



**BICYCLE AND PEDESTRIAN TRAIL ADVISORY COMMITTEE
MONROE, MICHIGAN**

**BY-LAWS
Adopted Bicycle and Pedestrian Trail Advisory Committee
May 10, 2023**

ARTICLE 1: Name and Principal Office

The name of this Committee is the Bicycle and Pedestrian Trail Advisory Committee.

ARTICLE 2: Statement of Mission and Purpose

Section 1: Mission Statement - The mission of the Bicycle and Pedestrian Trail Advisory Committee is to promote and protect the public health, safety, and general welfare by providing for the promotion of an interconnected network of bicycle and pedestrian facilities in the City of Monroe. This mission is furthered by (1) promoting bicycling and walking in the City of Monroe by improving awareness of bicycle and pedestrian facilities and opportunities; (2) reviewing street projects to ensure bicycle and pedestrian plans are coordinated; (3) reviewing and encouraging amenities such as wayfinding maps, bike racks, benches, bicycle repair stations, and promoting Monroe as a bicycle and pedestrian hub; and (4) considering and recommending regulations to improve safety for bicyclists and pedestrians.

Section 2: Purpose - The purpose of the Bicycle and Pedestrian Trail Advisory Committee is to monitor and facilitate the implementation of the goals and objectives, along with the recommendations contained in the Bicycle and Pedestrian Trail Master Plan adopted by the Monroe City Council in January 2023.

ARTICLE 3: Committee Board

Section 1: General Powers - The Committee shall operate pursuant to Monroe Code Chapter 22, Article XV as currently in effect and as it may be amended by the Monroe City Council.

Section 2: Size and Tenure - The Committee shall consist of five members as appointed by the Mayor and confirmed by the City Council. The members shall be appointed for a term of three (3) years. No member shall be appointed to serve more than two (2) consecutive full three (3) year terms without a minimum of one (1) year break from the Committee.

Section 3: Selection of Committee Members - The Mayor of the City of Monroe, with the advice and consent of the City Council, shall appoint Committee Members. Not less than a majority of the members shall reside in the City of Monroe.

Section 4: Compensation - All members of the Committee shall serve without compensation, but shall be reimbursed for actual and necessary expenses while conducting the business of the Committee in accordance with City Purchasing Policies and Procedures.

Section 5: Vacancies and Expiration of Terms - If necessary to comply with Section 2, a member whose term of office has expired shall continue to hold office until the member's successor is appointed and qualified. An appointment to fill a vacancy shall be made in the same manner as the original appointment, but for the unexpired term only. The Mayor of the City of Monroe shall, with the advice and consent of the City Council, appoint a successor within a reasonable period of time after the vacancy was created.

Section 6: Removal of Committee Members - A Committee Member may be removed from the Committee for neglect of duty, including absence from three (3) consecutive regular meetings without excuse, malfeasance, or any other good cause by a majority vote of the Monroe City Council. If two-thirds of the full membership of the Committee feels a member has neglected their duty and should be removed, the Committee shall forward a recommendation to the City Council. If the Mayor and City Council deem it necessary to remove a member, they shall notify that member by a written notice sent certified mail. That member shall be asked to appear before the council within fourteen (14) days. At that time, the Council will give the member an opportunity to be heard and then decide if the member shall be removed.

ARTICLE 4: Officers

Section 1: Officers - The Officers of the Committee shall be a Chairperson and a Vice-Chairperson. All officers shall be members of the Committee.

Section 2: Removal of Officers - An officer may be removed by a majority vote of the Committee whenever in its judgment the best interest of the Board will be served. An officer may resign from office and continue to serve as a member of the Board.

Section 3: Chairperson - The Chairperson shall preside at all meetings of the Committee and shall discharge the duties as a presiding officer. The Chairperson shall give, or cause to be given, notice of all meetings of the Committee.

Section 4: Vice-Chairperson - In the absence of the Chairperson or the event of inability to serve as Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to the restrictions of the Chairperson.

Section 5: Election of Officers - Nominations shall be made from the floor at the Annual Meeting in February. Officers shall be elected by a majority vote of the members of the Board in office. The term of office shall be for one (1) year and begin at the close of the Annual Meeting at which they are elected. No member shall hold more than one (1) office at a time.

ARTICLE 5: Meetings

Section 1: Annual Meetings - An Annual Meeting shall be held at the first regular meeting in February at a time and place to be set by the Board. The election of officers shall occur at the Annual Meeting. If the election of officers does not occur on the day designated or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within ninety (90) days of the Annual Meeting.

Section 2: Regular Meetings - Regular meetings of the Board shall be held at a time and place to be set by the Board. At least four (4) regular meetings per year shall be held. The Board records shall be open to the public.

Section 3: Special Meetings – Special meetings of the Board may be called by the Chairperson, Vice-Chairperson in the absence of the Chairperson, or by any three (3) Board members by giving twenty-four (24) hours’ notice of the meeting, stating the purpose of the meeting and by posting a notice eighteen (18) hours prior to the meeting in the lobby of City Hall.

Section 4: Notice of Meetings – Public notice of the time, date and place of the meetings of the Committee shall be given in the manner required by Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act. Required notices for Board members may be given electronically.

Section 5: Agenda – The Chairperson shall cause to be prepared agendas for all meetings, or designee, shall send them to the Board members at least forty- eight (48) hours prior to the meeting. Subject to the following agenda format.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
5. Business Items
 - a. Review and Planning – Road/Trail/Sidewalk Projects ;
 - b. Trail Amenities;
 - c. Regulatory Recommendation; and
 - d. Promotions and Communication.
6. Other Business
7. Comments/Announcements
 - a. Trail Advisory Committee Members
 - b. Staff
 - c. Public
8. Adjourn

Section 6: Quorum and Voting – A majority of the members of the Committee in office shall constitute a quorum for the transaction of business. A vote of the majority of the members present at a meeting at which a quorum is present shall constitute the action of the Committee. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Committee.

Section 7: Rule of Order – Robert’s Rules of Order will govern the conduct of all meetings.

Section 8: Open Meetings - The Committee shall comply with Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act, governing its procedure holding of regular and special meetings. All Committee meetings shall be open to the public. Given its advisory charter, the Committee shall not hold closed sessions.

ARTICLE 6: Code of Ethics Compliance - Committee members are subject to the City of Monroe Code of Ethics.

ARTICLE 7: Amendment of By-Laws

These By-Laws may be amended at any regular meeting of the Committee by a majority vote, provided that the amendment has been submitted in writing at a previous regular meeting, and ratified by the Monroe City Council.