



City of Coos Bay

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BYLAWS OF THE BICYCLE AND PEDESTRIAN FACT-FINDING COMMITTEE

Approved by City Council on xxxxxxxx

Article 1 – Purpose and Name

1. **Mission.** The Pedestrian and Bicycle Fact-Finding Committee is charged with researching and presenting information to the Parks Commission (Commission) on pedestrian and bicycle issues effecting the city of Coos Bay. This includes but is not limited to specific projects in Coos Bay, funding opportunities, and state and federal regulations. Its sole purpose is to provide information to the Commission and not to make recommendations.
2. **Name.** The Bicycle and Pedestrian Fact-Finding Committee will hereafter referred to as the Committee.

Article 2 – Duties

The duties of the Committee shall consist of, but not be limited to, the following:

1. Provide the Commission with facts and findings on items that relate to the following:
 - a. The promotion, education and safety of bicycling and pedestrian activity in and around the City of Coos Bay.
 - b. Provide the Commission with the perspective of bicyclists and active transportation users on significant public development projects regarding bicycle and related active transportation circulation, access and general use, when appropriate.
 - c. Review existing active public transportation infrastructure from the standpoint of public need and provide facts or findings regarding development priorities in alignment with the Transportation System Plan for Coos Bay and local and state standards.
 - d. Review and investigate locations for safe and cohesive bicycle parking at all city owned facilities.
 - e. Research assignments as directed by the Commission and provide facts and findings regarding pedestrian trails and bikeways for accessibility to and within the park system for recreation and for transportation within the city to the parks.
2. Create a greater awareness of non-motorized travel as a viable transportation option.
3. On a quarterly basis provide an update to the Commission, in which shall contain a summary of activities the Committee conducted the previous quarter.
4. Attend a minimum of two Parks Commission work sessions per year.
5. Review, on an annual frequency, the goals and objectives of the Transportation System Plan as it relates to bicycle and pedestrian activity as directed by the Commission.

Article 3 – Membership

1. **Appointment** – The Mayor and City Council shall appoint all members to the Bicycle and Pedestrian Fact-Finding Committee.

2. **Number of Committee Members.** As provided by the Commission, the Bicycle and Pedestrian Fact-Finding Committee is eight members. The Committee will be made up of two Parks Commissioners with the remaining members being members of the community. Members shall reside or have a business within city limits for a minimum of one year.
3. **Term of Office.** Committee Member terms are two years.
4. **Attendance.** All members shall regularly attend meetings. A member may be recommended for removal by the Commission, if a member has missed more than 3 meetings in a row.
5. **Vacancy.** The member filling the vacancy shall serve on the Committee for the remainder of the unexpired term. The Mayor and Council shall appoint the member through a substantially similar process used to appoint the original members of the Committee.

Article 4 – Officers

1. **General.** The officers of the Committee shall be the Committee Chair and Vice Chair.
2. **Term.** The term of office lasts for two years.
3. **Duties.**
 - a. **Chair.** The chair shall:
 - i. Preside over all deliberations and meetings of the Committee;
 - ii. Call special meetings in accordance with these bylaws;
 - iii. Represent the Committee to the public and may give presentations and provide testimony.
 - iv. Work with the Parks Chair to schedule the Committee to attend, at the minimum, the two required Parks Commissions' work sessions
 - b. **Vice chair.** The vice chair shall fulfill the role of the chair in the chair's absence.
4. **Appointment of Officers.** The Commission will appoint the officers to the Committee. The Chair and the Vice-Chair shall be Commission members.
5. **Vacancy.** If an officer position becomes available during the year, the Commission shall appoint a replacement at the next regularly scheduled Parks Commission meeting. This appointment shall be ratified by the City Council.

Article 5 – Meetings

1. **Regular.**
 - a. The Committee shall meet at least once a month.
2. **Special.** The chair may call special meetings, if necessary.
3. **Minutes.** The committee shall record minutes of each meeting.

Article 6 – Authority

This is a fact-finding body and shall have no direct or implied authority.

Article 7 – Amendment to Bylaws

1. **Proposal.** A majority of the Commission may propose to amend the Committee's bylaws at a regularly scheduled meeting, provided that the meeting agenda specifically mentions the proposed amendment to the bylaws.
2. **Review.** The Commission must send the proposed amendments to the City Attorney's Office for review.
3. **Approval.** Proposed amendments to the Committee's bylaws are not effective unless the Mayor and Council approves the amendments.

Approved by the City Manager on 10/28/2024
Approved by the Parks Commission on 10/17/2024
Approved by Mayor and City Council on 11/05/2024