BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE
BYLAWS

Approved by Council 02/17/2026 (date)

ARTICLE I. Name and Duration

This Committee, established by the Springfield City Council, shall be called the Bicycle and Pedestrian Advisory Committee. This Committee will serve at the will of the City Council.

ARTICLE II. Purpose and Function

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise the Springfield City Council, Planning Commission, and City staff on matters relating to bicycle and pedestrian planning. Committee members should have an interest in promoting bicycle and/or pedestrian interests in Springfield. The responsibilities of the Committee shall include, but are not limited to the following:

Section 1. Bicycle/Pedestrian Policy. Review and make recommendations on planning documents prepared by City departments affecting the use of walking and bicycling as a transportation mode.

Section 2. Bicycle/Pedestrian Facility & Program Implementation. Work closely with City staff to ensure input into bicycle and pedestrian facilities and operation planning and program development.

Section 3. Education, Enforcement and Encouragement. Assist City staff in the public outreach of pedestrian and bicycle issues, and recommend additional education, enforcement and encouragement tools that the City may implement.

Section 4. Citizen Input. Encourage citizen participation in the City's bicycle and pedestrian programs, including: identifying program or system deficiencies; reviewing existing facilities; and planning and implementing new projects and programs.

Section 5. Americans with Disabilities Act (ADA) Compliance. Work closely with City staff to continue implementing and upgrading ADA compliant bike and pedestrian facilities.

ARTICLE III. Membership

Section 1. Composition of Committee. BPAC membership shall consist of:

a. The BPAC shall consist of nine members, two of whom may be non-residents of the city. Non-residents must have their primary residence within the Springfield urban growth boundary.
b. One non-voting Willamalane Park and Recreation District liaison
c. One non-voting Springfield Safe Routes to Schools Program liaison
d. One non-voting City Planning Commission liaison
e. One non-voting City Council liaison

Other non-voting guests may participate at the request of the Committee and may represent other government agencies or City departments having an interest in pedestrian and bicycle issues.

Section 2. Appointment. All Committee members shall be appointed by the City Council after completing a standard application form submitted to the City Manager's Office.

Section 3. Tenure. Membership of the Committee shall be three year overlapping terms of office with no individual allowed to be appointed to more than two consecutive full terms. If someone is appointed to fill a partial term, that term will not be considered a full term as it applies to this section, and they will be eligible to serve two additional full terms. A Committee member may reapply after being off the Committee for one year.

Section 4. Termination. All Bicycle and Pedestrian Advisory Committee appointees serve at the pleasure of the City Council. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences from the commission meetings in any twelve consecutive month period. (See Council Operating Policies and Procedures). The Chair, in consultation with City staff, may also recommend to the Council leadership a member be removed from the Committee if a member is found not to meet the Committee's adopted Code of Conduct. Committee members may also voluntarily resign from the Committee with written notice to City staff and the Chair.

ARTICLE IV. Officers

There shall be a Chair and a Vice-Chair for the Committee. Each officer shall serve for one calendar year per term. Both the Chair and Vice-Chair positions shall be elected by Committee members.

ARTICLE V. Meetings

Section 1. Regular Meetings. Regular meetings shall be held once every two months at City Hall on the second Tuesday of that month unless otherwise agreed upon. Time and duration of the meetings shall be determined by the City staff.

Section 2. Special Meetings. Special meetings may be called by the Chair or by resolution of the Committee. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct at Meetings. A quorum for conducting business is a simple majority of the voting membership of the Committee. The act of the majority of the members present at a meeting at which there is a quorum shall be the act of the Committee. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order. City staff will provide brief meeting summaries and audio recordings of meetings.

Section 4. Meeting Minutes. Minutes of all BPAC meetings shall be kept on file and shall include date, time, participants, actions taken, agenda and time of adjournment. City staff will provide brief meeting summaries and audio recordings of meetings.

Section 5. Code of Conduct. By accepting an appointment to the Bicycle and Pedestrian Advisory Committee, members agree to adhere to a Code of Conduct, which includes:

1. Share the available speaking time at meetings
2. Follow instructions of meeting facilitator
3. Be respectful of a range of opinions
4. Be respectful of all people in attendance at meetings
5. Focus on successfully completing the agreed upon agenda
6. Avoid side discussion when others are speaking
7. Voice concerns and complaints at the meeting, not outside the meeting
8. Strive for consensus
9. Adhere to same ethical and behavior standards as City employees

ARTICLE VI. Amendments

These Bylaws may be amended by the City Council either upon Council initiation or recommendation of a majority of the Committee made at any regular meeting on the Committee, provided that written notice of the proposed amendment shall be emailed and/or mailed to each Committee member not less than one week prior to such regular meeting of the Committee.

ARTICLE VII. Additional Provisions

The Committee will regularly update the BPAC Protocols and Ground Rules to establish meeting guidelines, decision making, communication outside of meetings, and other agreed upon operating procedures.

Committee Chairperson

Mayor

Attest:

City Recorder