

**CITY OF GILROY
BICYCLE PEDESTRIAN COMMISSION**

BYLAWS

SECTION I. Powers and Duties

1. The Bicycle Pedestrian Commission (“BPC”) shall be appointed by the City Council and shall have the following power and duty to:
 - a. Act in an advisory capacity to the City Council and City Administrator in all matters pertaining to bicycle and pedestrian matters; and
 - b. Study problems, activities and concerns of bicyclists and pedestrians; hold forums on these problems, and recommend programs, policies and procedures to the City Administrator and City Council which the Commission finds necessary and/or desirable; and
 - c. Work with other City commissions and City Council in providing input on bicycle and pedestrian issues in the community; and
 - d. Annually determine Commission goals and objectives and report these to the City Council and City Administrator; and
 - e. Perform such other duties related to bicycle and pedestrian matters as may be proscribed by the City Council not inconsistent with the provisions of the City Charter and/or the City Code; and
 - f. Review the annual capital improvement plan for bicycle and pedestrian facilities and make recommendations to the City Administrator and City Council; and
 - g. Formulate and recommend to the City Council and City Administrator policies for the acquisition, development and improvement of all bicycle and pedestrian facilities; and
 - h. Advise the City Council and the City Administrator with respect to offers of donations of money, personal property or real estate to be used for bicycle and pedestrian purposes.

SECTION II. Membership

1. In order for a person to be eligible for appointment to the BPC, a person shall be a qualified registered elector of the City and have an interest in bicycle and pedestrian issues.

2. There will be five (5) members of the BPC and they shall be appointed by the City Council.
3. Terms of appointments to the BPC shall commence in January of each year and shall be for a term of four (4) years. No person shall serve more than two (2) consecutive full terms on the commission. Vacancies on the BPC during the year shall be filled by City Council.

SECTION III. Officers

1. Each January, the BPC shall elect from its membership a Chair and Vice-Chair.
2. The Chair shall preside at all meetings of the BPC, and shall supervise the efficient and responsible operation of the BPC. The Vice Chair shall preside at BPC meetings in the absence of the Chair, shall assume specific leadership responsibilities as determined by the Chair and shall assist the Chair in fulfilling their responsibilities as needed.

SECTION IV. Meetings

1. The BPC shall hold regular meetings at least once a month.
2. Each BPC meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq. and Gilroy Open Government Ordinance - GCC Section 17A. The BPC shall keep written minutes of all meetings.
3. Special Meetings may be called by the BPC provided at twenty four (24) hour notice is given to all members and to the media, all in accordance with the Brown Act and City Charter Section 904.

SECTION V. Quorum

1. A quorum is necessary at a BPC meeting for any action to be taken. A majority of the BPC members shall constitute a quorum.
2. The Chair shall call a meeting to order within fifteen (15) minutes of the designated start time. If a quorum is not established with the designated fifteen (15) minute period, the Chair shall declare the meeting is cancelled.
3. In the event there is no quorum, if the assembled BPC members choose to have discussions, those discussions shall be regarded as informal. No action may be taken.

SECTION VI. Committees

1. Committees shall be formed, as needed, in relation to the responsibilities of the BPC. As needs dictate, these may be standing committees that function throughout the year, or task-oriented committees that function only until the task is completed.

2. Anyone who satisfies the membership requirements for membership on the BPC but who is not on the BPC may be appointed to any task-oriented committee by the approval of the BPC.

SECTION VII. Attendance

1. BPC members are expected to attend all meetings of the BPC and adhere to the City of Gilroy Policy Governing Board, Commission and Committee Attendance (Resolution 2018-41).
2. Whenever a member of the BPC has missed three (3) consecutive regular meetings without permission of the BPC as expressed in its official minutes, their office shall become vacant.
3. Commissioners are allowed two excused absences and one emergency absence from regular meetings per calendar year.
4. An Emergency Absence is an absence caused by a sudden emergency, including, but not limited to, the illness, hospitalization or accident of the Commissioner, the Commissioner's parent, spouse or domestic partner, or dependent.
5. Absences are to be reported through the staff liaison to the body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a regular meeting for an excused absence. Emergency absences shall be reported to the staff liaison as soon as practicable.
6. Any absence from a regular meeting in excess of the two excused absences and one emergency absence in a calendar year shall be deemed unexcused.
7. If a member exceeds the number of allowed absences, his or her office shall become vacant and shall be so declared by the Council.

SECTION VIII. Amendments

1. Amendments to these bylaws may be initiated at any BPC meeting, to be voted upon not sooner than the next regularly scheduled meeting.
2. Approval of any amendment shall require a majority vote of Commission members.
3. Upon approval by the Commission, these bylaws and future amendments to these bylaws, shall take effect immediately.