

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 established in Section 2.120.1560 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.~~

Commented [JY1]: From Section 8

Section 2. Membership

~~Members shall be 18 years of age or older and must live or work in the City.~~

Commented [JY2]: Match Code 2.120.010. BPAC requested code language be in the Guidelines

~~The BPAC is comprised of nine-seven (79) members, which consists of eightsix (689) 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. 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.~~

Commented [SR3]: The RTC recommendation is 7 members?

~~The City of Santa Clara adopted a Code of Ethics and Values to 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. 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.~~

Commented [JY4]: From Guide for Board, Commissions, and Committee Applicants

Section 3. Term of Office, Vacancies, and Removal

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 have never served.
~~term of office for BPAC members will be three years.~~

Commented [JY5]: From Charter Section 1002. BPAC requested Charter language be in the Guidelines

Commented [JY6]: From Guide for Board, Commissions, and Committee Applicants

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, 2 members are appointed by City Council in June of each fiscal year.

To allow for staggered terms, 2 members appointed by City Council in November January of 2011-2021 will have a term of office expiring on December June 3130, 20142024, 3 members appointed in November January of 2012-2019 will have a term of office expiring on December June 3130, 20152022, and 3 members appointed in November December of 2013-2019 will have a term of office expiring on December June 3130, 20162023.

Commented [JY7]: Change term expirations from December to the following June to align with Clerk procedures

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.

The members shall be appointed, and shall be subject to removal, by motion of the City Council adopted by at least four affirmative votes.
~~Any members of the BPAC may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.~~

Commented [JY8]: From Charter 1002. BPAC requested Charter language be in the Guidelines

Section 54. Meetings

A majority of the members of the BPAC shall constitute a quorum for the transaction of business.

The affirmative or negative vote of a majority of the entire membership shall be necessary for it to take action.

Commented [JY9]: From Charter Section 1003. BPAC requested Charter language be in the Guidelines

The BPAC shall hold meetings on the ~~third~~ fourth ~~Monday~~ Wednesday in January, March, June, August and October at 4:00 p.m. at City Hall. The actual date of meeting ~~can may~~ be changed. ~~or a~~ Additional meetings can may 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

Commented [JY10]: Moved to Meetings

~~Any five members shall constitute a quorum for voting on action items.~~

Section 7. Voting

Commented [JY11]: Moved to Meetings

~~Only the appointed BPAC members have voting authority. The committee shall determine the voting procedure for items prior to voting.~~

Section 8. Duties of BPAC to be Advisory Only

Commented [JY12]: Moved to Purpose

~~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 9.5. Assistance of Staff

~~The BPAC may utilize City personnel as described in Section 2.120.040 of the City Code. The City Manager, City Council, or the BPAC may fund and facilitate the BPAC's use of the required 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

Commented [JY13]: Moved to Membership

~~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 14.6. 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 31st day of [MONTH, YEAR] ~~August, 2021~~.