

# **Bicycle and Pedestrian Advisory Committee Operating Procedures – 2026**

## **Purpose**

The Bicycle and Pedestrian Advisory Committee (BPAC) provides technical guidance and subject matter expertise to the Puget Sound Regional Council (PSRC)'s planning work program related to regional pedestrian and bicycle infrastructure and supportive facilities that encourage increasing numbers of people to walk, bike, and roll.

## **BPAC Work Program**

In alignment with the committee purpose, the BPAC provides technical guidance that is reflected in PSRC's planning products and guidance, including but not limited to:

- Sharing technical guidance on pedestrian and bicycle data collection efforts and other planning products in support of the Regional Transportation Plan (RTP).
- Providing support for the development of the active transportation elements of the Regional Transportation Plan, including the Coordinated Mobility Plan.
- Advising on other bicycle and pedestrian planning efforts that involve elements such as data analysis, assessment of needs and gaps, and monitoring pertinent policies and programs.

## **Committee Membership**

The Bicycle and Pedestrian Advisory Committee is composed of staff from PSRC's member organizations, with representation across all four counties with respect to regional population size.. BPAC members are expected to have background and working knowledge in the region's bicycle and pedestrian planning issues. Each member may designate an alternate, who may vote on action items only if the member is absent. See Attachment A for the current BPAC voting membership structure.

### Appointments

Appointments for each member and alternate must be provided in writing to PSRC by the appropriate department head or elected official. For individual cities and counties, this could be the County Executive, Mayor, Public Works Director, transportation department head, or other responsible official. For the "Other Cities and Towns" representatives, appointments should be made by the appropriate countywide committees, i.e.: the King County Sound Cities Association, the Kitsap Regional Coordinating Council, the Pierce County Regional Council, and Snohomish County Tomorrow.

For Other Agency Representation:

- State representatives and alternates are appointed by the Washington State Department of Transportation;
- The Transit Operators Committee appoints the transit representative and alternate;

- The county public health agency representative and alternate are appointed by the coordinating body of the four county public health agencies; and
- Representatives and alternates of the tribal seats are appointed by each tribe.

### Attendance

Members or their designated alternate are expected to regularly attend committee meetings, which are conducted remotely. Attendance will be monitored and reported to the committee one to two times per year. If either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the jurisdiction/organization to encourage more regular attendance and to inquire if the appointment needs to be updated.

### Non-voting Membership

The BPAC may appoint up to five non-voting members to represent community, environmental, or educational organizations to provide a unique and/or underrepresented perspective on bicycle and pedestrian issues to BPAC discussions. Non-voting members may participate in general discussions of the committee but may not vote and should refrain from discussions of action items.

In terms of recruitment, organizations interested in joining will be invited to attend a PSRC webinar that explains the scope of the committee and member expectations. Applications for non-voting membership are then to be provided in writing to PSRC. Requests should come from the organization's leadership and designate the member who will serve. All nominations shall be approved by the full committee according to the established criteria for non-voting membership, including:

- The organization's potential contribution in terms of technical expertise and connection to active transportation issues, particularly in regards to underrepresented user groups; and
- Diverse geographic representation from among the counties.

The BPAC will maintain a roster of non-voting membership that will be updated every four years. At the time of the update, PSRC will review the current non-voting membership and actively solicit new non-voting member participation. Non-voting members who no longer attend on a regular basis will be removed to allow the opportunity for others to serve.

### **Meeting Cadence**

The BPAC is scheduled to meet every other month. However, actual meeting frequency will be determined by the needs of PSRC's pedestrian and bicycle work program, with meetings added or canceled accordingly. This work program is aligned with PSRC's four-year Regional Transportation Plan development cycle, meaning that the BPAC may meet more or less frequently based upon PSRC's need for committee input in any given year. To assist members in planning, PSRC will plan to share an annual calendar of planned meeting dates along with potential topics.

## **Decision Making Process**

PSRC staff will set the agenda topics for each meeting and facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present. Decisions and recommendations to PSRC staff related to bicycle and pedestrian issues (e.g. facility typologies, Regional Capacity Project thresholds) are made by general committee consensus. If consensus cannot be achieved, a vote of members will be taken. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all recommendations shall be approved by a simple majority of the voting members present.

# Attachment A: BPAC Voting Membership Structure – 2026

## Guiding Principles used in Geographic Membership based on Policy Board Representation

Counties represent both incorporated and unincorporated residents.

Counties have a key GMA role in both incorporated and unincorporated areas including ultimately setting urban growth boundaries and allocating population and employment.

King County plays a central role as the jurisdiction which includes the bulk of the region’s population and employment.

To meet these roles, membership of the committee should include a minimum of one representative each from:

- a. Each county
- b. The metropolitan cities within each county
- c. The other cities and towns within each county

Beyond these minimums, representation should reflect population to the degree feasible.

The total number of representatives from any County and its jurisdictions combined may not comprise 50% or more of the membership of the committee.

CITY AND COUNTY REPRESENTATION		
	% of 2023 Regional Population	2026 BPAC Members
<b>King County</b>	<b>53%</b>	<b>10</b>
County	5.6%	2
Metro City: Seattle	17.5%	2
Metro City: Bellevue	3.5%	1
Other Cities/Towns	26.2%	5
<b>Kitsap County</b>	<b>6%</b>	<b>3</b>
County	4.1%	1
Metro City: Bremerton	1.0%	1
Other Cities/Towns	1.2%	1
<b>Pierce County</b>	<b>21%</b>	<b>4</b>
County	10.0%	1
Metro City: Tacoma	5.0%	1
Other Cities/Towns	6.2%	2
<b>Snohomish County</b>	<b>20%</b>	<b>4</b>
County	8.4%	1
Metro City: Everett	2.6%	1
Other Cities/Towns	8.4%	2
<b>TOTAL CITY AND COUNTY</b>		<b>21</b>

<b>OTHER AGENCY REPRESENTATION</b>	
	<b>2026 BPAC Members</b>
<b>State</b>	<b>2</b>
Washington State Department of Transportation	2
<b>Transit</b>	<b>1</b>
Transit Operators Committee	1
<b>Public Health</b>	<b>1</b>
County Public Health Agencies	1
<b>Tribes</b>	<b>4</b>
Muckleshoot Tribal Council	1
Puyallup Tribe	1
Suquamish Tribe	1
Tulalip Tribes	1
<b>TOTAL OTHER AGENCIES</b>	<b>8</b>
<b>TOTAL BPAC MEMBERSHIP</b>	<b>29</b>