

**SALT LAKE COUNTY
BICYCLE ADVISORY COMMITTEE
BY-LAWS**

(Revised 12/12/2018)

The following By-Laws shall govern the duties, responsibilities and proceedings of the Salt Lake County Bicycle Advisory Committee as set forth herein and shall be consistent with applicable provisions of the Utah Code and Salt Lake County Code of Ordinances.

Vision Statement:

To become a premier bicycling community for recreation and practical transportation.

Mission Statement:

The mission of the Salt Lake County Bicycle Advisory Committee is to advise the Salt Lake County (“County”) Mayor’s Office in all bicycle-related matters, and to promote bicycling as a safe, healthy, equitable, and beneficial mode of transportation.

Article I

Name and Authorization

Section 1

The name of this Advisory Committee shall be the Salt Lake County Bicycle Advisory Committee (“SLCBAC”)

Article II

Purpose

Section 1

SLCBAC shall advise Salt Lake County Mayor (“Mayor”) on opportunities to improve bicycle commuting and recreation throughout County, such as but not limited to: Bicycle safety campaigns and education, transportation connectivity planning and coordination, bicycle-related legislation, and outreach opportunities. At the direction of Mayor, SLCBAC may serve as liaison to NGO’s and organizations whose mission is to advocate and promote bicycle-related activities, County agencies and departments for bicycle-related activities, and town and city bicycle coordination committees within the County and with cities nationwide with like activities. It will strive to search for and identify opportunities and improve bicycle safety, education, and infrastructure design and implementation.

Section 2

SLCBAC shall advise Mayor, Mayor’s Cabinet, County Active Transportation staff within all Departments, and SLCBAC Liaisons (collectively “Staff”) on trends and activities related to improving the bicycling experience throughout County.

Article III

Function

- Section 1 SLCBAC shall keep the Staff informed on developments in improving bicycling opportunities and provide recommendations to the Mayor for approval.
- Section 2 SLCBAC will make recommendations regarding the need for and the allocation of SLCBAC funds.
- Section 3 SLCBAC, in concert with the County Active Transportation staff, shall advocate for bicycle commuting issues and inform Staff on issues, needs, resources, opportunities, and policies which affect the residents of the County.

Article IV

Membership

- Section 1 SLCBAC shall consist of up to a maximum of fifteen (15) voting members. All members, including the Chair, shall be entitled to one vote on all matters properly brought before SLCBAC for action. Proxy votes shall not be permitted. Members must be present physically or electronically to vote.
- Section 2 SLCBAC shall be comprised of members representing each of the six (6) Salt Lake County Districts.
- Section 3 Any Salt Lake County resident may be appointed as a member. Appointment as a member shall be made by the Mayor with the advice and consent of the Salt Lake County Council (“Council”).
- Section 4 SLCBAC will propose viable candidates to fill vacant positions on the SLCBAC, without regard to race, color, creed, sex, religion, age, disability, sexual orientation, marital status, or national origin, for submission to the Mayor.
- Section 5 SLCBAC members shall be appointed for a term of three (3), years except that the Mayor may provide for longer or shorter terms of office in order to create staggered expiration of terms. SLCBAC appointments will follow a calendar year, and will end on December 31. A voting SLCBAC member may not serve more than two (2) consecutive full terms.

Section 6 Only Mayor with advice and consent of the Council may remove a member. SLCBAC may vote to declare a member's seat vacant if such member is absent from three (3) meetings within a twelve (12) month period without good cause or without notifying the Chair prior to missing a meeting. If SLCBAC declares a seat vacant, it may recommend the Mayor replace the member.

Section 7 Vacancies which may occur between January 1 and December 31 may be filled for the remainder of the unexpired term by appointment of the Mayor with advice and consent of the Council.

Section 8 The Mayor may assign a member of any Salt Lake County agency and/or partner agencies to serve as non-voting (ex-officio) members of SLCBAC.

Section 9 SLCBAC members may not send designees to meetings to represent them or to vote.

Article V

Officers

Section 1 Officers of SLCBAC shall be Chairperson, Vice Chairperson, Secretary, Treasurer and Recent Past Chairperson, if still a member of SLCBAC. All officers, with the exception of the Recent Past Chairperson, shall be elected annually by SLCBAC at an annual meeting designated for this purpose.

Section 2 The SLCBAC Chairperson shall preside at all SLCBAC meetings, and shall have the right to vote on all issues before SLCBAC.

Section 3 The SLCBAC Vice Chairperson shall have all powers and duties of the Chairperson in his/her absence.

Section 4 The Salt Lake County Department of Regional Transportation, Housing and Economic Development shall provide staff to SLCBAC as needed.

Article VI

Committees

Section 1

SLCBAC may choose to utilize sub-committees to study SLCBAC business. Sub-committees shall be chaired by a voting member of SLCBAC. Membership in sub-committees will be no less than two standing members and can include, as ex-officio, other County employees, employees of other government agencies, bicycle advocacy groups, members of NGOs, and the public. Only SLCBAC members on the sub-committee will vote on recommending to the Chair that items be placed on the agenda for review by the SLCBAC.

Section 2

SLCBAC will utilize and authorize an Executive Committee (Ex-Comm) comprised of the standing officers of SLCBAC and will recognize additional ex-officio (non-voting) members as needed. The Ex-Comm will review issues of SLCBAC between regular meetings.

Article VII

Meetings

Section 1

Notice of regular general SLCBAC meetings shall be provided at least five (5) days in advance. Notice will be given by email to SLCBAC members, on the SLCBAC website, and as otherwise required by Salt Lake County. All meeting notices shall be published in compliance with the Utah Open and Public Meetings Act Utah Code Ann. §§ 52-4-101 *et seq.* (the "Act").

Section 2

A quorum is established when a majority of the appointed SLCBAC members appear at a properly called meeting of SLCBAC. If a quorum is present, a majority thereof shall decide its action. All proposals and allocation recommendations must be approved by a majority vote of a quorum at a properly called meeting of SLCBAC.

Section 3

Only SLCBAC members may vote on matters.

Section 4

If time is of the essence, an emergency meeting may be held as long as it is in compliance with the Act.

Section 5

The Chairperson, or Vice Chairperson acting in behalf of the Chairperson, may call special or emergency meetings.

Section 6

SLCBAC members may attend a meeting, in person, telephonically or any other reasonable electronic method of attendance.

Article VIII

Amendments

Section 1

These By-Laws may be amended only by majority vote of SLCBAC members. Notice of any proposed amendment to these By-Laws shall be given to each SLCBAC member as set forth in Article VII Section 1 at least ten (10) days prior to a vote thereon.

Section 2

SLCBAC By-Laws, and any subsequent amendments, shall become effective upon approval by the Mayor.

Article IX

Rules of Order

Roberts Rules of Order (Newly Revised Edition) shall apply in all situations not specifically covered by these By-Laws.

APPROVED, as amended, this 12 day of December, 2018 by Salt Lake County Bicycle Advisory Committee.

Adan Carrillo Adan (Chair)

WHEREFORE, these BY-LAWS are approved this ____ day of _____, 201__.

BY: _____
MAYOR or Designee

Craig J.
Wangsgard

Digitally signed by Craig J. Wangsgard
DN: dc=org, dc=skcounty,
ou=Departments, ou=District Attorney,
ou=Users, ou=GC, cn=Craig J. Wangsgard,
email=CWangsgard@slco.org
Date: 2019.01.11 07:00:10 -07'00'