BYLAWS
WICHITA BICYCLE AND PEDESTRIAN ADVISORY BOARD
CITY OF WICHITA, KANSAS

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita Bicycle and Pedestrian Advisory Board (WBPAB) shall be to advise the Mayor; City Council; the City Manager; all departments; all offices of the city; city boards and committees; and other public agencies that provide services within the city, on matters related to bicycling and/or walking and the impact that their actions may have on the bicycling and/or walking environment – as provided in Section 2.12.1142 of the City Code.

SECTION 2. The Wichita Bicycle and Pedestrian Board shall be composed of 11 members; seven (7) shall be appointed by the City Council and four (4) will be appointed by the City Manager, as provided in Section 2.12.1141 of the City Code. Per Section 2.12.020(1) of the City Code, each Board member shall hold his or her office for a term of two (2) years and until their successor is appointed and qualified. No more than four (4) consecutive terms can be served as provided in Section 2.12.020(5) of the City Code. Per Section 2.12.030(b), in the event of death, resignation or other disqualification of any member, his or her successor shall be appointed to fill only the unexpired term created by such vacancy. All members of the WBPAB shall be residents of the City of Wichita, as provided in Section 2.12.010 of the City Code.

SECTION 3. Any member of the WBPAB may be removed by the City Council for the same cause as any appointive officer and as provided by Section 2.12.020 (7) of the City Code.

SECTION 4. All members of the WBPAB shall serve without compensation.

ARTICLE II

POWERS AND DUTIES OF THE WBPAB

SECTION 1. The WBPAB shall advise the Mayor; City Council; the City Manager; all departments; all offices of the city; city boards and committees; and other public agencies that provide services within the city, on matters related to bicycling and/or walking and the impact that their actions may have on the bicycling and/or walking environment, as provided in Section 2.12.1142 of the City Code. This includes, but is not limited to:

(a) the creation, development, and revision of plans and policies related to bicycling and walking, including the Wichita Bicycle Master Plan;
(b) the implementation of plans and policies related to bicycling and walking, including the Wichita Bicycle Master Plan;
(c) the routing, operation, and safety of bicyclists and pedestrians;
(d) the establishment of priorities for new bicycle and/or pedestrian facilities or enhancement of existing bicycle and/or pedestrian facilities;
(e) funding for new bicycle and/or pedestrian facilities or enhancement of existing bicycle and/or pedestrian facilities, including the City Capital Improvement Program;
(f) the designs for new bicycle and/or pedestrian facilities or enhancement of existing bicycle and/or pedestrian facilities;
(g) the designs for improvements to roadways that impact plans and policies related to bicycling and walking;
(h) the language of ordinances and regulations that effect bicycling and/or walking;
(i) the establishment of priorities for maintenance and cleaning of roads, paths, sidewalks, and other facilities used by bicyclists and/or pedestrians; and
(j) the implementation of education and enforcement policies, projects and programs related to bicycling and walking.

SECTION 3. Before entering upon the duties of their office, the members of the WBPAB shall subscribe to an oath of office.

ARTICLE III

MEETINGS OF THE WBPAB

SECTION 1. Regular meetings of the WBPAB shall be held the second Monday of each month at 5:30 pm at the Wichita Transit office conference room, 777 E. Waterman, Wichita, Kansas, unless otherwise specified. When the date of a regular meeting comes on a legal holiday, the Chairperson of the Board shall designate, at the prior monthly meeting, the date for the next regular meeting.

SECTION 2. A regular full-time city employee shall be assigned in writing by the City Manager as ex officio secretary, also known as the WBPAB Coordinator, to the WBPAB for the purpose of maintaining records, minutes and handling of administrative matters without the right to vote or perform any other function than provide administrative services, as provided in Section 2.12.020(6) of the City Code. For the purposes of the WBPAB, the ex officio duties to maintain the minutes shall consist of reviewing draft minutes developed by WBPAB members and making the Board approved minutes available to the public.

SECTION 3. The WBPAB shall designate officers as provided in Section 2.12.020 of the City Code: a President, also known as the Chairperson; a Vice-President, also known as the Vice Chairperson; and one Vice-President; also known as the WBPAB Secretary.

SECTION 4. The WBPAB Chairperson shall prepare and distribute to the WBPAB members and the Board Coordinator a notice of the meeting and an agenda. The WBAB Coordinator shall provide a copy of the agenda to the City Manager's office. Any member of the Board may request matters to be placed on the agenda by advising the WBPAB president no later than noon (12:00 p.m.) the Friday two weeks prior to the date of the next regular meeting.

SECTION 5. Special meetings may be called by the WBPAB Chairperson or any majority of the WBPAB by giving notice at least twenty-four (24) hours in advance of said special meeting to all members of the WBPAB. The object of the meeting shall be submitted to the WBPAB in writing, and the call and the object, as well as the action of the WBPAB thereon, shall be entered upon the records of the WBPAB, and no other business shall be transacted except that mentioned in the call.

SECTION 6. A quorum shall consist of a majority of the members of the WBPAB appointed and qualified at any given time. Business of the WBPAB shall be conducted by majority vote of the members present once a quorum has been established.

SECTION 7. All meetings of the WBPAB shall be conducted in accordance with Robert's Rules of Order except insofar as modified by these bylaws and the rules and procedures adopted by the WBPAB.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the WBPAB shall be as follows:

President, who shall be elected by the WBPAB from its number and shall preside at all meetings of the WBPAB and shall sign, execute, act, and deliver for the WBPAB all documents of any kind required or authorized to be signed or delivered by said WBPAB.

Vice-President, who shall be elected by the WBPAB from its number and, in the absence or disqualification or disability of the Chair, shall perform the duties of the Chair and act in place of the Chair, with the full power and authority which the Chair would have were the Chair present.

Vice-President Secretary, who shall record all proceedings of the WBPAB and shall perform such other duties as may be required by law or ordinance.

SECTION 2. The WBPAB shall appoint such other officers as may be required by law or ordinance or as the business of the WBPAB demands.

SECTION 3. An annual election of officers shall be held at the meeting held at the first meeting following August 1st every year. The officers so elected shall serve for a term of one (1) year and a maximum tenure of office not to exceed two (2) consecutive terms, as provided in Section 2.12.020(3).

ARTICLE V

RULES AND PROCEDURES

The WBPAB shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Board's business.

ARTICLE VI

AMENDMENTS TO BYLAWS

The WBPAB may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or contravention of any of the laws of the State of Kansas or ordinance of the City of Wichita applicable thereto. Any bylaw amendment modifying the authority of the WBPAB is subject to City Council approval. Provided, however, that notice of the proposed amendments shall be furnished by the Secretary to the WBPAB members not less than ten (10) days prior to the meeting at which said amendments are to be considered. A copy of the bylaws will be filed in the office of the City Clerk.

The above bylaws are hereby adopted as the Bylaws of the Wichita Bicycle and Pedestrian Board of the City of Wichita, Kansas.

These bylaws were approved by the Wichita Bicycle and Pedestrian Advisory Board on: March 10, 2014.

Jack Brown, WBPAB Chair

06/16/2014
Date