

IN THE BOARD OF SUPERVISORS
County of San Luis Obispo, State of California

Tues day October 24, 2006

PRESENT: Supervisors Harry L. Ovitt, Shirley Bianchi, James R. Patterson,
Chairperson K.H. 'Katcho' Achadjian

ABSENT: Supervisor Jerry Lenthall

RESOLUTION NO. 2006-374

**RESOLUTION MODIFYING THE BYLAWS OF THE
BICYCLE ADVISORY COMMITTEE**

WHEREAS, the San Luis Obispo County Board of Supervisors recognizes that in San Luis Obispo County, the quality of life is being threatened by poor air quality, elevated noise levels and diminished public space; and

WHEREAS, the San Luis Obispo County Board of Supervisors recognizes that the greatest contributing factor to these environmental concerns is the reliance on the private automobile for primary transportation; and

WHEREAS, the San Luis Obispo County Board of Supervisors feels that it is in the public interest to officially recognize the bicycle as a viable and desirable transportation option; and

WHEREAS, the use of bicycle transportation will help to mitigate these environmental concerns, and will contribute to the improved mental and physical health of those who ride them; and

WHEREAS, local and regional surveys have indicated that a safe and effective system of bikeways would be the best incentive for attracting new bicycle riders; and

WHEREAS, the Board of Supervisors adopted the Update of the County Bikeways Plan in 2005; and

WHEREAS, the County Bikeways Plan includes bicycle routes, secure parking, improved public transit-bicycle coordination, a public education program and possible identified sources of funding for implementation; and

WHEREAS, through the implementation of the County Bikeways Plan, the number of residents who can safely and conveniently choose to bicycle will increase to the benefit of all; and

WHEREAS, the San Luis Obispo County Board of Supervisors welcomes public input on the ongoing implementation of the County Bikeways Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of San Luis Obispo, State of California, as follows:

1. There shall be established a Bicycle Advisory Committee (hereinafter Advisory Committee) of the County of San Luis Obispo. The Advisory Committee, composed of concerned and informed residents, will provide a recognized formal source of

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input and perspective for bicycle transportation planning and implementation within the unincorporated areas of the County.

- 2. The following are the bylaws under which the Bicycle Advisory Committee shall function:

ARTICLE I - PURPOSE

The Bicycle Advisory Committee is an ad hoc advisory body to the Board of Supervisors that promotes the expanded use of bicycle transportation.

The Bicycle Advisory Committee will work together with County staff to develop periodic updates to the County Bikeways Plan, and will review said updates and present recommendations to the Board of Supervisors for their adoption.

The Bicycle Advisory Committee will review the policies and programs related to bicycling in the Circulation Element of the County General Plan and Local Coastal Plan, and make recommendations on the goals and their implementation to the Board of Supervisors.

The Bicycle Advisory Committee will review the policies and programs related to bicycling in the Bikeways Element of the Regional Transportation Plan, and provide input to the Board of Supervisors on the goals and their implementation.

ARTICLE II - MEMBERSHIP

The Advisory Committee shall consist of ten (10) voting members appointed by the Board of Supervisors, with two (2) members recommended by each County Supervisor and ratified by the full Board.

Advisory Committee members shall initially be selected from applicants who show knowledge of the needs of cyclists in their area and who demonstrate a commitment to bicycling as a viable means of transportation. Once appointed, Committee members shall actively seek out input from community groups, including but not limited to, local schools, cycling commuters, chambers of commerce and bicycling organizations.

In filling subsequent vacancies on the Committee, the Advisory Committee or a Subcommittee thereof may review applications and make recommendations to the appointing Supervisor.

In addition to the ten (10) voting members, the following agencies shall each provide, as designated by the head of those agencies, a non-voting representative to attend Advisory Committee meetings: County Public Works Department, County Planning Department, County General Services (Parks) Department, Council of Governments' Bicycle Coordinator (with Council's approval), and the San Luis Obispo Air Pollution Control District.

ARTICLE III - TERMS OF APPOINTMENT

The voting members of the Bicycle Advisory Committee shall each serve at the pleasure of their appointing County Supervisor.

ARTICLE IV - OFFICERS

A Chairperson and Vice Chairperson shall be selected by the Committee from among the voting members for two-year terms. No member may serve as Chairperson or Vice Chairperson for more than two consecutive terms.

The Chairperson shall preside over all committee meetings, vote on all matters, appoint subcommittees, and call special meetings. The Vice Chairperson shall serve in the absence or incapacity of the chairperson and perform such other duties as requested by the Chairperson.

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The County Public Works Department representative shall function as Committee Secretary.

ARTICLE V - MEETINGS

- A. The Bicycle Advisory Committee shall meet a minimum of twice per year. All meetings shall be open to the public and be held at specified time and place with public notice provided as required by California Law.
- B. A quorum shall consist of a majority of the voting membership.
- C. All actions of the Committee shall be decided by a majority vote or consensus of the quorum directed through the Chairperson.
- D. Minutes for each meeting shall be forwarded to the Board of Supervisors and be available as a public record.
- E. The Chairperson or the Committee Secretary may call a special meeting provided that all public notice requirements are met.
- F. All Committee meetings shall be conducted according to County practices, customs, policies and Robert's Rules of Order, newly revised.
- G. All members present must vote, except when a member declares a conflict of interest. Any member declaring a conflict of interest shall not vote on or participate in any related deliberations or actions of the Committee.

ARTICLE VI - REPORT

The Advisory Committee shall present to the Board of Supervisors an annual report of the Committee's activities.

ARTICLE VII - ABSENCES AND RESIGNATIONS

- A. If a member fails to attend two consecutive meetings, or a total of three meetings within any twelve months, the member shall automatically be considered as having resigned their position. The Chairperson of the Committee shall inform the Clerk of the Board of Supervisors, in writing, of such a situation and explain any special circumstances of the resignation.
- B. Committee members are responsible for notifying the Chairperson or the Secretary in advance when an absence is anticipated.
- C. If a member needs to resign from the Committee; the member shall immediately direct a letter to the Clerk of the Board of Supervisors, who will forward copies to the Chairperson and the affected District Supervisor.

ARTICLE VIII - SUBCOMMITTEES

Subcommittees shall be appointed, as needed, by the Chairperson.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

Amendments to these bylaws may be recommended at any regular meeting of the Committee by a majority of the voting membership of the Committee, provided that written notice of the proposed amendment is mailed to each member of the Committee at least one (1) week prior to such meeting. Amendments shall become effective upon approval of the Board of Supervisors.

- 3. The Director of Public Works is hereby directed to implement the above provisions of this Resolution.

Upon motion of Supervisor Ovitt, seconded by Supervisor Bianchi, and on the following roll call vote, to wit:

AYES: Supervisors Ovitt, Bianchi, Patterson, Chairperson Achadjian

NOES: None

ABSENT: Supervisor Lenthall

ABSTAINING: None

the foregoing Resolution is hereby adopted.

Heidi Achadjian
Chairperson of the Board of Supervisors

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ATTEST:

Julie L. Rodewald, County Clerk-Recorder
and Ex-Officio Clerk of the Board of Supervisors

By: *M. Christensen*
Deputy Clerk

STATE OF CALIFORNIA, }
County of San Luis Obispo, } ss.

I, JULIE L. RODEWALD, County Clerk and ex-officio Clerk of the Board of Supervisors, in and for the County of San Luis Obispo, State of California, do hereby certify the foregoing to be a full, true and correct copy of an order made by the Board of Supervisors, as the same appears spread upon their minute book.

WITNESS my hand and the seal of said Board of Supervisors, affixed this 26th day of October, 20 06.

(SEAL)

JULIE L. RODEWALD
County Clerk and Ex-Officio Clerk of the Board of Supervisors

By *M. Christensen* Deputy Clerk. *bt*

**San Luis Obispo County Bicycle Advisory Committee
Bylaws Policies & Procedure**

The mission of the San Luis Obispo County Bicycle Advisory Committee is to promote the expanded use of bicycle transportation by working together with County staff to develop the Country Bicycle Plan, reviewing the Plan and presenting a recommendation to the Board of Supervisors for its adoption; by reviewing the policies and programs related to bicycling in the Circulation Element of the County General Plan and Local Coastal Plan and making recommendations on the goals and their implementation to the Board of Supervisors; and by reviewing the policies and programs related to bicycling in the Bikeways Element of the Regional Transportation Plan and providing input to the Board of Supervisors on the goals and their implementation.

Officers

Policy

In accordance with Article IV of bylaws:

A Chairperson and Vice Chairperson shall be elected by the committee from among the voting members for one-year terms. No member may serve as Chairperson or Vice Chairperson for more than two consecutive terms.

Procedure

At the September meeting of the Committee each year, the Chair shall preside over election of a Chairperson and Vice Chairperson in accordance with Roberts Rules of Order, officers to begin service upon the adjournment of the September meeting.

Meetings

Policy

In accordance with Article V of bylaws, Section A:

The Bicycle Advisory Committee shall hold a minimum of one regular meeting each quarter.

Procedure

In general, meetings shall be held in February, May, September and November. At its November meeting Committee shall adopt a meeting schedule for the following calendar year.

Policy

In accordance with Article V of bylaws, Section B:

A quorum shall consist of a majority of the voting membership.

Procedure

“Voting membership” shall be defined as the number of Committee members currently filling appointive positions. Vacant positions shall not be considered as voting members when calculating the number required to constitute a quorum.

Policy

In accordance with Article V of bylaws, Section F:

All committee meetings shall be conducted according to County practices, customs, policies and Roberts Rules of Order, newly revised.

Procedure

The Chair shall prepare the agenda. Any Committee member and Secretary may request that an item be placed on the agenda by contacting the Chair. The Chair shall work with the Secretary to develop a final agenda. Two weeks before the next scheduled meeting of the Committee, the

Chair shall give the agenda to the Secretary for posting and distribution.

Report

Policy

In accordance with Article VI of bylaws:

The Advisory Committee shall present to the Board of Supervisors an annual report of the Committee's activities.

Procedure

Following the final meeting of the calendar year, the Chair and the Secretary shall work together to prepare the annual report. The Chair will present the draft report to the Committee at its first meeting of the next calendar year for review and comment. Following adoption by the Committee of the final report, the Secretary shall forward the report to the Board of Supervisors.

Membership

Policy

In accordance with Article VII of bylaws, Section A:

If a member fails to attend two consecutive meetings or a total of six meetings within any twelve months, the member shall automatically be considered for replacement. The Chair of the Committee shall inform the board of Supervisors of such a situation and explain any special circumstances.

Procedure

After one absence with no explanation, Chair shall contact the member and ascertain the member's interest in continuing to participate.

After two consecutive absences, Chair shall confer with the committee as to proper course of action.

With the concurrence of the Committee, Chair shall notify the Clerk of the Board that a vacancy exists. Clerk requires notice in writing from either the vacating member or Secretary of the Committee.

Chair shall notify Supervisor of the District in which the vacancy exists and ascertain how the Supervisor wishes to fill the vacancy. Chair shall offer to ask the Secretary to advertise the vacancy and shall offer to have the Committee review applicants and make a recommendation to the Supervisor.

Chair shall contact members before every scheduled meeting and ascertain whether a quorum is expected for the meeting and shall then notify members and staff. If the Chair cannot raise a quorum, Chair shall work with the Secretary to reschedule the meeting.

Proposed Committee Meeting Schedule

February

- Adopt the Annual Report to the Board of Supervisors for previous year

May

- Review and revise county bikeway project rankings

September

- Election of Officers

November

- Preview of Unmet Bike Needs process
- Adopt meeting schedule for next year