

November 16, 2016  
**Clackamas County Pedestrian / Bikeway Advisory Committee  
Statement and By-laws**

The Clackamas County Pedestrian/Bikeway Advisory Committee is an advisory committee with membership approved by the Clackamas County Board of Commissioners.

**Purposes:**

1. Advise County Departments;
2. Forum for bicycle and pedestrian related issues;
3. Increase awareness of pedestrian and bicycle needs in the County;
4. Monitor County progress toward active transportation goals.

**Committee Membership:**

The Pedestrian / Bikeway Advisory Committee shall be comprised of 6-10 members representing residents of Clackamas County from diverse geographic and occupational interests.

**Appointments to the Committee:**

Appointments, reappointments or vacancies shall be submitted to the Board of County Commissioners for appointment after applications are reviewed by the committee. Committee vacancies will be advertised in local newspapers and other media outlets. All applicants will be considered.

**Term of Office:**

Each term of office shall be four years in length. Each new term officially begins on January 1<sup>st</sup> of the calendar year following the date of appointment or reappointment to the position. Should a vacancy occur prior to the expiration date of any term, appointments recommended by staff and approved by the Board of County Commissioners shall be made to fill the unexpired term.

**Officers:**

The officers of the Committee shall consist of a Chairperson, to be elected bi-annually at the first meeting of each odd-numbered calendar year.

**Duties of the Officers:**

The Chairperson shall preside at all meetings, assist in agenda development, appoint sub-committees and assure notice is provided for all regular and special meetings. .

**Meetings:**

Regular meetings shall be held at the date and time set by the Chairperson. Special meetings may be called by the Chairperson or by a majority of the Committee. Meetings shall be at least once a quarter.

The deliberation of the Committee shall be recorded in a brief summary of the items discussed. Copies of such record shall be available to the County Commissioners and to

the public. A copy shall be retained in the Pedestrian / Bikeway Advisory Committee files. Specific recommendations from the Committee shall be drawn up separately and apart from the minutes.

All meetings of the Committee shall be open to the public. All Committee meetings shall be publicized in advance of the meeting date and shall be conducted in accordance with the State of Oregon's Public Meeting laws. The Planning and Zoning, and Engineering Divisions of the Department of Transportation and Development shall ensure that appropriate notice is provided to all interested persons and agencies.

Quorum and Voting. A quorum shall be present at a meeting in order for the Committee to transact business. A quorum consists of a majority of all current members of the Committee. The Committee can take official action only with the affirmative vote of a majority of the quorum present at the meeting.

**Absences:**

Three consecutive, unexcused absences from the regular meetings shall constitute resignation from the committee.

**Staff Support:**

The Planning and Zoning, and Engineering Divisions of the Department of Transportation and Development shall provide support and technical advice to facilitate the activities of the advisory committee.

**Rules and Procedures:**

An attempt will be made to make decisions by consensus. Robert's Rules of Order, Revised, will be used when no consensus can be reached.