

URBANA BICYCLE AND PEDESTRIAN ADVISORY COMMISSION BYLAWS AND RULES OF PROCEDURE

ARTICLE I

General

Background.

Urbana City Code Section 23-146 authorizes the establishment of the Urbana Bicycle and Pedestrian Advisory Commission (“Commission”). To this end, the Commission adopts the following bylaws and rules of procedure.

ARTICLE II

Responsibilities of the Commission

As specified in Urbana City Code Sections 23-148 and 23-150, the purposes of the Commission shall be to:

- A. Advise the City Council on bicyclist and pedestrian issues;
- B. Analyze routing, operation and safety of bicycles;
- C. Review and make recommendations regarding the City’s Capital Improvement Plan and Bicycle Master Plan;
- D. Evaluate and make recommendations for an action plan for biking and walking facilities (on-street and off-street paths and lanes, bicycle racks, signage and signalization);
- E. Coordinate with external agencies on maps and regional path connections;
- F. Develop education and public outreach programs on bicycle and pedestrian issues;
- G. Assist the City in the development of bicycle and pedestrian systems within the community; and
- H. Perform such further duties as may be delegated to it by the Mayor and City Council.

The Commission shall advise and consult with the Mayor and City Council on the issues set forth in Article II and recommend such actions to them as it deems appropriate to effectuate the intent of these bylaws.

The Commission shall render an annual report to the Mayor and City Council in February which includes:

- A. Summary of actions accomplished;
- B. Budget suggestions;
- C. Future goals; and
- D. Other items as deemed necessary.

ARTICLE III

Membership

SECTION 1. Composition, Appointment, Terms.

As specified in Urbana City Code Section 23-147(a), the Commission shall consist of eleven (11) members appointed by the Mayor and approved by the City Council from constituencies which have an interest and expertise in bicycle and pedestrian issues. Four (4) of those members shall be representatives nominated by the following organizations:

- (1) Urbana School District No. 116;
- (2) Urbana Park District;
- (3) University of Illinois; and
- (4) City of Urbana Public Works Department.

All members shall serve three-year terms ending on the thirtieth (30th) day of June as appropriate for the term for which they were appointed. Members shall continue to serve until their successors are appointed by the Mayor and approved by the City Council. All members shall be voting members.

The City Traffic Engineer shall designate a Public Works Department employee to serve as Recording Secretary for all meetings conducted by the Commission.

SECTION 2. Removal of Members.

Appointed members may be removed by the Mayor for any of the following reasons:

- A. Any members who was absent from three (3) duly noticed consecutive meetings unless allowed under these rules;
- B. A member who violates the conflict of interest provisions of the Commission's bylaws;
- C. For good cause as determined by the Mayor.

SECTION 3. Chair.

- A. The Chair shall be appointed by the Mayor. If the office of the Chair becomes vacant or if the Chair is unwilling or unable to perform his or her duties, the Vice-Chair shall perform the Chair's duties until the Mayor appoints a successor to the Chair.
- B. Except as otherwise provided herein, the Chair shall have the duties and powers to:
 1. Preside over all deliberations and meetings of the Commission;
 2. Vote on all questions before the Commission;
 3. Call special meetings of the Commission in accordance with these bylaws;
 4. Sign all documents memorializing Commission action promptly after their approval by the Commission. The Chair may delegate the power to sign reports and other documents to the Recording Secretary.

SECTION 4. Vice-Chair.

The Vice-Chair shall be elected by a majority of the members present at the first meeting held each year. The Vice-Chair shall conduct meetings in the absence of the Chair.

SECTION 5. Recording Secretary.

- A. The Recording Secretary shall:
 - 1. Maintain an accurate, permanent and complete record of all proceedings conducted during the Commission meetings and of all actions taken by the Commission;
 - 2. Prepare the minutes of all Commission meetings;
 - 3. Give all notices of regular and special Commission meetings as required by the Open Meetings Act;
 - 4. Inform the Commission members of correspondence and other communications relating to Commission business;
 - 5. Conduct correspondence on behalf of the Commission as directed by the Chair or the Commission;
 - 6. Attend all Commission meetings or send a designee to do the same; and
 - 7. Compile all required records and maintain the necessary files, indexes, maps and plans as directed by the Chair or Commission.
- B. The Recording Secretary shall perform such other duties for the Chair or the Commission as may reasonably be directed.

ARTICLE IV
Meetings

SECTION 1. General Procedures.

- A. Any person requesting that the Commission review or consider an item within its authority shall make a written request to the Chair or City Traffic Engineer or his/her designee, who shall determine whether to place any matter on the meeting agenda of the Commission. The Commission may, by majority vote, direct that an issue be placed on a future agenda.
- B. Where appropriate or necessary for the Commission to consider an item or matter placed on its meeting agenda, the City Traffic Engineer or his/her designee may prepare a report which includes (i) sufficient technical data and information for the Commission to consider the respective item or matter; and (ii) a recommendation concerning any proposed action to be taken by the Commission which may include, but not necessarily be limited to, making recommendations to the City Council.
- C. All meetings of the Commission shall be subject to and conducted in compliance with the Illinois Open Meetings Act.
- D. Under Urbana City Code, all departments must cooperate with this Commission. Any requests for information or services of City departments and agencies shall be made by a majority vote of the Commission. (See Urbana City Code Section 23-148 (c)).

SECTION 2. Regular Meetings.

Regular meetings of the Commission shall be held in the City Council Chambers at the Urbana City Building, 400 South Vine Street, Urbana, Illinois, or at such other place as may be determined by the Commission. Meetings shall commence at 7:00 p.m. on the third Tuesday of the month, or at least once each quarter, except in those instances where a public holiday falls on that day. At regular meetings, the Commission may consider all matters properly noticed before it.

SECTION 3. Special Meetings.

The Chair of the Commission may, or upon the request of a majority of the members of the Commission, call a special meeting of the Commission. Unless otherwise specified in the notice of special meeting, all special meetings shall be held at the regular meeting place of the Commission. Only items specifically listed on the agenda may be discussed at a special meeting. Notice of special meetings shall be posted at least forty-eight (48) hours in advance thereof.

SECTION 4. Public Meetings.

All Commission meetings shall be public meetings as per the Open Meetings Act.

SECTION 5. Public Input.

Any person who seeks to address the members of the Commission will be permitted to speak on any matter listed on the agenda or on any other matter of public concern, subject to the following provisions:

- A. The meeting agenda shall designate a time during the meeting at which the public may address the members. The Chair may require persons wishing to speak during any portion of a meeting to sign in before the start of the meeting and to provide their names. The Chair may request speakers to provide their city of residence at sign in, but speakers are not obligated to provide their cities of residence in order to speak during public comment.
- B. Prior to speaking, each person must be recognized by the Chair and must state his or her name for the record. The Chair may request speakers to provide their city of residence when being recognized, but speakers are not obligated to provide their cities of residence in order to speak during public comment.
- C. Public comment is limited to no more than five (5) minutes per person and to no more than two (2) hours per meeting, unless extended by consent of a majority vote of the members present. The Chair or his or her designee shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.
- D. If the Chair recognizes that more than twenty (20) persons desire to speak, he or she may limit each speaker to comments of no more than three (3) minutes. Whenever any group of persons wishes to address the Commission on the same subject matter, the Chair may ask that a spokesperson be chosen from the group. If additional matters are to be presented by

other persons in the group, the Chair may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.

- E. Persons invited by the Chair to address the members are subject to such time limitations as the majority of the members present may prescribe.
- F. No member of the Commission is obligated to respond to anything contained in a person's public input.

SECTION 6. Notice of Meetings.

- A. All notices of regular and special meetings shall be given in the manner provided for and in compliance with the Open Meetings Act.
- B. The City Clerk shall post the notice at the City Building. The Recording Secretary shall provide a copy of the notice to persons and organizations as provided by law and to any person who has requested in writing to be notified of agendas. The Recording Secretary shall also post a copy of the notice at the meeting site. At the discretion of the Recording Secretary, notice may also be provided to persons and organizations known to have a special interest in matters to be considered by the Commission.
- C. Notice shall be given not less than forty-eight (48) hours in advance of a meeting.

SECTION 7. Agenda; Order of Business.

- A. The order of business at all regular meetings shall be determined by the agenda which shall generally include the following items:
 - 1. Call to order and roll call;
 - 2. Approval of minutes from previous meeting;
 - 3. Public comments on items not on the agenda;
 - 4. Unfinished business;
 - 5. Reports of City officials and staff and reports of committees, if not included as part of discussion of unfinished business;
 - 6. New business; and
 - 7. Adjournment.
- B. Any item may be taken out of order by direction of the Chair.
- C. The Commission cannot take final action on items not listed on the agenda.
- D. Public meetings will end no later than 9:00 p.m., unless a majority of the members present vote to extend the meeting. In the absence of such vote, any unfinished business shall be continued to the next scheduled regular meeting or at a duly-noticed special meeting.

SECTION 8. Quorum.

At any Commission meeting, a quorum shall consist of six (6) members. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting. For the purpose of establishing a quorum, members who have disqualified or recused themselves from participation in any matter shall be counted as present.

SECTION 9. Voting.

- A. Except as provided by these bylaws, rules of conduct or Illinois law, each Commission member is entitled to vote on all matters at all meetings. The Mayor, the City Attorney, such other City personnel, and general public, as the Chair may from time to time designate, are entitled to participate in discussion, but do not have the right to vote.
- B. Each Commission member is deemed to have notice of all prior Commission deliberations and proceedings and therefore, may vote on all matters before the Commission unless disqualified as provided in these bylaws.
- C. The concurrence of a majority of the voting members shall be necessary to determine any question before the Commission. Majority is based on the number of votes cast, excluding abstentions, disqualifications and absences. A tie vote causes the motion to fail. Except for amendments to the bylaws, in which case, the concurrence of a 2/3rd majority shall be necessary.
- D. When a matter is called for a vote, the Chair shall, before a vote is taken, restate the question and shall announce the decision of the Commission after such vote.
- E. Voting shall be by voice vote. In the event that the Chair cannot determine if there are more votes for or against the motion, then the Chair may request a roll call vote.
- F. The members who serve as representatives of Urbana School District No. 116, Urbana Park District, University of Illinois and City of Urbana Public Works Department may vote by proxy. If one of those members expects to be absent from a meeting, the member may authorize someone else to act in his or her place at the meeting. The proxy must be an employee of the organization the member represents. The proxy designation shall be valid for one meeting unless otherwise indicated. The person authorized as a proxy shall be counted to establish a quorum and shall be allowed to vote on matters brought before the Commission while representing the member. The designation is revocable if the member is able to attend. The member who is designating a proxy shall notify the Recording Secretary by e-mail no fewer than twenty-four (24) hours of the meeting at which the proxy designation is valid. Failure to give such notice can invalidate the proxy designation.
- G. Except for members who serve as representatives for Urbana School District No. 116, Urbana Park District, University of Illinois and City of Urbana Public Works Department, voting "in absentia" is not permitted.

SECTION 10. Continuances; Remands.

Any item before the Commission may be continued to a subsequent meeting. A motion to continue an item shall specify the date or event upon which the item is to be considered. The requirements concerning notice of public meetings provided for in the Open Meetings Act shall apply insofar as whether additional notice of any continued meeting is required. Unless the City Council provides otherwise, any item it remands to the Commission for reconsideration shall be treated as a new item and proceedings shall be provided for as if the matter was initially before the Commission.

SECTION 11. Rules of Procedure.

All rules of order not herein provided for shall be determined in accordance with the latest edition of *Robert's Rules of Order Newly Revised*. However, the Commission has an obligation to be as clear and simple in its procedure as possible.

SECTION 12. Minutes.

- A. The Recording Secretary or a designee shall be present at each meeting and shall cause the proceedings to be stenographically or electronically recorded. A full transcript is not required but written minutes giving a true reflection of the matters discussed at a meeting and the views of the participants shall be prepared and maintained by the Recording Secretary. The Recording Secretary shall record all votes on matters presented to the commission with the "ayes", "nays" and abstentions requested.
- B. Minutes of regular meetings shall be available to the public, upon request, within a reasonable time after a meeting and shall include the following:
 - 1. The date, time, and place of the meeting;
 - 2. Members present;
 - 3. Motions, proposals, and measure proposed and their disposition; and
 - 4. A summary description of any discussion of any matter.
- C. Members are expected to vote for approval of the minutes based on the accuracy of representation of events at the meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the Commission's actions memorialized in such minutes.

SECTION 13. Conflict of Interest.

- A. Whenever a member has a financial or personal interest in any matter coming before the Commission, the affected person shall (i) fully disclose the nature of the interest at a public meeting of the Commission; and (ii) withdraw from discussion, lobbying, and voting on the matter.
- B. Any transaction or vote involving a potential conflict of interest shall be approved only by a majority of disinterested members. The minutes of the meeting at which such votes are taken shall record such disclosure and abstention.

ARTICLE V
Publication and Suspension of Bylaws and Rules of Procedure

SECTION 1 Publication and Distribution.

A copy of these bylaws and rules of procedures shall be:

- A. Placed on record with the City Clerk and the Recording Secretary of the Commission;
- B. Available at each Commission meeting;
- C. Distributed to each Commission member ;
- D. Available to the public; and
- E. Posted on that portion of the Commission’s webpage on the City’s website.

SECTION 2. Suspension.

Any rule of procedure not required by law may be suspended temporarily at any meeting by majority vote of those members present and voting.