

**Alamo Area Metropolitan Planning Organization
Pedestrian Mobility Advisory Committee By-laws**

December 4, 2017

Purpose

The Pedestrian Mobility Advisory Committee (PMAC) is established by the Alamo Area Metropolitan Planning Organization (MPO) to improve pedestrian mobility within the Alamo Area MPO Study Area.

Generally, the PMAC will:

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

In particular, the PMAC and its committee members will:

- Consider all technical and public outreach issues related to pedestrian 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 pedestrian travel to the transportation system.
- Participate in all regional transportation planning activities.
- Explore and recommend funding options and opportunities for pedestrian-related projects.
- Participate in the promotion and implementation of the Walkable Community Program as well as other related initiatives.
- Promote and participate in annual Walk & Roll activities year round.
- Recommend pedestrian-related planning studies to be conducted.
- Serve as liaison to other stakeholders and interest groups for walking.
- Advise the MPO's Technical Advisory Committee (TAC) and the Transportation Policy Board (TPB) on pedestrian-related technical, planning and policy issues. Items on which TAC and the PMAC take different actions may still be brought to the TPB for consideration.

Membership

The PMAC shall consist of 16 voting members and a Chair who will vote only in case of a tie. These members define the “voting membership” of the PMAC 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:
 - Alamo Area Council of Governments
 - Bexar County Public Works
 - City of Boerne
 - City of New Braunfels
 - Four staff representing the City of San Antonio
 - City of Seguin
 - Texas Department of Transportation - San Antonio District
 - VIA Metropolitan Transit

- Two (2) citizen members shall be selected from applicants to represent walking interests at-large. These members shall reside within the MPO study area and be selected to serve on the PMAC because of their knowledge of and experience with walking and pedestrian issues.

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 PMAC will review applications, shortlist and may interview candidates as appropriate, and provide a recommended candidate to the PMAC, which as a whole will select the member.

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

- One (1) member shall be appointed by the Bexar County Technical Advisory Committee for Persons with Disabilities (TACPD).

- One (1) member shall be appointed by a walking organization.

- One (1) non-voting member shall be appointed each by:
 - City of San Antonio Disability Access Office
 - Federal Highway Administration

All committee members are encouraged to appoint an alternate member to serve in case of an absence. Alternates have full “voting membership” privileges when acting as the primary agency representative.

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

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

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

- Agency staff – no term limit
- Citizen-at-large and the members representing the GBCCC, TACPD, and Walking Organization will have renewable two-year terms as approved by PMAC.
- Should a member, or their designated alternate, fail to attend three consecutive meetings of PMAC, the Chair may recommend that the member be removed and replaced by an alternate or by selecting a representative from previously submitted applications. Any member who will be absent is urged to send written notification to MPO staff prior to the meeting.
- In addition to appointing the voting membership, the PMAC 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 PMAC discussions.

Procedures

- The PMAC shall meet monthly or as necessary.
- The PMAC may meet jointly with the Bicycle Mobility Advisory Committee (BMAC) as needed.
- PMAC meeting notices and information will be provided by mail or e-mail to all members a minimum of 72 hours 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, including requests for agenda topics.

- 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 PMAC. 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, PMAC will designate a representative and alternate to serve on the voting membership of the TAC. Designation shall be recorded in PMAC'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 Pedestrian 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 PMAC by MPO staff within limitations imposed by budgetary and personnel considerations.
- In consultation with PMAC members, MPO staff will develop the meeting agenda, meeting package, provide meeting minutes, participate in discussions, and coordinate PMAC activities as appropriate.