

**Alamo Area Metropolitan Planning Organization**  
**Bicycle Mobility Advisory Committee By-Laws**  
December 4, 2017

**Purpose**

The Bicycle Mobility Advisory Committee (BMAC) is established by the Alamo Area Metropolitan Planning Organization (MPO) to improve bicycle mobility within the Alamo Area MPO Study Area.

Generally, the BMAC will:

- Provide bold and visionary leadership in all matters affecting bicycle mobility in the MPO study area
- Be expansive in its vision and assertive with its mission throughout the entire community

In particular, the BMAC will:

- Consider all technical and public outreach issues related to bicycle mobility including but not limited to urban design, construction standards, design standards, maintenance, access, connectivity and safety.
- Communicate with and educate the public and elected officials on the importance of bicycling through a speaker's bureau as well as periodic articles and opinion pieces to appropriate agency and mass media.
- Participate in all regional transportation planning activities
- Explore and recommend funding options and opportunities for bicycle-related projects
- Participate in the promotion and implementation of the Regional Bicycle Master Plan and Walkable Community Program as well as other related initiatives
- Promote and participate in annual Walk & Roll activities year round
- Recommend bicycle-related planning studies to be conducted
- Serve as liaison to other stakeholders and interest groups for bicycling
- Communicate and educate both cyclists and motorists that cyclists have the same rights and responsibilities as motor vehicles on the road
- Advise the MPO's Technical Advisory Committee (TAC) and Transportation Policy Board (TPB) on bicycle-related technical and policy issues. Items on which TAC and the BMAC take different actions may still be brought to the TPB for consideration.

## Membership

The BMAC shall consist of a maximum of 25 voting members and a Chair who will vote only in case of a tie. These members define the “voting membership” of the BMAC and shall be appointed in writing by the respective agencies or from nominees.

- One (1) member shall be appointed from each of the following public agency staffs:
  - a) Alamo Area Council of Governments,
  - b) Bexar County Public Works,
  - c) City of Boerne,
  - d) City of New Braunfels,
  - e) City of San Antonio Sustainable Transportation Manager,
  - f) City of San Antonio Transportation & Capital Improvements,
  - g) City of San Antonio Parks and Greenways,
  - h) City of Seguin,
  - i) San Antonio River Authority,
  - j) Texas Department of Transportation - San Antonio District, and
  - k) VIA Metropolitan Transit
  
- Three (3) citizen members shall be selected from applicants to represent bicycling interests at-large. These members shall reside within the MPO study area and be selected to serve on the BMAC because of their knowledge of and experience with bicycling in the Alamo Area.

An application to fill open citizens-at-large positions will be e-mailed to the MPO’s standard mailing list and posted on the MPO’s website within one month of a vacancy. A subcommittee of the BMAC will review applications, shortlist and may interview candidates as appropriate, and provide a recommended candidate to the BMAC, which as a whole will select the member.

- One (1) member shall be appointed from a professional organization selected by the BMAC on a rotating basis for a two-year, non-renewable term. The appointee should be serving an officer or staff role in a professional organization such as, but not limited to:
  - American Institute of Architects,
  - American Planning Association,
  - Chambers of Commerce,
  - Congress for New Urbanism,
  - Real Estate Council of San Antonio,
  - San Antonio Board of Realtors, or
  - Urban Land Institute

The rotating position is intended to allow different professional organizations to have representation over time on BMAC. After initial appointment the position will be filled by a candidate applying as the alternate member. The alternate will move into the primary position after two years and the vacant alternate position will be posted.

- One (1) member shall be appointed jointly by the Greater Bexar County Council of Cities (GBCCC) and the Northeast Partnership.

- One (1) member shall be appointed by San Antonio Bike Share.
- One (1) member shall be appointed by the San Antonio Wheelmen.
- One (1) member shall be appointed by the South Texas Off-Road Mountain Bikers (STORM).
- One (1) member shall be appointed by Earn-A-Bike Co-op
- One (1) member shall be appointed by a cycling organization selected by the BMAC on a rotating basis for a two-year, renewable term.

An application to fill open bicycling organization positions will be e-mailed to the MPO's standard mailing list and posted on the MPO's website at the end of each two-year term. This is to allow different community cycling groups to have representation over time on the Bicycle Mobility Advisory Committee. A subcommittee of the BMAC will review applications, shortlist, and may interview candidates as appropriate, and provide a recommended candidate to the BMAC, which as a whole will select the primary and alternate members.

- One (1) non-voting member shall be appointed each by:
  - BikeTexas
  - Federal Highway Administration
  - San Antonio Area Tourism Council

Agencies, citizens and organizations are encouraged to appoint an alternate member (except when otherwise described above) to serve in case of an absence. Alternates have full "voting membership" privileges when acting as the primary agency representative. Should a citizen representative decline to appoint an alternate member, the BMAC shall select an alternate from applicants to represent bicycling interests at-large.

The BMAC Chair shall be nominated by the BMAC and will be appointed by the MPO Transportation Policy Board for a two-year term.

The BMAC Vice-Chair shall be a member elected by the BMAC membership.

In order to allow for increased citizen participation, the following terms shall apply:

- Agency staff – no term limit
- Citizens-at-Large – renewable two-year term as approved by BMAC
- Greater Bexar County Council of Cities/Northeast Partnership – renewable two-year term as approved by BMAC
- San Antonio Wheelmen, STORM and Earn-A-Bike – renewable two-year term as approved by BMAC

- Should a member fail to attend three consecutive meetings of the BMAC, the Chair may recommend that the member be removed and replaced by an alternate or by selecting a representative from previously submitted applications.
- In addition to appointing the voting membership, the BMAC may appoint ex-officio members as appropriate. The ex-officio members are not voting members but will receive all meeting materials and are encouraged to actively participate in all BMAC discussions.

## **Procedures**

- The BMAC shall meet regularly, or as often as necessary.
- The BMAC may meet jointly with the Pedestrian Mobility Advisory Committee (PMAC) as needed.
- BMAC meeting notices and information will be provided by mail or e-mail to all members approximately one week prior to a meeting.
- Meeting minutes shall be made of each meeting. Meeting minutes will be posted on the MPO's website following approval.
- Each agenda will include a "Citizens to Be Heard" item. Participation by interested citizens is encouraged.
- A meeting quorum shall be defined as a majority of the existing voting membership. Vacancies do not count against a quorum. A quorum will be present for all actions taken by the BMAC. The option for members to attend remotely shall be approved by the Chair.
- These by-laws and any future amendments will be approved by the Alamo Area MPO's Technical Advisory Committee.
- Additionally, BMAC will designate a representative and alternate to serve on the voting membership of the TAC. Designation shall be recorded in BMAC's meeting minutes to be officially recognized by the MPO.
- In accordance with Article VII Advisory Committees of the Transportation Policy Board By-Laws for the Alamo Area Metropolitan Planning Organization, all meetings of the Bicycle Mobility Advisory Committee and subcommittees, which may be created, are required to comply with the requirements of the Texas Open Meetings Act.

## **Staff Support**

- Support shall be provided to the BMAC by MPO staff within limitations imposed by budgetary and personnel considerations.
- In consultation with BMAC members, MPO staff will develop the meeting agenda,

meeting package, provide meeting minutes, participate in discussions, and coordinate BMAC activities as appropriate.