

The City of Aurora Bicycle, Pedestrian and Transit Advisory Board

By-Laws

Adopted: _____

Article 1 Authority and Purpose

Section 1. Authority

The Bicycle, Pedestrian and Transit Advisory Board was established and is governed by Chapter 2, Article VI, Division 10 entitled "Bicycle, Pedestrian and Transit Advisory Board" of the Aurora Code of Ordinances.

Section 2. Purpose

The purpose of these By-Laws is to govern the conduct of the meetings and the business to be performed by the Bicycle, Pedestrian and Transit Advisory Board. A copy of these rules shall be filed with the city clerk.

Article 2 Officers

Section 1. Officer Composition

The officers of the Bicycle, Pedestrian and Transit Advisory Board shall consist of Chairman; Vice-Chairman, Secretary and Executive Secretary.

The Chairman and Executive Secretary shall be established pursuant to the authorization ordinance referenced in Article 1 Section 2 herein. The remaining officers shall be elected from the members of Bicycle, Pedestrian and Transit Advisory Board by majority vote of the full membership on an annual basis. An Annual meeting at which the Bicycle, Pedestrian and Transit Advisory Board will elect Officers shall be held after December 1st and in no case later than March 1st of each year.

Section 2. Vacancies

Any vacancy of Officers may be filled at any meeting by election after such vacancy occurs.

Section 3. The responsibilities of the Officers include, but are not limited to the following:

Chair:

- Shall preside over all meetings of the Bicycle, Pedestrian and Transit Advisory Board.
- Shall set the agenda at the direction of the Bicycle, Pedestrian and Transit Advisory Board.
- Shall have general charge and supervision of the business and affairs of the Bicycle, Pedestrian and Transit Advisory Board.

- Shall appoint all committees and establish additional committees as deemed necessary.
- Shall serve as a liaison between the committees and the Bicycle, Pedestrian and Transit Advisory Board.
- Shall call any special meetings as required.

Vice-Chair:

- Shall act as assistant to the Chair.
- Shall fulfill the duties of the Chair in the absence of the Chair.
- Shall fulfill any additional duties as may be assigned.

Secretary:

- Shall act as assistant to the Chair.
- Shall fulfill the duties of the Chair in the absence of the Chair and Vice-Chair.
- Shall attend meetings of committees and, when directed by the chairman of said committee, transcribe the minutes thereof.
- Shall provide the planning and zoning division with a transcription of the committee minutes in a timely fashion for distribution to the Bicycle, Pedestrian and Transit Advisory Board prior to the next regular meeting.
- Shall maintain an accurate listing of all committee members and contact information.
- Shall record the attendance at all committee meetings.
- Shall fulfill any additional duties as may be assigned.

Executive Secretary:

- Shall attend all regular and special meetings of the Bicycle, Pedestrian and Transit Advisory Board and shall keep a record of same and transcribe said record properly for review and approval by the Bicycle, Pedestrian and Transit Advisory Board.
- Shall record the attendance of the Bicycle, Pedestrian and Transit Advisory Board members at the meetings.
- Shall send all notices of regular or special meetings.
- Shall serve in an advisory capacity on all matters before the Bicycle, Pedestrian and Transit Advisory Board.
- Shall maintain an accurate listing of all members' contact information and terms of office.
- Shall have a copy of 'Roberts Rules of Order' available at all official Bicycle, Pedestrian and Transit Advisory Board meetings.

Section 4. In the event the Chairman, Vice-Chairman, or Secretary of the Bicycle, Pedestrian and Transit Advisory Board should be absent or unable for any reason to attend to the duties of the office, the members of the Bicycle, Pedestrian and Transit Advisory Board may at any regular meeting, or at

any special meeting called for such purpose, elect a Chairman Pro tem, or other officer as the case may be, who shall attend to all duties of such officer until such officer shall return or be able to perform said duties.

Article 3 Meeting Details

Section 1. The official meetings of the Bicycle, Pedestrian and Transit Advisory Board are typically as follows:

- Location: 5th Floor Conference Room of City Hall (44 E. Downer Place)
- Starting Time: 6pm
- Duration: Meetings can last a little as 30 minutes or as long as 1.5 hours depending on the number or complexity of agenda items.
- Frequency: Pursuant to the City Ordinance the regular meetings are generally held once a month on the Third Thursday following the first Committee of the Whole meeting of the month; special meetings may also be called but would generally also take place on a Thursday at the same starting time and location.

Section 2. Meetings may be canceled or the location or start time changed at the discretion of the Chairman and pursuant to the Open Meetings Act.

Article 4 Conduct of Business

Section 1. Roberts Rules

The current available edition of "Robert's Rules of Order" will be used during regular and special meetings except as modified by these By-Laws or by the authorization ordinance referenced in Article 1 Section 2 above.

Section 2. All regular and special meetings of the Bicycle, Pedestrian and Transit Advisory Board shall be open to the general public, and shall comply with the Open Meetings Act.

Section 3. Order of Business

The Order of Business shall generally be as follows:

- Roll Call of Members
- Minutes of the previous meeting
- Old Business
- New Business
- Adjournment

All revisions, substitutions, and additions to the order of the announced agenda shall be made by a consensus of the Bicycle, Pedestrian and Transit Advisory Board.

A motion shall be made and seconded with action being taken by roll call vote to dispense with any item on the Agenda.

Article 5 Adoption and Amendments

Section 1. Adoption of these By-Laws shall be by a majority of those members present.

Section 2. Amendments of these By-Laws shall be proposed at a regular meeting at least one (1) month prior to voting. Recommendation/Approval shall be by a majority vote of the members in attendance and subject to approval of the City Council.

This document shall be filed with the Executive Secretary and with the City Clerk's Office of the City of Aurora upon its adoption by the Bicycle, Pedestrian and Transit Advisory Board, and signing by the Chairman.

PRESENTED to the _____ this _____ day of _____, 20__.

ADOPTED by the _____ on _____, 20__

Chairman

Notary Public

My Council expires _____, 20__