

# **Town of Bluff**

## **Active Transportation Advisory Committee Bylaws**

### ***Section 1. Authority, Creation***

The “Active Transportation Advisory Committee” was created on August 9, 2022 by a unanimous vote of the Bluff Town Council. The Committee’s first meeting took place on August 18, 2022 and was self-named the “Safe Routes Committee” at that time. The committee changed the name to “Active Transportation Advisory Committee” on October 12, 2022.

### ***Section 2. Definitions***

For the purpose of these Bylaws, the term "Committee" shall mean the Active Transportation Advisory Committee.

For the purposes of these bylaws, the term “Town” shall mean the Town of Bluff, Utah.

For the purposes of these bylaws, the term “stakeholders” shall mean the residents, visitors, bicycle and pedestrian community members.

For the purposes of these bylaws, the term “multimodal” shall mean various transportation options such as bicycle, pedestrian, and public rights-of-way.

### ***Section 3. Purpose***

The purpose of the Committee shall be to involve the stakeholders of the Bluff area in the active transportation planning process by:

A) Drafting an Active Transportation Plan for approval by the Town

- B) Providing recommendations to the Town with respect to the concerns of various segments of the population in regard to various active transportation needs
- C) Recommend and advise on bicycle, pedestrian, and transit issues excluding motorized vehicle travel.

The Committee will:

- A) Advise the Town on public opinion related to active transportation issues from a diverse range of perspectives.
- B) Address stakeholder interests so proper study and evaluation of active transportation needs shall result in a safe, balanced and multimodal active transportation system plan.
- C) Provide an effective stakeholders' review of the preliminary findings and recommendations of the Town's plans, studies and issues.
- D) Participate in the creation of the Active Transportation Plan by gathering data, draft writing, and forming recommendations and a formal proposal for the Town.
- E) Assist in other missions/functions as deemed desirable by the Town.

***Section 4. Membership, Appointments, Terms of Office, Conflicts, Vacancies, Removal from Office***

- A) Membership  
The Committee shall have 5 voting members. At minimum, one (1) of the members shall be an elected official.
- B) Appointments, Terms of Office, Conflicts of Interest  
Interested parties may self-nominate through the application process detailed below:

1. The Town shall post notice of vacancy.
2. Qualified individuals shall send a letter of interest to the Committee.
  - i. Qualified Individuals are those who meet the Town of Bluff Boards and Committee's Policy requirements.
3. The Committee will interview applicants during a regularly held meeting with a list of standardized interview questions.
4. The Committee shall provide their recommendations for appointment to the Town Council.
5. Members are appointed by the Town Council through a vote.
6. Appointed members shall assume their responsibilities as of the next committee meeting after their appointment.

C) Term

The term of office for a committee member in good standing will be for a period of two (2) years. At the discretion of the Town Council, a member in good standing can be reappointed to a succeeding term(s).

1. Should a member resign or cease to be a member for any reason before the expiration of his/her term, a successor will be appointed by Town Council.

D) Conflicts

All members shall avoid any professional conflict of interest. Any committee member who becomes aware of any type of conflict shall make it known to the Town Manager and either excuse himself/herself from the proceedings, or file a conflict-of-interest form into the record.

E) Position Vacancies, Replacement Process

The Committee should maintain its continuity by reporting the vacancies on the committee roster to Town Council as soon as possible after the vacancy occurs. The Town Manager will maintain a continuing oral and written dialog with Town Council until the vacancy is filled.

1. Each nominee suggested for a vacant position shall reside within the jurisdictional boundaries of the Town so as to be familiar with the general citizenry's needs and desires.
2. Problems arising out of filling vacancies will be resolved between Town Council and the Committee.
3. The Chairperson shall, in coordination with the supporting Committee, be responsible for the proper management of the Committee.

F) Removal From Office

Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of Town Council.

1. Grounds for Removal

i. Removal for Excessive Absenteeism

1. Each member is expected to demonstrate interest in the Committee's activities through the member's or a designated alternate's participation in the scheduled meetings.
2. If a member has four (4) consecutive unexcused absences from the meetings, the Town Manager shall notify Town Council and said member in writing in an effort to ensure full participation in the Committee.
3. Members with five (5) consecutive unexcused absences will be recommended for removal.

ii. Removal for Cause

1. A member may be removed for cause for:

- a. Any conduct by a member, which in the opinion of the Committee, is inappropriate or unsuitable and which adversely affects, lowers, or destroys the respect or confidence of the Committee in the ability of the member to perform his or her duties as a member of the Committee, or conduct which brings disrepute or discredit to the Committee;
- b. Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
- c. Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
- d. Conviction of a felony

2. Staff may recommend the removal of a member for cause to the Town Council.

2. Procedure for Removal

Removal of a member may be affected by majority vote of the Town Council.

***Section 5. Officers, Terms of Office***

A) Officers

The first regular monthly meeting of the year shall be known as the Annual Meeting of the Committee, and shall be for the purpose of electing new officers, setting the annual schedule, and conducting such other business as may come before the members. The Committee shall elect from its membership the following officers, with the following responsibilities:

1. Chairperson

- a. Preside at all Committee meetings
- b. Prepare agendas
- c. Prepare written meeting minutes
- d. Send written meeting minutes to the Town Manager
- e. Represent the Committee to Town Council during regularly scheduled Town Council Meetings, as necessary

2. Vice-Chairperson

- a. Preside at all Committee meetings in the absence of the Chairperson.
- b. Exercise all other duties and responsibilities of the Chairperson in his/her absence. These functions shall be performed not longer than the next annual election of the Chairperson.

- B) Each officer so elected shall serve for one (1) year or until said officer is re-elected or a successor is elected.
- C) Newly elected officers shall be declared installed following their election, and shall assume the duties of the first meeting after the Annual Meeting of the Committee.
- D) Should the Chairperson resign from Committee service, the Vice-Chairperson will assume the position of Chairperson. A new Vice-Chairperson will be elected at the next regularly scheduled meeting.
- E) The successors will fill the unexpired terms and be eligible for reelection to full terms as stated in Section 5, Paragraph B above

## ***Section 6. Rules of Procedure***

- A) The Committee shall meet according to the approved annual schedule, and at such other times as the Chairperson or the Committee may determine necessary. A regularly scheduled meeting may be waived by the Chairperson but three consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive meeting. Special meetings may be called by the Chairperson as necessary to deal with immediate, emergency issues.
- B) A roll call shall be held at the beginning of the meeting and recorded in the meeting minutes.
- C) Formal committee voting shall take place when:
  - 1. The Committee is altering or amending the bylaws
  - 2. The committee is appointing the Chair or Vice Chair positions
- D) The committee shall come to a group consensus on a topic of discussion prior to the item being formally recommended to the Town.
- E) The committee shall submit formal recommendations to the Town via written request. Written recommendations shall be submitted to the Town no fewer than five (5) days prior to a regularly scheduled Town Council meeting in order to be considered for the meeting agenda.
- F) The Committee shall collaborate with the Town Manager to post on the Town website. Information regarding the meeting location, meeting times, and meeting minutes shall be posted for the public to view on the Town website.
- G) All external communications regarding the business of the Committee shall be sent via the Town Office. Emails to the public shall be sent through the Town email list, coordinated with the Recorder.

## **Section 7. General Policy**

- A) The Committee shall follow the intent and further the Mission Statement adopted:

*“The Active Transportation Advisory Committee will lead a community driven process, creating and sustaining connectivity and active travel for safety, health and recreation.”*

- B) The Committee shall maintain a broad perspective covering the range of all modes of active transportation and associated facilities (including, but not limited to, public rights-of-way, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of active transportation needs shall result in a multimodal transportation system plan, balanced with respect to areawide needs and properly related to areawide comprehensive plans, goals and objectives.
- a. The Committee shall collaborate with the Roads Committee and Town Council regarding recommendations for roadways and public rights-of-way.
  - b. The Committee shall request approval from Town Council prior to hosting any Public Hearing, listening session, or survey.
- C) The Committee shall seek approval from Town Council prior to entering into formal partnership agreements.
- D) All business pertaining to revenues, expenses, funding, and fundraising must be approved and executed by the Town of Bluff.
- E) Regular committee updates shall be presented to Town Council during regularly scheduled Town Council Meetings to ensure transparency and clear communication regarding the committee’s work and objectives.
- a. Town Council reserves the right to reject, accept, or modify all Commission recommendations.



- b. A recommendation may be noted as officially adopted by the Town and placed into effect immediately.

### ***Section 8. Bylaws Review and Amendment***

- A) Bylaws shall be reviewed every five years or as may be deemed necessary by the Committee and the Town. These bylaws can be amended during a joint session by voting members if the proposed amendment has been submitted in writing to the members of the Committee and the elected officers of the Town with proper notification of the meeting.
- B) These Bylaws may be altered, amended, or added to by vote of the Committee and the Town provided that:
  - 1. Notice of the proposed changes shall contain a full statement of the proposed amendments.
  - 2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.
  - 3. The proposed written changes shall be forwarded to all members and elected officials at least five (5) business days prior to the meeting at which a vote will be held.
  - 4. Voting members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
  - 5. The Town and Committee adopt the proposed amendment(s) by a majority vote of the members present at the joint meeting.