

**GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT**  
**PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE BYLAWS**

**ARTICLE I: PURPOSE**

**Section 1. Name.**

The name of this group is the Pedestrian and Bicycle Advisory Committee ("Committee").

**Section 2. Creation and Purpose.**

The Committee was created by Ordinance No. 2021-001 of the Golden Gate Bridge, Highway and Transportation District ("District") Board of Directors ("Board of Directors") "for the purpose of making recommendations concerning bicycle and pedestrian safety on the Golden Gate Bridge and related matters concerning District facilities and services." (Ordinance No. 2021-001, Section 3.)

The Committee advises District staff. District staff will provide informational updates on Committee business to the Board of Directors.

**ARTICLE II: MEMBERSHIP & STAFFING**

**Section 1. Composition.**

The Committee will consist of no more than sixteen (16) interested representatives of the bicyclist and pedestrian communities appointed by District staff. (Ordinance No. 2021-001, Section 3.)

**Section 2. Member Terms.**

Each member will serve a term of three (3) years. Members wishing to serve another term may reapply to the District for Committee membership.

**Section 3. Member Vacancy.**

Members are expected to attend all Committee meetings. If a member is absent for two (2) consecutive meetings without first notifying District staff of their anticipated absence, the member's seat will automatically be deemed vacant. The District will appoint an interested representative of the bicyclist community and/or pedestrian community to fill the resulting vacancy for the duration of the departing member's term.

**Section 4. District Support.**

District staff will support the Committee's business as follows:

- Serve as the liaison between the Committee and the Board of Directors.
- Serve as the liaison between the Committee and District staff, all internal and external organizations, and members of the public.
- Prepare Committee meeting agenda packets in consultation with the Committee Chair.
- Post and distribute Committee meeting agenda packets.
- Attend Committee meetings.
- Prepare Committee meeting minutes.
- Maintain the Committee roster.
- Manage Committee member recruitments.
- Handle all communications to and from the Committee.

## **ARTICLE III: OFFICERS**

### **Section 1. Duties of Officers.**

The officers of the Committee will be the Chair and Vice Chair. Their duties are as follows:

#### **Section 1.1. Chair Duties.**

The Chair presides over all Committee meetings of which there is quorum of members present. The Chair works with District staff to schedule meetings and develop meeting agendas. The Chair may create and appoint members to temporary ad hoc advisory subcommittees of the Committee as provided in the Brown Act.

#### **Section 1.2. Vice Chair Duties.**

The Vice Chair assists the Chair in the execution of that role. The Vice Chair presides over meetings in the event the Chair is absent. In the event of a vacancy in the Chair's position, the Vice Chair will succeed as Chair for the remainder of the Chair's term, and the Committee will elect a successor Vice Chair.

### **Section 2. Election of Chair and Vice Chair.**

The Committee will elect a Chair and Vice Chair annually. No person may occupy the Chair or Vice Chair position for more than one (1) year. Committee members will nominate and vote to elect a Chair and Vice Chair at the first regular meeting of each calendar year. An individual receiving a majority of the votes of the current membership will be elected and will assume office at the second meeting of the year.

## **ARTICLE IV: MEETINGS**

### **Section 1. Brown Act.**

The Committee is subject to and will comply with the Ralph M. Brown Act (California Government Code Section 54950 et seq.) ("Brown Act"). Notice of Committee meetings, posting of Committee meeting agendas, and the conduct of such meetings will comply with the Brown Act requirements applicable to legislative bodies.

### **Section 2. Location and Time.**

District staff, in consultation with the Committee Chair, will establish the time and place for regular Committee meetings to be held five times per year. Generally, meetings will be held on the third Wednesday of the selected month. The Chair, in consultation with District staff, may cancel a regularly scheduled meeting if there are no items requiring Committee discussion or action, or if less than a quorum of the Committee is expected to attend the meeting.

### **Section 3. Minutes.**

District staff will record each regular and special meeting. District staff will prepare the minutes for all Committee meetings. A copy of the minutes of the prior meeting will be presented to the Committee for approval at the next Committee meeting. District staff will include a copy of the minutes of the most recent Committee meeting in the informational report on advisory committees to the Transportation Committee of the Board of Directors.

### **Section 4. Public Comment.**

Public comment at Committee meetings will be limited to three (3) minutes per person, unless the Chair, at his or her discretion, permits additional time.

## **Section 5. Parliamentary Procedure.**

### **Section 5.1. Robert's Rules of Order.**

The Committee will follow Robert's Rules of Order, except where inconsistent with these Bylaws or modified by action of the Committee.

### **Section 5.2. Voting.**

Each member of the Committee shall have one vote. Members must be present to vote. Action items must have a simple majority vote of the current Committee membership in order to pass, unless otherwise specified in these Bylaws.

### **Section 5.3. Quorum.**

A simple majority of the current Committee membership shall constitute a quorum authorized to transact any business duly presented at a meeting of the Committee.

## **Section 6. Order of Business.**

The order of business for Committee meetings generally will be as follows:

- (a) CALL TO ORDER
- (b) ROLL CALL
- (c) ELECTION OF OFFICERS – when appropriate and at least once each year
- (d) APPROVAL OF MEETING MINUTES
- (e) OTHER BUSINESS
- (f) COMMITTEE MEMBER COMMENTS/COMMUNICATIONS
- (g) PUBLIC COMMENTS – at this time, members of the public may speak on any matter within the jurisdiction of the Committee
- (h) ADJOURNMENT

## **Section 7. Adjournment.**

The Chair may adjourn a meeting when the discussion of all business on the agenda has concluded or a quorum of the Committee is no longer present at the meeting.

## **ARTICLE V: MISCELLANEOUS**

**Section 1. Communications with the District; Requests for Information.** All member communications to the District related to the Committee, including requests for information or records to support Committee business, should be directed to the staff person designated by the District or submitted to [pac@goldengate.org](mailto:pac@goldengate.org).

### **Section 2. Committee Records.**

All Committee records are the property of the District and are subject to public disclosure pursuant to the California Public Records Act (Government Code Sections 7920.000 et seq.) Requests to inspect or copy Committee records should be made to the Secretary of the District by email at [districtsecretary@goldengate.org](mailto:districtsecretary@goldengate.org), or by mail at Golden Gate Bridge, Administration Building, Golden Gate Bridge Toll Plaza, San Francisco, California, 94129. The Secretary of the District will handle all requests for Committee records.

**Section 3. Member Conduct.** Members are expected to show respect for each other by raising hands, not interrupting, and following time limits for discussion at Committee meetings. Members are expected to respect the Brown Act's open meeting requirements when communicating with each other about subjects within the Committee's jurisdiction.

**Section 4. Conflicts of Interest.** If a member has a conflict of interest in a matter before the Committee, the member must abstain from making, participating in making, or influencing the making of a decision on that matter. Before the Committee begins discussing an item in which a member has a conflict of interest, the member must state the nature of the conflict on the record, excuse themselves from the meeting, and refrain from any participation in the decision.

**Section 5. Compensation.** Members will not receive compensation for, or reimbursement of expenses associated with, attendance of Committee meetings. The District will not make any reimbursement or payment in connection with expenses incurred on behalf of the Committee without prior approval of the Board of Directors.

**Section 6. No Standing Subcommittees.** There shall be no standing subcommittees.

#### **ARTICLE VI: AMENDMENT OF BYLAWS**

These Bylaws may be amended at any meeting of the Committee by a two-thirds majority vote of the current Committee membership, provided that the amendment has been submitted in writing to the Committee at a previous meeting.

Adopted [date]