

# City of Santa Clara Bicycle and Pedestrian Advisory Committee Policy Guidelines

The Bicycle Advisory Committee (BAC) was established by the Santa Clara City Council on May 28, 1991. On March 25, 2014 the Bicycle Advisory Committee was changed to the Bicycle and Pedestrian Advisory Committee (BPAC) by the Santa Clara City Council.

## Section 1. Purpose

The purpose and responsibilities of the BPAC are described in Section 2.120.170 of the City Code. ~~The purpose of the BPAC is to serve as an advisory body to the City Council on matters relative to modifying or expanding the City's public recreational and commuter bikeway and pedestrian walkway system.~~ Its intent shall be to encourage recreational and commuter bicycling and walking in the City by promoting safe, convenient, well-designed facilities, and by evaluating local bicycle and pedestrian related projects.

It is intended that the BPAC shall be an advisory committee to the City Council and nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel, which are under their jurisdictions.

## Section 2. Membership

The BPAC is currently comprised of nine (9) members, which consists of eight (89) regular members and one (1) as appointed by the City Council. ~~The~~ Chairperson or alternate that will be the Mayor or Councilperson designated by City Council.

After June 2025, the BPAC shall be comprised of seven (7) members, which consists of seven (67) regular members. One regular member shall be appointed by the BPAC as Chair.

Representatives from Mission College, the Santa Clara Unified School District and the Silicon Valley Bicycle Coalition are encouraged to be members. ~~and shall be considered a member. The remaining eight (8) members shall be citizens at large with a representative from the following groups strongly encouraged to be members: Santa Clara Unified School District and the Silicon Valley Bicycle Coalition. BPAC members must either reside or work in the City of Santa Clara.~~

The City of Santa Clara adopted a Code of Ethics and Values to provide clear, positive statements of ethical behavior reflecting the core values of the community. The actions and words of members of City's boards, commissions and committees should represent the community's values: ethical, professional, service-oriented, fiscally responsible, organized, communicative, collaborative, and progressive. promote and maintain the highest standards of personal and professional conduct in the City's government. All members are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its core values in their work.

### **Section 3. -Term of Office, Vacancies, and Removal**

The term of office for BPAC members will be three years. Members shall serve for a term of four years and until their respective successors are appointed and qualified. The maximum time a member may serve is two consecutive full terms.- If an individual is appointed to fill a partial term, they may still serve two additional full terms of office. After a lapse of at least two years, an individual is eligible to reapply to serve on the committee and the same application process would apply as for individuals who had never served.

The application process for membership shall be in accordance with the City of Santa Clara Guide for Board, Commissions, and Committee Applicants.

Members may be re-appointed but will be considered along with all other new applicants.

To allow for staggered terms and to phase in the change to seven (7) members;-2 members appointed by City Council in November of 2011 will have a term of office expiring on December 31, 2014, 3 members appointed in November of 2012 will have a term of office expiring on December 31, 2015, and 3 members appointed on November of 2013 will have a term of office expiring on December 31, 2016.

- Three (3) members appointed in December of 2019 will have a term of office expiring on June 30, 2023. All three (3) vacancies shall be filled
- Two (2) members appointed in December of 2020 will have a term of office expiring on June 30, 2024. All two (2) vacancies shall be filled
- Three (3) members appointed on December of 2021 will have a term of office expiring on June 30, 2025. Two (2) of three (3) vacancies shall be filled

Any members of the BPAC may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

### **Section 4. Vacancies**

Vacancies will be filled for the unexpired portion of the term, of the member being replaced, in the same manner as the original appointment. Any vacancies from whatever cause arising, shall be filled by appointment by the City Council. -Upon a vacancy occurring leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of such term. -If a member of a board or commission absents himself/herself from three regular meetings of such board or commission, consecutively, unless with permission of such board or commission expressed in its official minutes, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector of the City, his/her office shall be vacant and shall be so declared by the City Council.

The members shall be appointed, and shall be subject to removal, by motion of the City Council adopted by at least four affirmative votes.

### **Section 54.- Meetings**

The BPAC shall hold meetings on the ~~third~~ fourth Monday ~~Wednesday~~ in January, March, June, ~~August~~ August, and October at 4:00 p.m. at City Hall. The actual date of meeting can be changed. ~~\_or a~~ Additional meetings can be ~~approved~~ recommended by a quorum of the committee and approved by the City Manager. All meetings shall be open to the public and notices and agendas shall be posted at City Hall as required by law.

### **Section 6. Quorum**

~~Any five members shall constitute a quorum for voting on action items.~~  
A majority of the members of the BPAC shall constitute a quorum for the transaction of business.

### **Section 7. Voting**

~~Only the appointed BPAC members have voting authority. The committee shall determine the voting procedure for items prior to voting.~~  
The affirmative or negative vote of a majority of the entire membership shall be necessary for it to take action.

### **Section 8. Duties of BPAC to be Advisory Only**

~~It is intended that the BPAC shall be an advisory committee to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel, which are under their jurisdictions.~~

## **Section 95. -Assistance of Staff**

The BPAC may utilize City personnel as described in Section 2.120.040 of the City Code.~~The City Manager of the City of Santa Clara shall provide the BPAC with information and staff assistance but~~ the ~~The~~ BPAC's requests may from time to time be prioritized subject to staff limitations. ~~The City Manager has appointed the Director of Public Works and the Chief of Police or their designees to staff the BPAC.~~

## **Section 10. Code of Ethics and Values**

~~The City of Santa Clara adopted a Code of Ethics and Values to provide clear, positive statements of ethical behavior reflecting the core values of the community. The actions and words of members of City's boards, commissions and committees should represent the community's values: ethical, professional, service oriented, fiscally responsible, organized, communicative, collaborative, and progressive.~~

## **Section 146. -Amendments**

~~These Amendments to the~~ guidelines may be ~~amended~~ recommended by a quorum of the BPAC membership at any legal BPAC meeting, subject to approval by City Council.

~~PASSED AND~~ RECOMMENDED FOR ADOPTION by the Bicycle and Pedestrian Advisory Committee this \_\_\_ day of -[MONTH, YEAR].

PASSED AND ADOPTED by the Santa Clara City Council this \_\_\_ day of -[MONTH, YEAR].