



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

BAC

BICYCLE ADVISORY COMMITTEE MEETING AGENDA

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

Thursday, January 10, 2008

Start at 6:30 p.m. in STA Conference Room

**STA Conference Room
One Harbor Center, Suite 130
Suisun City, CA**

<u>ITEM</u>	<u>ACTIVITY</u>	<u>Responsible</u>	<u>Time</u>
I.	CALL TO ORDER – SELF INTRODUCTIONS AND OPPORTUNITY FOR PUBLIC COMMENT – (6:30 p.m.)	Chair	1 min
II.	2008 OFFICER NOMINATIONS & ELECTIONS	Chair	1 min
III.	APPROVAL OF AGENDA: JANUARY 10, 2008	Chair	1 min
IV.	APPROVAL OF MINUTES FROM LAST MEETING: NOVEMBER 1, 2007	Chair	5 min
V.	INFORMATION ITEMS		
	A. Regional Bicycle Working Group (RBWG): 12/13/07 Meeting Summary; Next RBWG meeting: February 21, 2008 (tentative)	Sara Woo, STA	10 min
	B. Bike to Work Activities 2008	Judy Leaks, STA	15 min
	C. Solano Bicycle and Pedestrian Program (SBPP) Implementation Schedule 2008	Sara Woo, STA	15 min
	D. MTC Regional Bicycle Pedestrian Program (RBPP) Funds for Priority Development Areas (PDA)	Robert Guerrero, STA	5 min
	E. February Joint BAC/PAC Meeting	Sara Woo, STA	5 min
VI.	ACTION ITEMS		
	A. BAC By-Laws, 2008 Revision <i>Recommendation: Forward a recommendation to the STA Board to approve the attached revision of the BAC By-laws.</i>	Sara Woo, STA	15 min
VII.	COMMITTEE MEMBER COMMENTS		5 min

VIII. ADJOURNMENT

The next regular scheduled BAC meeting is tentatively for March 6, 2008 in the STA Conference Room at One Harbor Center, Suite 130, Suisun City, CA 94585 at 6:30 p.m.

Bicycle Advisory Committee

Meeting Minutes

November 1, 2007

BICYCLE ADVISORY COMMITTEE CALL TO ORDER

The Bicycle Advisory Committee (BAC) meeting was called to order by Committee Vice Chairperson, Barbara Wood at approximately 6:30 p.m.

Committee Members Present: Barbara Wood, Committee Vice Chairperson
Jim Fisk, Dixon
Randy Carlson, Fairfield
Larry Mork, Rio Vista
Ray Posey, Vacaville
Michael Segala, Suisun City

Committee Members Not Present: Glen Grant, Committee Chairperson
Mick Weninger, Vallejo
J.B. Davis, Benicia

Participants: Mike Duncan, Fairfield Public Works Department
James Loomis, Vacaville Public Works Department
Robert Guerrero, STA
Sam Shelton, STA
Sara Woo, STA

- I. INTRODUCTION & OPPORTUNITY FOR PUBLIC COMMENT
Participants exchanged introductions. There was no public comment.
- II. APPROVAL OF NOVEMBER 1, 2007 BAC MEETING MINUTES
With a motion from Randy Carlson, BAC, and a second from Mike Segala, BAC, the November 1, 2007 BAC Agenda was unanimously approved by the committee with the addition of action item IV.B McGary Road Letter of Support.

- III. APPROVAL OF SEPTEMBER 6, 2007 BAC MINUTES
With a motion by Mike Segala, and a second by Randy Carlson, the BAC unanimously approved the September 6, 2007 BAC minutes.
- IV. INFORMATION ITEMS
- A. Safe Routes to School (SR2S) Program Update
Sam Shelton, STA, reported an update to the Safe Routes to School (SR2S). Mr. Shelton provided the BAC with a draft of the Countywide SR2S Plan for review. The main points of information include the process, priority projects, and details of local cities' draft plans. Comment for review by the Technical Advisory Committee (TAC) is due on November 15, 2007.
- B. Summary of Regional Bicycle Working Group (RBWG) Meeting
- A. Regional Bicycle Plan (RBP) Update
Sara Woo, STA, discussed the status of the Metropolitan Transportation Commission's (MTC) Regional Bicycle Plan (RBP) update. Ms. Woo stated that a draft of the RBP was released on October 11, 2007 and handed out STA Staff comment. She further explained that comments were due on October 26, 2007 and provided that the draft RBP was consistent with the Solano Countywide Bicycle Plan policies and goals. STA Staff will encourage the BAC to provide comment on the second draft of the RBP as becomes available in December 2007.
- B. BikeMapper2 Demo
Sara Woo provided an overview of the BikeMapper service. The 511 BikeMapper is an online Bikeway Mapping tool. Ms. Woo explained that the BikeMapper service currently does not tell the user which route to use or provide turn-by-turn directions. Instead, it serves as a display of possible routes within a Bay Area county specified by the user.
- C. Routine Accommodations Update
Sara Woo explained that the MTC's Routine Accommodations web-link for displaying whether projects in the Bay Area have considered bicycle and pedestrian use is still in development. She further explained that the STA is working with the Solano Project Delivery Working Group (PDWG) to include a routine accommodations checklist to be filled out as part of the application process.
- D. Solano Bicycle and Pedestrian Program (SBPP) Update
Robert Guerrero, STA, reminded the group that the SBPP plan includes Fiscal Year (FY) 2008-09, FY 2009-10, and FY 2010-2011. As recommended by

the BAC at their July 12, 2007 meeting, the call for projects shall take place in January 2008. He discussed the estimated funding amounts for the SBPP and explained that STA Staff will be working to coordinate Project Sponsor project status presentations at the January 10, 2008 meeting. Randy Carlson asked if TDA-Article 3 funds are gas tax revenue. Mr. Guerrero confirmed that they are.

E. Comprehensive Transportation Plan (CTP) Update: Alternative Modes Element

Robert Guerrero explained that the CTP has three elements: 1) Alternative Modes, 2) Arterials, Highways, and Freeways, and 3) Transit. He explained that the BAC and Solano Pedestrian Advisory Committee (PAC) will both assist in the update of the Alternative Modes Element. Mr. Guerrero explained that the Alternative Modes Committee is a sub-committee assigned specifically to address specific goals for the update of the Alternative Modes Element. Mr. Guerrero indicated that a BAC appointment to the Alternative Modes Subcommittee will need to be put on the agenda for January 2008 BAC meeting.

F. BAC By-Laws Review

Sara Woo provided a brief presentation of the BAC by-laws. Mike Segala suggested revisiting the terms for the elected officers. The BAC recommended appointing a sub-committee to compile comments from BAC members. Robert Guerrero reminded the group that the by-laws were originally adopted from MTC and that an update should be relatively consistent with MTC's by-laws.

G. BAC 2008 New Officer Nomination and Membership

Sara Woo presented the item. After revisiting the BAC by-laws, she explained that according to the by-laws, new officer nominations and appointments are due the first meeting of each calendar year. Therefore, the next officer nomination will take place at the January 2008 meeting. Ms. Woo also notified the group of members with expiring memberships. She encouraged interested members with expiring memberships to work with their agencies for a reappointment. Mike Segala and Larry Mork volunteered to look at options to stagger membership appointments.

V. ACTION ITEMS

A. BAC 2008 Meeting Calendar and Draft Work Plan

With a motion from Mike Segala and a second from Randy Carlson, the BAC unanimously agreed to forward a recommendation to the STA Board to approve the BAC Work Plan for the 2008 calendar year with the addition to

include the consideration of coordinating a bicycle rodeo on the BAC 2008 Work Plan.

B. Letter of Support: McGary Road Project

Mike Duncan, City of Fairfield, provided a brief presentation regarding the McGary Road project. The City of Fairfield is applying for State Bicycle Transportation Account (BTA) funds and requested a letter of support from the BAC for Fairfield's application for the McGary Road project. With a motion by Randy Carlson and a second from Mike Segala, the BAC unanimously approved the recommendation to provide a letter of support.

VI. COMMENTS FROM COMMITTEE MEMBERS

Larry Mork noted that the next tentatively scheduled meeting for January 3, 2008 would follow extremely close after the holiday season. Mr. Mork further explained that he would not be able to attend and suggested a later date to meet. The BAC unanimously agreed to reschedule the January 3, 2008 meeting to January 10, 2008.

Mike Duncan notified the group that it would be his last BAC meeting. He will be moving on to work in Ohio and extended generous thanks to the group. Mr. Duncan expressed that he has learned a great deal from the group and intends to implement what he has learned here to his home community which could use additional bicycle facilities. Robert Guerrero extended mutual thanks and added that Mr. Duncan has contributed greatly in the same respect.

VII. ADJOURNMENT (8:04 p.m.)

Next meeting scheduled for January 10, 2008.



DATE: January 4, 2008
TO: STA Bicycle Advisory Committee (BAC)
FROM: Sara Woo, Planning Assistant
RE: Informational Items

V. A Regional bicycle Working Group (RBWG): 12/13/07 Meeting Summary – (Sara Woo, STA)

The RBWG meeting was held at the Metropolitan Transportation Commission's (MTC) office in Oakland on Thursday, December 13, 2007 at 1:00 p.m. Below is a brief summary of the meeting:

- Regional Bicycle Plan (RBP) Update: A final draft for the RBP will be released late January/early February of this year; STA Staff will notify the BAC as soon as this draft is available.
- MTC Regional Bicycle and Pedestrian Program (RBPP) funds for Priority Development Areas (PDA): The Regional Transportation Plan (RTP) is being updated this year (2008) by the Metropolitan Transportation Commission (MTC). MTC Staff solicited input on focusing bicycle projects into Priority Development Areas (PDA). This suggests a possible shift of funds from the RBPP (See Agenda Item V.D).

V. B Bike to Work Week Activities 2008 – (Judy Leaks, STA)

Solano Napa Commuter Information (SNCI) Staff is currently gearing up for this year's Bike to Work Week (BTWW) which will take place May 12-16, 2008. SNCI Staff is working to secure local sponsors, energizer stations, and finalizing campaign materials. SNCI will begin promoting Bike to Work at a number of events, through employers, and other means during April and May. SNCI will continue to work with the BAC to make this year's program as successful as it had been in the past.

V. C Solano Bicycle Pedestrian Program (SBPP) Implementation Schedule 2008 – (Sara Woo, STA)

The current SBPP was established to fund priority bicycle and pedestrian projects in Solano County. The program operates on a 3-year cycle and is funded through three funding sources: Transportation Development Act (TDA) Article-3, MTC Regional Bicycle and Pedestrian Program (RBPP), and Eastern Congestion Management Air Quality (ECMAQ) Improvement Program. The upcoming 3-year cycle starts Fiscal Year (FY) 2008/2009 and ends FY 2010/2011.

This year, the Regional Transportation Plan (RTP) is being updated by the Metropolitan Transportation Commission (MTC). As part of this update, a shift of funds from the RBPP and ECMAQ Improvement Program is possible (See Agenda Item V. D). As a result, STA Staff will not be able to provide estimates for the SBPP for FY 2009/2010 and FY 2010/2011. Another important factor is that ECMAQ Improvement Program funds are federal; subsequently, estimates will not be available until the federal transportation bill is closer to being reauthorized. The transportation bill is expected to be approved by 2009. However, the STA BAC and PAC will need to review projects currently programmed for Fiscal Year (FY) 2008/2009 for any changes at a joint meeting in February 2008. STA Staff will invite projects sponsors to provide a status report to both BAC and PAC members at the February joint meeting (See Agenda Item V.E).

V. D MTC Regional Bicycle Pedestrian Program (RBPP) Funds for Priority Development Areas – (Robert Guerrero, STA)

The Metropolitan Transportation Commission (MTC) committed \$200 million for a Bay Area Regional Bicycle and Pedestrian Program (RBPP) over 25 years as part of the 2005 Regional Transportation Plan (Transportation 2030 Plan). MTC made available \$32 million for the first four years of the program, Fiscal Years (FY) 2005-06 to FY 2008-09. The RBPP was divided with \$24 million (75%) allocated for county priority projects and \$8 million (25%) allocated for regional priority projects. The Bay Area Congestion Management Agencies (e.g. the Solano Transportation Authority) administers the county portion and receives funds based upon each county population share. Solano County received a total of \$1.395 million which the Solano Bicycle Advisory and Pedestrian Advisory Committees programmed as part of the Solano Bicycle Pedestrian Program.

On December 13, 2007, MTC staff discussed the potential to focus the RBPP funds on the Bay Area's Project Development Areas (PDA). The Association of Bay Area Governments, MTC, and the Bay Area Air Quality Management District developed PDA concepts for future potential transportation investments and grant funding as incentives to create Smart Growth/Transit Oriented Development type projects. If the RBPP funds are shifted to PDA projects, Solano County's priority bicycle and pedestrian projects will

be restricted to transit and high density housing areas. This will make it difficult to fund priority projects such as Fairfield's McGary Road, Solano County's Dixon to Vacaville Bikeway Project, and Benicia's State Park Road Overcrossing Project. STA Staff responded to MTC staff's discussions with the attached letter (see Attachment V.D.A).

V. E February Joint BAC/PAC Meeting – (Sara Woo, STA)

As part of the SBPP review process, the STA BAC and Pedestrian Advisory Committee (PAC) reviews the SBPP 3-year plan on an annual basis. This ensures that projects programmed into the SBPP 3-year plan for the upcoming fiscal year (FY2008/2009) are still eligible and en route to construction. This year's joint BAC/PAC meeting will be held on February 14 or 28, 2008 at the STA Conference Room. A time for the meeting will be determined.



Solano Transportation Authority

Attachment V. D. A
(Information)

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

December 20, 2007

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

Sean Co
Regional Bicycle Working Group Coordinator
Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607-4700

Re: Regional Bicycle Pedestrian Program and Project Development Area Funding

Mr. Co:

I am writing this letter in response to the discussions held at the Regional Bicycle Working Group (RBWG) and Regional Pedestrian Committee (RPC) meetings on December 13, 2007 regarding the potential reallocation of the Regional Bicycle Pedestrian Program (RBPP) funds to serve as planning or capital funds for Project Development Areas (PDA). The RBWG and RPC were presented the following questions to guide the group's discussion on shifting RBPP funds to PDAs:

1. Can focusing bicycle projects compared to the Regional Bicycle Network into PDA's result in larger mode shifts?
2. Does the committee agree that regional environmental goals can be achieved by higher bicycle mode share within PDA's? A mode shift from auto to bike reduces CO2 emissions.
3. How does this focus affect the regional network?
4. Do FOCUS projects represent areas of higher potential bicycle use?
5. What would be the trade-offs using available bicycle project funds for projects within PDA's?
6. How do the links to transit impact bicycle usage?

With the RBPP a few years into implementation, it is difficult to gauge the success of the program and discuss its merits in relation to the newly proposed PDAs. The Regional Bicycle Network is not complete. Once completed, a more fruitful discussion comparing the two programs can take place. It is important to keep in mind the benefits for completing the Regional Bicycle Network, including having a viable bicycle connection to and from PDAs and other important connections prioritized by each Bay Area county.

The Solano Countywide Bicycle Plan and Countywide Pedestrian Plan were developed with local consensus on what the priority bicycle and pedestrian projects are for Solano County. Both plans include direct route segments that feed into the Regional Bicycle Network that may or may not be included as part of a PDA. In

fact, the STA approved the McGary Road bicycle project and the Benicia State Park Road Overcrossing for RBPP funding recently. Both projects are recognized by the STA's Bicycle Advisory Committee and Pedestrian Advisory Committee as important gap closures to the Regional Bicycle Network. Neither project may have qualified if the funding were shifted to PDA projects. Another consideration is that a viable bicycle connection between the Vallejo and Fairfield PDAs would be established from the construction of the McGary Road bicycle project.

Although the RBPP should be periodically re-evaluated, STA staff recommends MTC continue to explore other options to fund PDA projects and recommends not shifting the RBPP funds at this time. MTC staff should focus more on how to bring additional RBPP funding back to the CMA's for implementing local projects that benefit the Regional Bicycle Network and regionally significant pedestrian projects.

Please contact me at 707.424.6006 if you have any questions or concerns regard our comments on taking away RBPP funding to fund PDAs.

Sincerely,



Robert Macaulay
Director of Planning

Cc: Jim Spering, MTC Commissioner
Daryl Halls, Executive Director
Solano Bicycle Advisory Committee
Solano Pedestrian Advisory Committee



DATE: January 4, 2008
TO: STA Bicycle Advisory Committee (BAC)
FROM: Sara Woo, Planning Assistant
RE: BAC By-Laws, 2008 Revision (Action)

Background:

The Solano Transportation Authority (STA) Bicycle Advisory Committee (BAC) By-Laws was established in 1993. The document serves to provide the purpose and guidelines for committee operation. When it was first established, the BAC was responsible for the review of both bicycle and pedestrian related projects in Solano County. After a recent review by the BAC, it was determined that some areas of the document are inconsistent and in need of revision.

Discussion:

In November 2007, the BAC and PAC created a process for updating the committee by-laws by appointing a joint sub-committee of BAC and PAC members. On December 13, 2008, Pat Moran (PAC member), Mike Segala (BAC and PAC member), and Larry Mork (BAC and PAC member) met to discuss recommendations for updating the BAC and PAC by-laws. The attached revision of the BAC by-laws is the recommended changes by the sub-committee (see Attachment VI. A).

Recommendation:

Forward a recommendation to the STA Board to approve the attached revision of the BAC By-Laws.

Attachments:

- A. BAC By-Laws, 2008 revision

~~BY-LAWS~~
~~OF THE~~
SOLANO TRANSPORTATION AUTHORITY
BICYCLE ADVISORY COMMITTEE BY-LAWS

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Solano Transportation Authority (STA) Bicycle Advisory Committee (BAC), hereafter called the BAC.

ARTICLE II. AUTHORIZING AGENCY

The Solano Transportation Authority (STA), as the Congestion Management Agency (CMA) of Solano County, pursuant to California State Transportation Control Measure (STCM #9), adopted by the Metropolitan Transportation Commission (MTC) on November 28, 1990, MTC Resolution No. 2179, Revised, authorizes~~d~~ the establishment of the BAC and shall approve all appointments to the BAC, the BAC by-laws, and all amendments to the BAC by-laws.

ARTICLE III. PURPOSE

Section 1. Duties/Responsibilities

The BAC shall act to advise the STA on the development of bicycle/~~pedestrian~~ facilities as an alternative mode of transportation. The BAC shall review and/~~or~~ prioritize Transportation Development Act (TDA); Article 3 bicycle projects, Solano Countywide Bicycle and Pedestrian Program (SBPP) projects, Pedestrian/Bicycle Projects and participate in the development and review of comprehensive bicycle plans.

Section 2. Review Process

The BAC review process shall ensure that bicycle/~~pedestrian~~ projects within the seven (7) Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo) and County of Solano: promote and encourage bicycle use for: commuting, shopping, and other personal trips; ~~reduce motor vehicle;~~ reducing motor vehicle trips; reducing motor vehicle miles traveled; ~~reduce reducing motor vehicle congestion;~~ increasing safety and access to transit; ~~and promoting~~ health, and air quality benefitss.

ARTICLE IV. MEMBERSHIP

Section 1. Representation

The BAC shall be composed of bicycle/~~pedestrian~~ enthusiasts who live or work in the Cities and County of Solano. The BAC shall include: one representative from each of the seven (7) Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo), the County of Solano, and one (1) member at large for a total membership of nine (9). Members of the BAC shall be

approved by majority vote of the STA Board of Directors. Preference should be given to non-elected citizens and who are not employed by member agencies.

Section 2. Voting Members

~~Voting privileges are vested exclusively in the BAC members. Voting members of the BAC will beshall be the aforementioned nine (9) members representing representatives of the incorporated Cities, the and the County, and community at large as stated in Article IV, Section 1. It is intended that the BAC shall include a representative from each of the seven (7) Cities and the County with one (1) member at large for a total membership of nine (9). In the event that a jurisdiction cannot forward a nominee or a nominee does not qualify; then a member may be appointed from the remaining nominees. At no time shall fewer than six (6) of the eight (8) jurisdictions be represented. Three (3) of the nine (9) voting members may be representatives at large. Each member of the BAC shall have one (1) vote. Jurisdictions may forward more than one (1) nominee.~~

Section 3. Non-Voting Members

~~Non-voting members of the BAC may consist of representatives from each of the jurisdiction's² planning and public works staff, MTC, Caltrans, and the public at large.~~

Section 4. Appointments

~~Voting membership shall be derived from an eligibility list provided by each jurisdiction and appointed to the BAC by the STA Board for a period of up to three (3) years. Should it occur that an insufficient number of eligible candidates are provided by the jurisdictions, the BAC may then make recommendations to the Authority Board for appointments in keeping with Article IV., Section 2.~~

Section 5. Vacancies

~~If and when vacancies occur, they must be filled according to Article IV., Sections 2 and 4.~~

Section 6. Role of STA Staff

~~The STA shall, under direction of the Board of Directors, provide staff and organizational support to the BAC.~~

ARTICLE V. ORGANIZATION OFFICERS

~~Section 1. The elected officers of the BAC will be:~~

- ~~a. Chair~~
- ~~b. Vice-chair~~

ARTICLE VI. OFFICERS

Section 1. Elected Officers

The elected officers of the BAC shall be the Chairperson and Vice-Chairperson, hereafter called Chair and Vice-chair.

~~The BAC shall, at the first meeting of the calendar year, nominate and elect annually the Chair and the Vice-chair for one (1) calendar year term. No officer shall serve more than two (2) consecutive terms in a given office.~~

Section 2. Election of Officers

The BAC shall, at the last meeting of each calendar year, nominate and elect annually the Chair and the Vice-chair for one (1) calendar year term. No officer shall serve more than two (2) consecutive terms in a given office.

~~The Chair shall preside over all meetings and have general direction and control over the activities of the BAC.~~

Section 3. Role of Chair

The Chair shall preside over all BAC meetings, coordinate the meeting agendas with STA staff, represent the BAC's actions to appropriate agencies or designate a representative(s) to do so, and have general direction and control over the activities of the BAC.

Section 4. Role of Vice-Chair

The Vice-chair shall assist the Chair in the execution of the Chair that office and, in office. In the absence of the Chair, the Vice-chair shall preside over the meetings, and so when acting, shall have all the powers of the Chair.

Section 5. Vacancy in the Office of Chair Office

In the event of the a vacancy in the office of the Chair-office, the Vice-chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the BAC shall nominate and elect a new Vice-chair.

ARTICLE VII. MEETINGS

Section 1. Meetings/Attendance

The BAC shall hold a regular meeting at least once a calendar year quarter and as necessary to fulfill the mandate of Article III, Sections 1 and 2. Members of the BAC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an 'un-contacted absence' and may have their position declared vacant by the STA Board. Absence after contacting staff is considered a 'contacted absence.' Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a BAC member has missed a combination of six contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next scheduled meeting, and based upon a recommendation from the BAC, the position may be declared vacant by the STA Board.

Section 2. Special Meetings

~~All meetings shall be posted public meetings.~~ The BAC may convene special meetings as necessary to conduct its business.

Section 3. Public Process

All meetings shall be posted public meetings conducted in compliance with the Brown Act.

Section 4. Definition of a Quorum

A quorum shall consist of the majority of the BAC members of the Cities, the County and member at large.

Section 5. Actions

Actions of the BAC require a quorum and the majority vote of the voting members present.

~~Actions of the BAC require a majority of those voting members present.~~

ARTICLE VII. SUBCOMMITTEES

The Chair may establish subcommittees or special task forces when they are deemed necessary to carry out the BAC's mandate.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The BAC shall use "Robert's Rules of Order" as a general guide for meeting procedures when they are consistent with the BAC by-laws. When applicable and consistent with STA Board policies, the BAC may use any rules of order the Committee may adopt.

ARTICLE IX. ADOPTION AND AMENDMENTS TO THE BY-LAWS

Section 1. Adoption of the BAC By-laws

Adoption of the BAC by-laws will be by a majority vote of the STA Board of Directors.

~~Section 2.~~

~~Amendments to the BAC by laws will be by a majority vote of the STA Board of Directors.~~

Section 23. Amendments to the BAC By-laws

The BAC may take action, by two-thirds vote, to propose amendments to the BAC by-laws at any regular meeting of the BAC, provided that the amendment has been submitted in writing at the previous regular meeting (suggestion: "...submitted in writing for the BAC to review prior to voting"). Suggested amendments to the BAC by-laws by the BAC shall be forwarded to the STA Board of Directors via the STA Technical Advisory Committee (TAC), with comments from the STA Technical Advisory Committee (TAC).

Section 3. Approval of Amendments to BAC By-laws

Official amendments to the BAC by-laws will be by a majority vote of the STA Board of Directors.

ARTICLE IX. BICYCLE ADVISORY COMMITTEE LETTER WRITING POLICY

~~Any Letters(s) written by the Bicycle Advisory Committee or by a member of the PAC on their behalf and that are~~ that are directed outside the Authority must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or is consistent with STA Board policies, the letter will be sent out. In all other cases the letter must be approved by STA Board action.

Revised January 2008