Redmond Pedestrian and Bicycle Advisory Committee

April 14, 2014 6:30 PM City Hall Trestle Room

MEETING AGENDA

1.	**Bicycle and Pedestrian Program Project Prioritization and Phasing:** Discuss the prioritization and phasing of bicycle program and pedestrian program projects, helping prepare for the City's 2015-2016 budget.	6:30 – 7:45
2.	**Vice Chair:** The Committee has voiced interest in having a Vice Chair. To move forward PBAC will consider an amendment to the Rules of Procedure defining the election process and powers of the Vice Chair. An initial draft amendment is attached for review.	7:45 – 8:00
3.	**166th Avenue Rechannelization:** Review and provide PBAC's final input on plans for the 166th Avenue Rechannelization project.	8:00 – 8:15
4.	**Updates:**	8:15 – 8:20
5.	**Other Business:** Please bring any additional pedestrian and bicycle issues to share and discuss.	8:20 – 8:30

Next meeting will be on May 12, 2014 – Please let me know if there are any items you would like to see on the agenda.

Pedestrian and Bicycle Advisory Committee Rules of Procedure

I. Definitions
II. Nature of Proceedings
III. Conduct of Meetings
IV. Chair
V. Vice Chair
VI. Recommendations
VII. Communication
VIII. Amendments

I. Definitions

A. "Member" means members of the public who are present at a Pedestrian and Bicycle Advisory Committee meeting.
B. "Pedestrian and Bicycle Advisory Committee" means as defined in City of Redmond Resolution No. 1377.
C. "Staff" means a City of Redmond employee.

II. Nature of Proceedings

A. Regular Meetings. Staff typically hosts (setting meeting time, location, and agenda) Pedestrian and Bicycle Advisory Committee meetings on the second Monday of each month. A meeting will not be held if there are no agenda items.
B. Special Meetings. Staff may call special meetings.

III. Conduct of Meetings

A. Members and staff conduct themselves and communicate with each other respectfully.
B. Members read and agree to the Rules of Procedure.

IV. Chair

A. Powers. The Chair has the following powers and roles:
    a. Facilitate the meeting,
    b. Sign letters on behalf of the Pedestrian and Bicycle Advisory Committee, and
    c. Attend meetings on behalf of the Pedestrian and Bicycle Advisory Committee.

    The Chair may designate an alternate to fulfill any of the above powers or roles on a one-time basis.
B. Election. The Chair will be elected by Members under the following process:
    a. Nomination Meeting. At the Pedestrian and Bicycle Advisory Committee meeting after the Rules of Procedure are adopted, Members will nominate candidates for Chair.

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b. Election Meeting. At the Pedestrian and Bicycle Advisory Committee meeting after the Nomination Meeting, the Chair will be elected by a simple majority through a hand vote by the Members.

C. Term. The Chair term is two years. An election will take place at the end of the term, with one month of notice prior to nominations, with a simple majority hand vote by Members one month after nominations.

V. Vice Chair

A. Powers. The Chair may assume the powers of the Chair, as identified in 4.A, when designated by the Chair.

B. Election.

a. Nomination Meeting. Members will nominate candidates for Vice Chair at a Pedestrian Bicycle Advisory Committee meeting.

b. Election Meeting. At the Pedestrian and Bicycle Advisory Committee meeting after the Nomination Meeting, the Vice Chair will be elected by a simple majority through a hand vote by the Members.

C. Term. The Vice Chair term is two years. An election will be held at the end of the term, with one month of notice prior to nominations, with a simple majority vote by Members one month after nominations.

VI. Recommendations

A. Recommendations. Members provide recommendations to staff based on verbal consensus between members present at a meeting.

B. Recording. Staff creates a draft meeting summary after each meeting. This is sent to members to review and provide comments, which are due within one week. Upon incorporating comments, the summary is considered completed and is sent to the Pedestrian and Bicycle Advisory Committee email list.

VII. Communication

A. Staff may communicate on the behalf of the Pedestrian and Bicycle Advisory Committee based on meeting summaries, per *V. Recommendations*. Members are asked to communicate on behalf of the Pedestrian and Bicycle Advisory Committee consistent with the meeting summaries per *V. Recommendations* and in cooperation with staff.

VIII. Amendments

A. Amendments. The Pedestrian and Bicycle Advisory Committee Rules of Procedure may be amended.

B. Process. If Members call for an amendment to the Rules of Procedure and come to verbal consensus then an amendment will be considered at the next Pedestrian and Bicycle Advisory Committee meeting, per *V. Recommendations*.

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