

City of Little Rock

Bicycle Friendly Community Committee

By-laws

ARTICLE I - Name

The name of the organization is The City of Little Rock Bicycle Friendly Community Committee.

ARTICLE II - Vision, Mission, Purposes and Objectives

Section 2.1 - Vision

That Little Rock become a Bicycle Friendly Community in fact and as designated by the League of American Bicyclists.

Section 2.2 - Mission

To develop and implement policies and take other actions to make Little Rock a Bicycle Friendly Community and to achieve designation as a Bicycle Friendly Community from the League of American Bicyclists.

Section 2.3 - Purposes

1. Safety ■ To make Little Rock safe for bicyclists, pedestrians and motorists.
2. Connectivity ■ To create a network of connected on street facilities and bicycle useable trails to safely go anywhere in Little Rock by bicycle.
3. Advocacy ■ To promote and encourage bicycling for recreation and transportation.

Section 2.4 - Specific Objectives

1. Improve bicycling connectivity in Little Rock.
2. Create a bike station in downtown Little Rock and at other appropriate locations, including in private businesses and in public buildings and other public facilities.
3. Create the position of a full time Bicycle/Pedestrian Coordinator on the staff of the City of Little Rock and secure funding for an annual budget for bicycling /pedestrian projects.
4. Institute programs of bicycle safety, education, and enforcement of bicycling laws and regulations.
5. Complete all uncompleted sections of the Arkansas River Trail on the Little Rock side of the river so that bicyclists can safely use the Trail without the danger now presented by the uncompleted sections.
6. Establish a Little Rock Bicycle Friendly Community Committee website (BikeLR.com) to provide information about the activities of the Committee and other information about bicycling in Little Rock.
7. Adopt a Complete Streets Policy for Little Rock.
8. Obtain Bicycle Friendly Community status for Little Rock from the League of American Bicyclists.

9. Assist the City of Little Rock in securing funding for bicycling projects and facilities.

In pursuing its Vision, Mission, Purpose, and Objectives, the Committee shall be guided by Resolution No. 12,339 of the City of Little Rock Board of Directors dated September 5, 2006, titled, ■A Resolution to Adopt an Action Plan to Establish a Bicycle-Friendly Community. The Resolution is attached to and incorporated as part of these by-laws as Exhibit ■A.

ARTICLE III - Membership of the Bicycle Friendly Community Committee

Section 3.1 - Qualifications of Members

Members of the Little Rock Bicycle Friendly Community must be residents of the Central Arkansas Regional Transportation Study area as defined by Metroplan who live in Little Rock, work in Little Rock, or can show that they routinely use transportation facilities in Little Rock.

Section 3.2 - Composition of Committee Membership

The Committee shall be composed of Public Members, the City of Little Rock Staff Members designated below, and Advisory Members.

Public Members of the Committee - Public Members of the Committee shall include: (1) the present members of the Committee (listed in attached Exhibit ■B) and (2) up to six additional members (fifteen total) who may be nominated by the voting members of the Committee for appointment to the Committee by the Mayor of the City of Little of Rock. At the first meeting of the Committee following adoption of these by-laws, the terms of the Public Members of the Committee shall be staggered by a process to be determined by vote at the meeting, with one-third of the membership serving a one-year term, one-third of the membership serving a two-year term, and one-third of the membership serving a three-year term. Thereafter all members shall serve a three-year term. Members may be nominated by the Committee and then appointed by the Mayor to serve additional terms.

City of Little Rock Staff Members of the Committee - The City of Little Rock Staff Members of the Committee shall be designated by the Little Rock City Manager and shall include the Assistant City Manager, representatives from the City Attorney's Office and the Police Department, the Director of the Departments of Parks and Recreation, Planning and Development, and Public Works, and the Director of Design for the Parks and Recreation Department.

Advisory Members of the Committee - The Committee may also include up to five Advisory Members who shall serve one year terms.

Section 3.3 - Termination of Membership for Failure to Attend Meetings

If a Public Member of the Committee fails to attend more than fifty percent of all regular meetings in one calendar year, the Chair of the Committee shall immediately send written or e-mail notice to the member that he or she will be automatically removed from membership on the Committee unless, no later than five calendar days prior to the next scheduled meeting of the Committee, the member delivers to the chair written or e-mail notification of his or her desire to remain on the Committee. At the next meeting of the Committee, the Committee shall vote to allow the member

to continue or to nominate a new member to complete the balance of the absent member's term. City of Little Rock Staff Members and the Advisory Members of the Committee shall not be subject to the meeting attendance requirements. For purposes of this Section 3.3, attendance at a regular meeting by a proxy designated in accordance with the provisions of Section 4.4 shall constitute attendance by the Public Member designating the proxy.

Section 3.4 - Record of Membership

The Secretary of the Little Rock Bicycle Friendly Community shall maintain a record of the membership of the Committee. The record of membership shall include the name, street address, e-mail address, and telephone number(s) of each member.

ARTICLE IV - Meetings of Members

Section 4.1 - Date, Time and Place of Meetings

Regular meetings of the Committee shall be held each month at a date, time, and location to be determined by the Chair of the Committee. Special meetings of the Committee may be called by the Chair of the Committee pursuant to the same requirements applicable under these by-laws for regular meetings. The annual meeting of the Committee shall be the first Committee meeting of the calendar year.

Section 4.2 - Notice of Meetings

The Secretary of the Committee shall send notice of the meetings to be received by members at least five calendar days before the date of any meeting. Notice may be sent by e-mail or regular U.S. mail. The meeting notice shall include the meeting agenda prepared by the Chair of the Committee.

Section 4.3 - Voting Rights

Public Members of the Committee shall have the right to vote on all matters considered by the Committee and may serve on, chair, and vote on all matters considered by Subcommittees to which they have been appointed. The City of Little Rock Staff Members of the Committee shall not vote at meetings of the Committee but may fully participate in meeting discussions and may serve on Committee Subcommittees to which they have been appointed. Advisory Members shall not vote on matters considered by the Committee but may fully participate in meeting discussions and may serve on, chair, and vote on matters considered by Subcommittees to which they have been appointed. Advisory Members shall not be subject to the meeting attendance requirements of Section 3.3.

Section 4.4 - Methods of Meeting Attendance and Voting

Members may attend, participate, and vote in meetings of the Committee in person or, if arrangements have been made and approved by the Committee Chair, by telephone connection. Except for the election of Members and Officers, the Committee may conduct business by e-mail if the Committee Chair determines that action on the business to be conducted must be taken prior to the next scheduled meeting of the Committee. A Public Member may designate a proxy to attend and vote for the Public member at a committee meeting. To designate a proxy, prior to a meeting at which a proxy is to attend and vote the Public Member must notify the Chair of the

Committee or the Bicycle-Pedestrian Coordinator of the name of the person to serve as proxy.

Section 4.5 - Quorum

Attendance of a majority of the Public members serving on the Committee shall constitute a quorum. Business may be conducted only in meetings in which a quorum is present or by e-mail vote as described in Section 4.4. A majority of the votes cast shall be sufficient to take or authorize action upon any matter which may properly be considered by the Committee. Voting by proxy is allowed only in accordance with the provisions of Section 4.4.

Section 4.6 - Rules of Order

Unless otherwise stated or inconsistent with these by-laws, the current edition of Robert's Rules of Order shall be followed at all meetings.

Section 4.7 - Meetings Open to the Public

Except when discussing personnel matters, all meetings shall be open to the public.

ARTICLE V - Officers

Section 5.1 - Officers

The officers of the Committee shall be a Chair, up to two Vice Chairs, and a Secretary.

Section 5.2 - Duties and Powers of Officers

The duties and powers of the Officers shall be as follows:

- a. Chair - The Chair shall preside over meetings of the Committee and shall provide general supervision over the affairs of the Committee. The Chair shall generally be responsible for the conduct of the business of the Committee and shall have such other duties as the Committee may from time to time prescribe. The Chair shall prepare an agenda for each meeting of the Committee. The meeting agenda shall be distributed with the meeting notice as provided in Section 4.2.
- b. Vice Chair(s) - The Vice Chair(s) shall be responsible for preparation of the application for Bicycle Friendly Community status from the League of American Bicyclists, shall perform the duties of the Chair in the Chair's absence, and shall have such other duties as the Committee may from time to time prescribe.
- c. Secretary - The Secretary shall attend and keep minutes of all meetings of the Committee, issue proper notices of all such meetings, perform all other duties which are incident to the office of Secretary, and perform other such duties and have such other powers as the Committee may from time to time prescribe.

Meeting minutes shall include the date, time, and place of the meeting; the names of members present for the meeting; each action taken by the Committee, including the number of members voting for and against the action, and a short summary of discussions of significant matters. In the absence of the Secretary, the Chair shall designate a member to record the minutes.

The Secretary shall provide written minutes for the previous meeting to the Committee members at least one (1) week prior to each regular meeting. The approved minutes shall be signed by the Chair and retained by the Secretary. Whenever possible, the minutes shall be distributed electronically.

Section 5.3 - Election of Officers and Term of Office

Officers shall be elected at the annual meeting. Nominations for Officers shall be made by the members of the Committee. The election shall be by ballot or voice vote at the discretion of the Chair or other person conducting the meeting. The term of office for officers shall be for one year. Officers and Directors may be re-elected.

ARTICLE VI - Subcommittees

Section 6.1 - Subcommittees

Standing subcommittees of the Committee shall be the Safety and Education Subcommittee, the Connectivity Subcommittee, and the Advocacy Subcommittee. The Committee may also create ad hoc subcommittees and task forces within subcommittees. The Committee shall specify a purpose for each subcommittee and task force. The Chair of the Committee shall appoint a Chairperson of each subcommittee who shall serve from the date of his or her appointment until the next annual meeting of the Committee and may be reappointed. All voting members of the Committee shall serve on at least one subcommittee.

Section 6.2 - Individual Projects

The president may assign responsibility for special projects to an individual member.

ARTICLE VII - Amendment of the By-laws

These by-laws may be amended or repealed, in whole or in part, and additional by-laws may be adopted by the majority vote of the Committee. Members shall be notified of all by-law changes.

These revised by-laws were approved at a meeting of the City of Little Rock Bicycle Friendly Community Committee on December 6, 2011.

Chair, City of Little Rock
Bicycle Friendly Community Committee

Secretary, City of Little Rock
Bicycle Friendly Community

**By-laws of the City of Little Rock Bicycle Friendly Community Committee
Exhibit ■B.**

Public Members of the City of Little Rock Bicycle Friendly Community Committee as of the date of adoption of the Bicycle Friendly Community Committee by-laws on June 29, 2011:

Jess Askew
Jim Dailey
Ken Gould
Coreen Frasier
French Hill
Hank Kelly
Ed Levy
Gene Pfeifer
Donald Richardson
Claibanne Williamson