

Purpose and Procedures of the Regional Bicycle & Pedestrian Advisory Committee

I. Purpose

The purpose of the Regional Bicycle & Pedestrian Advisory Committee, a subcommittee of the Roanoke Valley Transportation Planning Organization (RVTPO) Transportation Technical Committee (TTC), is to facilitate regional collaboration with diverse stakeholders in planning bicycle and pedestrian infrastructure in the Roanoke Valley.

II. Membership

- 1) The Regional Bicycle & Pedestrian Advisory Committee (hereafter “committee”) shall be a 19-member committee. The TTC shall appoint one member per RVTPO locality, one member to represent the Virginia Department of Transportation Salem District (VDOT), and one member to represent the Greenway Commission. The remaining ten members shall be at-large.
- 2) Locality, VDOT, and Greenway Commission member terms shall be at the discretion of the appointing locality and/or resignation of the committee member.
- 3) The TTC shall appoint the initial ten at-large members. The TTC shall appoint at-large committee members to fill vacancies upon recommendation of the committee. The committee recommendation shall be determined by majority vote based on the needs of the committee and the qualifications of the applicants, including prior service on the committee. The committee may appoint a member to fill the remainder of a vacant term mid-year.
- 4) Applicants bringing perspective and knowledge of transportation issues relevant to bicycling and walking will be given special consideration. Examples of relevant issues include but are not limited to:

| | | |
|----------------------|--------------------|---------|
| Aging | Education | Tourism |
| Bicycling | Health | Transit |
| Business | Low income | Walking |
| Disability | Minority | |
| Economic development | Outdoor recreation | |

- 5) At-large committee member terms shall be two years. Terms shall be staggered, with five appointments occurring in even numbered years and five in odd numbered years, beginning in July.
- 6) Any member may designate an alternate to attend and participate in the member’s absence, in advance of the absence, and shall notify Roanoke Valley-Alleghany Regional Commission staff of such designation.

III. Meetings

- 1) The meeting time, date, location, and agenda shall be posted on the RVARC website and distributed to committee members by email at least five (5) days in advance of the meeting. Minutes shall be publicly available on the website. Meetings shall be open to the public.
- 2) The committee may meet every other month, and may include field trips or workshops.

IV. Voting Rights and Procedures

- 1) Members of the committee whose terms have not expired are voting members. A designated alternate may cast a vote on behalf of an absent member.
- 2) All actions of the Regional Bicycle & Pedestrian Advisory Committee shall be approved by a majority vote of the members present.
- 3) The committee may vote on its recommendations to the TTC. The results of votes shall be reported to the TTC.
- 4) Quorum shall be six (6) voting members.
- 5) The committee shall have the authority to make recommendations only to the TTC. Individual members of the committee may provide input to other entities during a committee meeting or outside of a committee meeting, but their opinion shall not represent that of the committee or of the RVTPO.
- 6) The committee shall *not* have the authority to:
 - a) Provide letters of support to entities other than the TTC,
 - b) Submit feedback during public comment periods or public hearings on projects or plans of entities other than TTC,
 - c) Make recommendations to entities other than TTC.

V. Officers

- 1) The officers of the committee shall include a Chair and Vice-Chair who shall be elected from the membership of the Regional Bicycle & Pedestrian Advisory Committee.
- 2) The Chair and Vice-Chair shall serve for a one-year term, or until their successors are elected, and shall be eligible for re-election for a maximum of two consecutive terms.
- 3) The Chair shall preside at all meetings. The Vice-Chair shall serve as Chair in the absence of the Chair.

VI. Bike/Ped Action Plan

- 1) Committee members, localities, the TTC, and other agencies shall suggest Bike/Ped Action Plan items. Action Plan items shall feed from the Unified Planning Work Program.
- 2) The committee shall review the draft Bike/Ped Action Plan, along with all submitted requests.
- 3) The TTC shall approve the Bike/Ped Action Plan.
- 4) The Bike/Ped Action Plan shall support the overall work of the RVTPO in its long-range transportation planning efforts as outlined in the related regional transportation plans and the RVTPO Unified Planning Work Program.

VII. Staff responsibilities

Roanoke Valley-Alleghany Regional Commission (RVARC) staff shall:

- 1) Serve as non-voting members of the committee.
- 2) Recruit applicants for vacancies, seeking individuals with perspective and knowledge of issues listed in Article II (Section 4).
- 3) Educate committee members about the purpose of the committee, how transportation planning works, and share technical expertise related to bike/ped planning.
- 4) Report the business of the committee to the TTC.
- 5) Work with Chair to set the agenda.
- 6) Document, distribute, and archive records of meetings.
- 7) Facilitate meetings approximately every 2 months; field trips or workshops generally once per year; and annual appointments and elections, notifying members at least five days in advance.
- 8) Invite additional locality or agency staff to participate as needed for input or background.
- 9) Coordinate with localities and agencies who seek input or assistance from committee members.
- 10) Recommend and solicit Bike/Ped Action Plan items from committee members, the TTC, the Policy Board, and other stakeholders, and draft the Bike/Ped Action Plan.
- 11) Maintain the committee information on the RVARC website, including a history recognizing the contributions of this committee since 2009.

VIII. Evaluation

Annually or when requested by the TTC or RVTPO Policy Board, RVARC staff shall gather the following information for the evaluation of committee effectiveness and engagement.

- 1) Committee completed or made progress on Bike/Ped Action Plan.
- 2) TTC members felt feedback and input from the committee were insightful and helpful.
- 3) Members were actively engaged.
- 4) Members felt their contributions were valued.