

**BYLAWS
of the
INDIAN NATIONS COUNCIL OF GOVERNMENTS'
BICYCLE / PEDESTRIAN ADVISORY COMMITTEE**

Article I: Name, Organization, and Mission

- A.**Name.** The name of the organization shall be the Bicycle / Pedestrian Advisory Committee (BPAC).
- B.**Organization.** BPAC shall be an affiliated group under the Transportation Policy Committee of the Indian Nations Council of Governments (INCOG), the regional planning organization for the Tulsa metropolitan area in northeast Oklahoma.
- C.**Mission.** The mission of BPAC shall be to promote Engineering, Education, Encouragement, Enforcement, and Evaluation & Planning (the 5 E's) concepts pertaining specifically to bicycling and pedestrian modes, and to provide input into the planning processes at INCOG and its member governments.

Article II: Membership

- A.**Categories of Membership.** BPAC membership shall be composed of Citizen Representatives and Institutional Advisors.
- B.**Citizen Representative Eligibility.** Citizen Representatives shall reside within the jurisdiction of INCOG and support the mission of BPAC.
- C.**Citizen Representative Number and Distribution.** There shall be at least six and not more than twelve Citizen Representatives. BPAC shall strive to recruit Citizen Representatives in the following positions:
- 1.Four residents of the City of Tulsa,
 - 2.Two residents of INCOG member cities other than the City of Tulsa,
 - 3.One representative for commuter cyclist issues,
 - 4.One faculty, staff or student representative of a college or university located within the area served by INCOG,
 - 5.Two representatives for pedestrian and accessibility issues, and
 - 6.Two "at large" representatives.
- D.**Citizen Representative Terms.** Citizen Representatives shall be appointed for two year terms.
- 1.There is no limit to the number of terms a Citizen Representative may serve.
 - 2.Citizen Representatives must apply for reappointment at the conclusion of each term.
- E.**Institutional Advisors.** Institutional Advisors shall be organizations or government entities operating within the jurisdiction of INCOG that support the mission of BPAC. INCOG shall have a permanent Institutional Advisor seat. Other Institutional Advisors may include, but are not limited to:
- 1.Law enforcement agencies,
 - 2.Attorneys,
 - 3.Traffic and design engineers,
 - 4.Planning professionals,
 - 5.The Oklahoma Department of Transportation,
 - 6.Parks and recreation agencies,
 - 7.Public health agencies,
 - 8.Transit agencies,

9.Educational institutions, and

10.Cycling organizations.

F.Appointment of Institutional Advisors. Institutional Advisors shall be selected by BPAC by consensus at any general meeting.

G.Appointment of Institutional Advisor Representatives. Each Institutional Advisor shall appoint one or more Institutional Advisor Representatives. If more than one Representative is appointed, Institutional Advisors shall indicate which Representative is the primary point of contact.

H.Appointment of Citizen Representatives.

1.Applicants shall submit a statement of interest to the Chair.

2.The Chair and two Citizen Representatives shall review applications and recommend applicants to BPAC membership.

3.Recommended applicants shall be adopted as Probationary Citizen Representatives by consensus at any general meeting.

4.The Chair shall submit statements of interest from Probationary Citizen Representatives to the INCOG Institutional Advisor Representative within one week of the appointment.

5.Unless INCOG objects to the appointment of a Probationary Citizen Representative within 30 days after receiving the statement of interest, the Probationary Citizen Representative shall become a Citizen Representative in good standing.

J.Resignation and Removal of Members.

1.A Member may resign by giving written notice to the Chair.

2.A Member who has missed three or more consecutive meetings or 50% of the meetings in one calendar year may be removed by consensus of the remaining Members.

3.A Member may be removed at any time by a supermajority, as defined in the Consensus Building Approach.

Article III: Meetings

A.General Meetings. General meetings will be held monthly at a time and location designated by the Chair. Meetings shall be open to the public.

B.Meeting Notices. Notice of each meeting shall be given to Members by electronic communication (telephone, fax, email, or messaging) not less than one week prior to the meeting.

C.Quorum. Official business shall only take place during general meetings in which quorum is reached. At least 51% of the Citizen Representatives shall constitute a quorum.

D.Actions. Unless specified otherwise in these bylaws, official actions of BPAC will be decided by Consensus Building Approach (CBA) as adopted by BPAC on November 18, 2011. Later amendments to the Consensus Building Approach shall be a part of these bylaws by reference and shall not require amendment of the bylaws. In the case of conflict between these bylaws and the Consensus Building Approach, the bylaws shall govern.

Article IV: Officers and Duties

A.Number of Officers. There shall be three Officers consisting of a Chair, Vice-Chair, and Secretary.

B.Election of Officers. Officers shall be elected annually by 51% majority vote of the Citizen Representatives at the December meeting.

C.Eligibility. Only Citizen Representatives are eligible to serve as Officers.

D.Term. Officers shall serve one year terms beginning at the conclusion of the December meeting. There is no limit to the number of terms an Officer may serve.

E. Resignation and Removal of Officers. An Officer may resign by giving written notice to the Chair, or in case of the Chair, to the Vice-Chair. An Officer may be removed prior to the end of his/her term by a supermajority, as defined in the Consensus Building Approach.

F. Responsibilities of Officers. The duties of the Officers are as follows:

1. The Chair oversees all aspects of BPAC operations and serves as primary point of contact; facilitates general membership meetings; makes arrangements for meetings and provides announcements for date, time, and place; and prepares agendas for meetings. The Chair may delegate responsibilities as required.
2. The Vice-Chair assists Chair with leadership responsibilities and assumes the duties of the Chair or the Secretary in his/her absence, removal, or resignation.
3. The Secretary keeps records of BPAC actions including taking minutes at all meetings and maintaining BPAC records.

Article V: Committees

A. Committee Formation, Dissolution and Charge. Committees may be created and dissolved as needed by consensus. Each committee shall have a written charge describing the scope and limitation of its activities.

B. Committee Structure. The Chair shall appoint a chairperson for each committee. Committees may be made of up Citizen Representatives, Institutional Advisor Representatives, and individuals not formally affiliated with BPAC.

B. Executive Committee. The Officers serve as members of the Executive Committee. Except for the power to amend the bylaws, the Executive Committee shall have all powers and authority of the Members of BPAC in the intervals between meetings. The Executive Committee shall report actions taken between meetings at the next general meeting.

Article VI: Amendments

A. These bylaws may be amended when necessary by consensus.

1. Proposed amendments shall be submitted to the Chair and shall be distributed to Members no later than one week prior to the meeting in which they will be considered.
2. The Chair shall submit the amended bylaws to the INCOG Institutional Advisor Representative within one week of their adoption.
3. Unless INCOG objects to the amended bylaws within 30 days after receiving them, the amended bylaws shall govern.

Certification

These bylaws were adopted by consensus on February 2, 2017.

Kenneth D. Graham / 2/2/17

Secretary Date