

TUCSON-PIMA COUNTY BICYCLE ADVISORY COMMITTEE (TPCBAC) BYLAWS

(Adopted December 11, 2002; amended March 12, 2008)

A committee established by Tucson Code, Sec. 10a-130, Article XII, and Pima Co. Resolution 1998-109

ARTICLE 1. NAME AND PURPOSES

- A. **NAME.** The name of this organization shall be the Tucson-Pima County Bicycle Advisory Committee (hereinafter referred to as the "Committee").
- B. **PURPOSES.** The purpose of the Committee shall be to:
- (1) To confer with and advise the governing bodies of the city and county on community concerns relating to bicycling.
 - (2) To organize community programs and projects to provide information and education to the community on bicycling.
 - (3) To review and make recommendations on proposed local, state and federal legislation relating to bicycling.
 - (4) To act as an official advisory agency to the city and county governing bodies for technical questions and concerns related to bicycling.
 - (5) To render an annual report of committee activities to the governing bodies of the city and county, and to file minutes of committee meetings with the two (2) governing bodies.
 - (6) To recommend such action to the governing bodies of the city and county as the committee deems necessary or desirable to accomplish the above functions, and to put its policies into practice.

ARTICLE 2. MEMBERSHIP

- A. **NUMBER OF MEMBERS.** The committee shall consist of no fewer than seventeen (17) voting members, seven (7) of which shall represent the City of Tucson and ten (10) shall represent Pima County. In addition other municipalities and governmental entities such as those mentioned in Article 2 C (3) may each appoint one (1) voting member.
- B. **QUALIFICATIONS OF MEMBERS.** The membership of the Committee shall not be employees of the City of Tucson or Pima County.
- C. **APPOINTMENT OF MEMBERS.**
- (1) **City of Tucson Appointees.** The Mayor and members of the Council shall each appoint one (1) person, for a total of seven (7), to serve as voting members of the Committee. In addition, the City Department of Transportation shall appoint one (1) member of the Department's staff to serve as a non-voting Ex-officio member of the Committee.
 - (2) **Pima County Appointees.** The Board of Supervisors shall appoint ten (10) persons, each of whom shall have been proposed by the Department of Transportation, to serve as voting members of the Committee. In addition, the Department of Transportation shall appoint one (1) member of the Department's staff to serve as a non-voting Ex-officio member of the Committee.

- (3) Other Voting Appointees. Other municipalities and governmental entities located within Pima County but not part of City of Tucson or Pima County governments, such as, the towns of Oro Valley, Marana, Sahuarita, the city of South Tucson, the University of Arizona, Pima Community College, and Davis Monthan Air Force Base, may each appoint one (1) individual as a voting member of the Committee.
- (4) Other *Non-Voting* Members. The Chair may appoint individuals representing other non-governmental or municipality entities within Pima County as nonvoting, ex-officio members of the Committee. In accordance with Section 10A-137(a) of the Tucson Code, the chairperson of a body may, with the consent of a majority of the current members of the body, appoint no more than four (4) advisory (Ex-Officio) members to the body. Ex-Officio members may be appointed for a period of two (2) years, and may be re-appointed.

D. LENGTH OF TERMS

- (1) City of Tucson Members. The term of each voting city member shall be coterminous with that of the elected official making the appointment. In no case may a member serve more than eight (8) continuous years on the Committee. (2) Pima County Members. The length of term of each voting county member shall be two (2) years from the time of appointment.
- (2) Other Members. The length of term of each voting member appointed by another municipality or governmental entity shall be determined by the appointing authority. The length of term of each non-voting Committee appointee shall be no longer than two (2) years.
- (3) When an appointment is made to fill a vacancy that has occurred prior to the normal expiration date of a term, the replacement shall serve the remaining portion of the term for the member they are replacing.

E. REQUIRED ATTENDANCE. In accordance with Section 10A-134(e) of the Tucson Code, a member will be automatically and immediately removed from the Committee if that member misses four (4) consecutive meetings or fails to attend at least forty (40) percent of the meetings in a calendar year.

F. VOTING. Each voting member shall have one (1) vote, which must be exercised in person.

ARTICLE 3. OFFICERS

- A. OFFICERS The officers of the Committee shall be a Chair, a Vice-Chair, a Secretary and a Parliamentarian,.
- B. QUALIFICATIONS OF OFFICERS. Only voting members who have served on the Committee for a minimum of six (6) months shall be eligible to hold the office of Chair or Vice-Chair, unless the composition of the Committee does NOT meet this criterion.
- C. DUTIES OF OFFICERS

- (1) Chair. The Chair shall: assure notice of meetings be given to members of the Committee; preside at meetings of the Committee; appoint special groups, Ex-Officio members, sub-committees and the chairs thereof, as necessary to conduct the business of the Committee; cause the decisions of the Committee to be communicated and implemented; act as the official spokesperson for the Committee; and all other duties normally associated with position of Chair.
- (2) Vice-Chair. The Vice-Chair shall: in the absence of the Chair, preside at meetings of the Committee; assume the office of the Chair should a vacancy occur prior to the normal expiration date of that office; and, perform such duties as may be directed by the Chair.
- (3) Secretary. The Secretary shall record and keep minutes (including attendance) of all meetings of the Committee; maintain, in cooperation with Tucson and Pima County staff members, up to date membership records, prepare ballots for election of officers; in the absence of the Chair and Vice-Chair, preside at meetings of the Committee; and, perform such other duties as may be directed by the Chair.
- (4) Parliamentarian. The Parliamentarian shall assure adherence to an orderly meeting protocol, and in the absence of the Chair, Vice-Chair, and Secretary, preside at meetings of the Committee; and shall perform such other duties as may be directed by the Chair.

D. ELECTION OF OFFICERS

- (1) Nomination of Candidates.
 - (a) *Nominating sub-committee.* Two (2) months prior to an election meeting, the Chair shall appoint three (3) members of the Committee to serve as a nominating sub-committee, and shall designate one of them as Chair of the sub-committee.
 - (b) *Nominations by the nominating sub-committee.* At or prior to the regular meeting that immediately precedes an election meeting (hereinafter referred to as the "pre-election meeting"), the nominating *sub-committee* shall present to the Chair a list that includes at least one (1) candidate for each office. At that pre-election meeting, the Chair shall present to the Committee the names of these candidates, all of whom must be present and agree to stand for election.
 - (c) *Nominations from the floor.* Following the required presentation of the nominating group's candidates at the pre-election meeting, the Chair shall ask for nominations from the floor. Voting members may nominate additional candidates for each office, and each candidate so nominated shall be present and agree to stand for election.
- (2) Date of Election Meeting. The election of officers shall be held each year at the regular meeting in May. Special election meetings may be held at other times, as needed to fill vacancies.
- (3) Election Procedures.
 - (a) Candidates will be listed in the agenda for the meeting when the election will be held.

- (b) Order of election. The Chair shall be elected first, the Vice-Chair second, the Secretary third and the Parliamentarian last. The result of each election shall be announced before proceeding to the next election.
 - (c) Voting. Voting shall be accomplished by a show of hands, or voice. Each voting member shall vote for no more than (1) candidate for each office.
 - (d) Outcome. To be elected to an office, a candidate must receive a majority of the votes cast for that office, but in no case less than a majority of a quorum.
- E. LENGTH OF TERMS. The length of term for each office shall be one (1) year, beginning on the first day of June, which is the month immediately following the date of the election meeting; provided, however, that the term shall not extend beyond the expiration of the officer's membership (Unless there is reasonable expectation that the member will be re-appointed, this shall not prevent their election).
- F. CONDITIONS. No member shall hold more than one (1) elected office at any time

ARTICLE 4. SPECIAL GROUPS

The Chair may appoint sub-committees composed of committee members, and non-Committee members, as necessary to advise and/or assist the Committee on specific projects, events, or issues. The Chair may designate another elected officer to coordinate the activities of the sub-committees.

ARTICLE 5. RESIGNATION OR REMOVAL OF MEMBERS

- A. RESIGNATION. A member may resign from the Committee at any time by so notifying their appointing official, in addition to providing a courtesy notification to the Chair, Secretary, City Clerk and County Clerk.
- B. REMOVAL. In accordance with Section 10a-134(e) of the Tucson Code, a member may be removed from the Committee for failure to meet the attendance requirements, or for other reasons resulting from legislative action by their Appointing Authority.

ARTICLE 6. MEETINGS

- A. NOTICE OF MEETINGS. The Chair shall cause notice of meetings to be given to the Committee members, and such notice shall specify the time and place at which each meeting is to be held. This notice shall comply with the appropriate Arizona open meeting laws. Notice shall also be published when a regular meeting will not take place
- B. NUMBER OF MEETINGS. Regular meetings shall normally be held in April and May of each calendar year and once each month during eight (8) of the remaining ten (10) months of that year. In addition, special meetings may be held whenever deemed necessary by the Chair, or a majority of the members.
- C. QUORUM. A majority of the authorized membership of the Committee shall constitute a quorum.

ARTICLE 7. COMMITTEE REPORTS

The Committee shall provide to the Tucson City Council, Pima County Board of Supervisors, and other Appointing Authorities, as well as to appropriate departments, units and/or subdivisions of the City of Tucson, Pima County, and other Appointing Authorities, such reports as may be requested or otherwise required to fulfill the purpose for which the Committee was established. Minutes of all meetings of the Committee shall be filed with the Tucson City Clerk and the Pima County Clerk.

ARTICLE 8. LIMITS OF AUTHORITY

- A. **EXPENSES AND OBLIGATIONS.** In accordance with Section 10A-132 of the Tucson Code, neither the Committee, nor any of its members, shall incur any expenses or otherwise cause the City of Tucson and/or Pima County to be obligated in any manner unless authorized by the affected Governing Body.
- B. **LOBBYING ACTIVITIES.** No member shall lobby as a committee member for any purpose unless specifically authorized by the City of Tucson Mayor and Council, the Board of Supervisors, or their Appointing Authority.
- C. **ENDORSEMENTS.** No member shall represent his or her personal involvement in any activities or endorsements as being those of the Committee, unless authorized by the Committee.

ARTICLE 9. ADMINISTRATIVE RESPONSIBILITY

The Tucson Department of Transportation and the Pima County Department of Transportation shall provide the Committee with support staff and resources sufficient to enable the Committee to fulfill the purposes for which it was established. Other jurisdictions appointing members may provide staff support, either temporary or permanent.

ARTICLE 10. PARLIAMENTARY AUTHORITY

Mayor and Council Rules of Procedure take precedence over the rules contained in Robert's Rules of Order, Newly Revised. Robert's Rules of Order shall govern the order of business of Committee meetings in all cases to which they are applicable and insofar as they are compatible with the Mayor and Council Rules of Order and the bylaws of the Committee.

ARTICLE 11. AMENDMENT

Bylaws of the Committee may be amended, repealed or adopted by an affirmative vote of not less than two-thirds (2/3) of the voting members present and voting at a meeting of the Committee at which a quorum is present. Notice of proposed amendments, or of intent to repeal and/or adopt new bylaws, must be given to all members at least seven (7) days prior to the meeting at which the vote is to take place.