



Puget Sound Regional Council

Bicycle and Pedestrian Advisory Committee

Operating Procedures

May 2019

Purpose

The purpose of the Bicycle and Pedestrian Advisory Committee (BPAC) is to advise the Puget Sound Regional Council (PSRC) on a variety of regional bicycle and pedestrian-related issues. The BPAC provides technical guidance that is reflected in PSRC's planning products and guidance, including but not limited to the regional Active Transportation Plan.

Committee Membership Structure

The Bicycle and Pedestrian Advisory Committee is composed of staff from PSRC's member organizations, representing cities and counties, transit agencies, the state, and tribes. BPAC membership reflects the need for a committee that is a workable size and representative of PSRC's members. Membership is divided into Voting and Non-voting membership, as described below.

Voting Membership

Representation by county is based upon the relative population of each county within the region to the extent possible. In addition, to ensure adequate representation from member agencies with interest in active transportation, state transportation agency staff, public transportation operators, member tribal agencies, and county public health departments in the region will be represented as voting members. The voting membership structure will be reviewed every three years; each time voting membership is updated, the rationale and background determined by the committee will be documented. See Attachment A for the current BPAC voting membership structure.

Each voting member will be allowed a designated alternate, who will only vote on action items if the member is not present. Where meeting room space is constrained, priority shall be given to providing space at the table for voting members and their designated alternates.

Appointments

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. For individual cities and counties, this could be an elected executive, transportation department head, or other responsible official. For the "Other Cities and Towns" representatives, PSRC will work with the appropriate countywide committees to assist with appointments: for King County, the Sound Cities Association; for Kitsap County, the Kitsap Transportation Technical Advisory Committee; for Pierce County, the Transportation Coordinating Committee; and for Snohomish County, the Infrastructure Coordinating Committee. Any voting member that represents "Other Cities and Towns" will be representing all other cities and towns within their respective county and not solely their jurisdiction.

Non-voting Membership

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

Applications for non-voting membership are to be provided in writing to PSRC. Requests made by organizations should come from a leader of the organization and designate the member who will serve. Applications will first be endorsed by the BPAC voting members from the county where the organization resides. Applications from organizations representing more than one county will be reviewed by the full BPAC. All nominations shall be approved by the full committee according to the established criteria for non-voting membership, including:

- The applicant's potential contribution in terms of technical expertise and knowledge of active transportation issues, particularly for underrepresented user groups;
- Diverse geographic representation from among the counties and our statewide/regional perspective; and
- Ensuring that the number of allowable non-voting members does not impact the manageable size of the overall committee, based on total membership as approved in Attachment A.

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

Leadership

A Chair and Vice-Chair will be selected via an open nomination process and voting by the committee when either is vacant. The Chair and Vice Chair positions are terms of two years and are selected from among the voting members. The role of the chairs will be to facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present, and to help PSRC staff set the agenda topics for each meeting. In addition, the BPAC chairs, or other BPAC voting members designated by the Chairs, represent the BPAC on various PSRC committees, such as the Regional Project Evaluation Committee and the Regional Staff Committee.

Decision Making Process

Formal recommendations intended for PSRC action will be held by vote of the BPAC. Other recommendations pertaining solely to committee activities or interim work products may be achieved either by vote or by consensus. For BPAC voting members to be eligible to vote, they need to have had a representative attend at least three meetings in the past year. Votes are approved by a simple majority but if a vote is close, the split vote shall be communicated along with the recommendation.

Meeting Schedule and Agendas

The BPAC is scheduled to meet every other month. However, actual meeting frequency will be determined by the needs of the PSRC's biannual bicycle and pedestrian work program. An annual calendar of planned meeting dates will be prepared each year so that BPAC members can be prepared for upcoming meetings.

The Puget Sound Regional Council will staff and support the committee, which includes the development and mailing of agendas and supporting materials. All BPAC meetings and meeting materials will be open to the public.

Attachment A: BPAC Voting Membership Structure – 2019

CITY AND COUNTY REPRESENTATION	Voting Seats	Appointment Process	% of Voting Seats		% of 2017 Pop.
			By county	By other cities/towns	
King County	10		48%		53%
County	2	Road Services/Parks			
Metro City: Seattle	1	Seattle			
Metro City: Bellevue	1	Bellevue			
Other Cities/Towns	6	Sound Cities Association		55%	
Kitsap County	3		14%		7%
County	1	Public Works/Parks			
Metro City: Bremerton	1	Bremerton			
Other Cities/Towns	1	TransTAC		9%	
Pierce County	4		19%		21%
County	1	Public Works/Parks			
Metro City: Tacoma	1	Tacoma			
Other Cities/Towns	2	TCC		18%	
Snohomish County	4		19%		19%
County	1	Public Works/Parks			
Metro City: Everett	1	Everett			
Other Cities/Towns	2	ICC		18%	
TOTAL	21			11	
OTHER AGENCY REPRESENTATION	Voting Seats	Appointment Process			
State					
WSDOT Urban Mobility/Access or Multimodal Planning	1	WSDOT Active Transportation Office			
WSDOT Rotate between NW and Olympic regions	1				
Transit					
Regional Transit	1	Sound Transit			
Local Transit	2	Transportation Operators Committee			
Public Health					
County Public Health Agencies	2	Coordinating body of four public health agencies			
Tribes					
Muckelshoot Tribal Council	1	Appointed by each tribe			
Puyallup Tribe	1				
Suquamish Tribe	1				
TOTAL Other Agencies	10				
TOTAL BPAC MEMBERSHIP	31				