;
3. Make recommendations to the city, county, and Planning Board to improve the institutional and professional responsiveness of the city and county to promote non-motorized transportation and pedestrian safety;
4. Advise the Alternative Modes Coordinator regarding school programs to promote operator (children, youth, and adult bicyclists; pedestrians and motorists) awareness and activity through education and public information programs and enforcement;
5. Make recommendations to the city, county, and Planning Board regarding design standards for all types of bicycle and pedestrian facilities. Make recommendations regarding design improvements for existing bicycle and pedestrian facilities;
6. Make recommendations to the city, county, and Planning Board regarding bicycle and pedestrian planning as it relates to facility selection, cost and safety impacts;
7. Make recommendations regarding prioritization of bicycle and pedestrian facilities needed in the city and county;
8. Consult and advise government agencies to promote bicycling and pedestrian activity as viable forms of urban transportation and to reduce dependence on private automobiles as a primary mode of transportation;
9. Advise the city Transit Division to provide effective linkages between bicyclist and pedestrians and public transportation.

SECTION 2 DUTIES OF OFFICERS

1. Chairman - The chairman will be elected by current members at the first annual meeting. The chairman shall preside at all meetings of the Bicycle and Pedestrian Advisory Committee and call special meetings as needed.
2. Vice Chairman - A vice chairman will be elected by current members at the first annual meeting to act during the absence of the elected chairman.

ARTICLE III - MEETINGS

SECTION 1 MEETINGS

The Bicycle and Pedestrian Advisory Committee shall hold regular meetings at a time agreed to by a majority of the committee. When a regularly scheduled meeting is cancelled, a written cancellation notice will be formulated and sent to all the members. Special meetings of the Bicycle and Pedestrian Advisory Committee may be called on ten days notice, or less time when waived by a majority of the committee.

All regular meetings will be noticed in a newspaper of paid general circulation at least 2 weeks and no less than 6 days prior to the meeting date of the bicycle and pedestrian advisory committee. All meetings shall be open to the public in accordance with the Montana State Open Meeting Law. Notice of the meetings shall be calculated to reach all interested and affected members of the community.

SECTION 2 QUORUM FOR COMMITTEE MEETINGS

A quorum shall consist of a simple majority of the voting members listed in the regular membership section of these bylaws including the chairman or his/her designated representative. Roberts Rules of Order will be followed in all meetings.

SECTION 3 REPORTING ON MEETINGS

A member of the Yellowstone County Board of Planning transportation planning staff will act as secretary to record the minutes and attendance, prepare required reports, notify members of meetings, and such other duties as required by the Bicycle and Pedestrian Advisory Committee. Only the date, time, attendance, order of business, abbreviated discussions and final decisions of the Bicycle and Pedestrian Advisory Committee will be reported in the minutes.

ARTICLE IV ADOPTION AND AMENDMENT OF ARTICLES

SECTION 1 HOW ADOPTED

These articles may be adopted by a majority of the Bicycle and Pedestrian Advisory Committee at a duly called BPAC meeting.

SECTION 2 HOW AMENDED

These articles may be amended by a majority of the Bicycle and Pedestrian Advisory Committee at a duly called meeting in which a discussion of the By-laws is a published agenda item.