

Draft By-Laws for the County of San Mateo Bicycle and Pedestrian Committee

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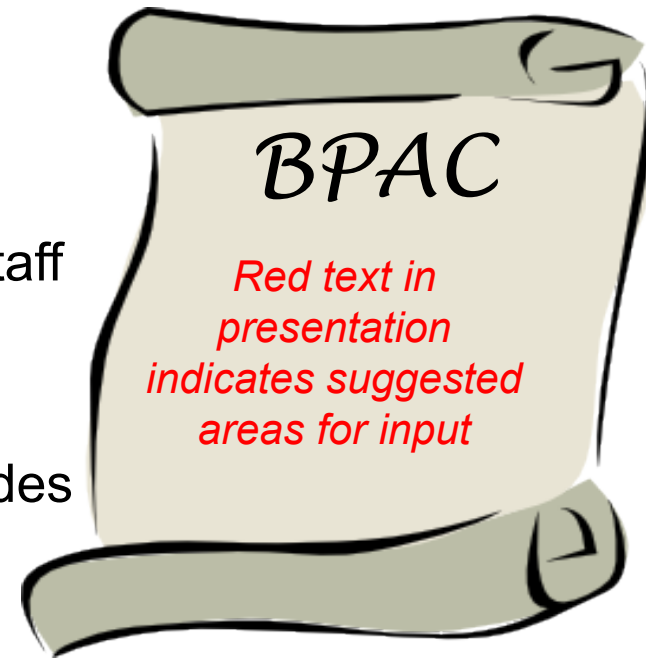


Presentation Overview

- Why By-Laws?
- High Level Content Overview
- Next Steps

Why By-Laws?

- County Board of Supervisors has adopted Standing Rules Resolutions for advisory bodies pertaining to their governance
- Good resource to inform BPAC members and staff regarding responsibilities and procedures that pertain specifically to the BPAC
- Especially helpful to the Chairperson who presides over meetings

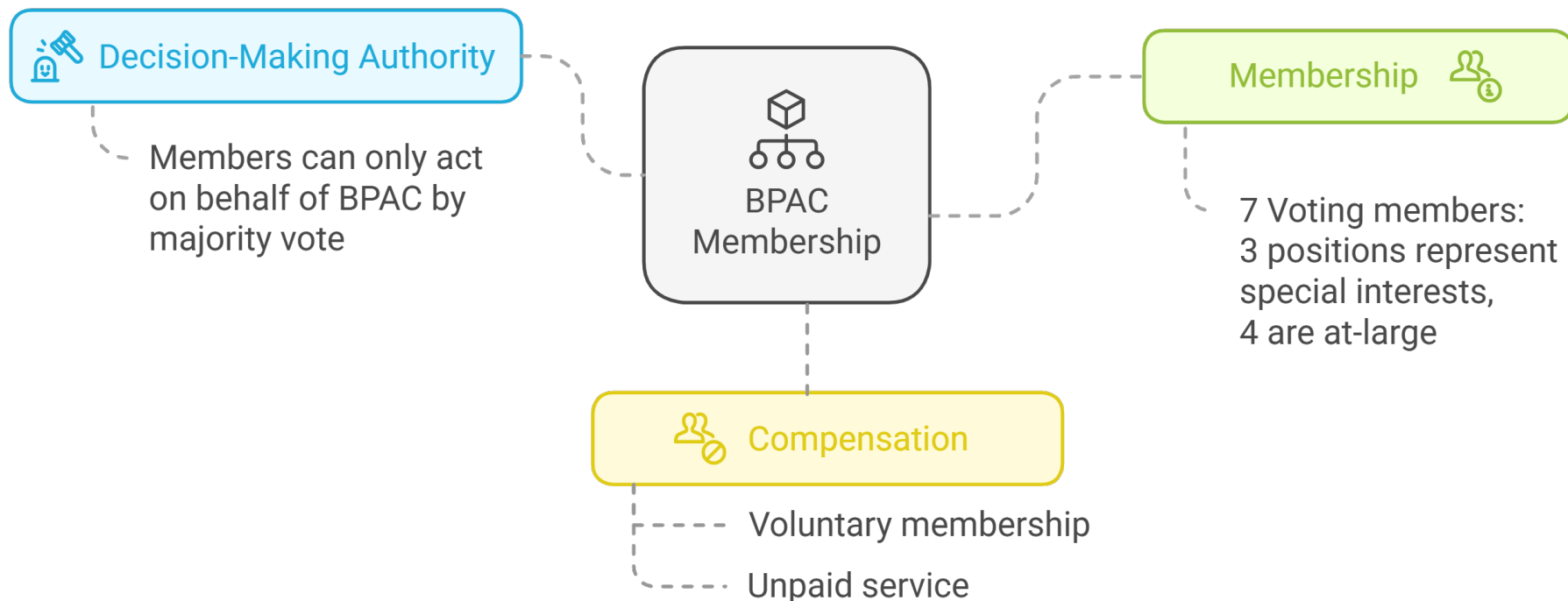


Draft By-Laws Content Overview

Article 1: Authority & Purpose

- Authority for By-Laws from County Standing Rules - adopted by Board of Supervisors (BOS)
- Advisory committees shall:
 - Adopt rules of procedure governing the conduct of meetings, and
 - Other necessary administrative matters
- Restates the BPAC's: Purposes, duties, functions and powers, accounting for most recent updates adopted by the BOS per Resolution #080878

Article 2: Membership



*County's Standing Rules contain additional provisions pertaining to advisory body membership

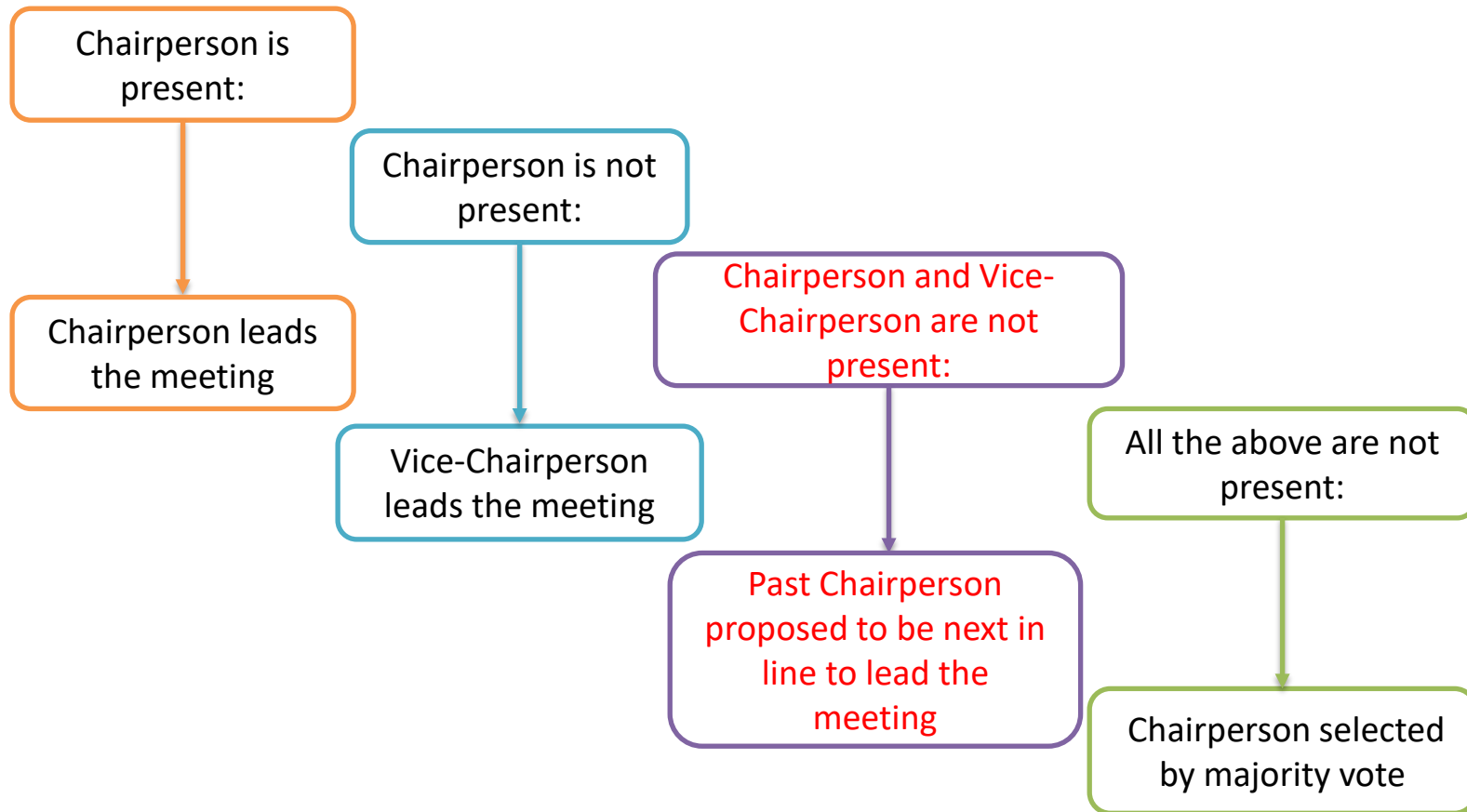
Article 3: Officers

- Officer terms (Chairperson & Vice Chairperson)
 - 1 calendar year
 - **Proposed limit of 2 consecutive terms**
- Chairperson duties
 - Convenes meetings
 - Provides leadership
 - Sets proposed meeting agenda
 - Coordinates with Department of Public Works Committee staff liaison



Article 3: Officers (cont'd)

Proposed Officer presiding order over BPAC meetings:



Article 4: Meetings

Meeting Protocol and Decorum

Rules for committee members, including communication and conduct and meeting adjournment

Legal Compliance

References the Brown Act to ensure transparency and public access

Order of Business

Outlines general framework for agenda items

Meeting Schedule

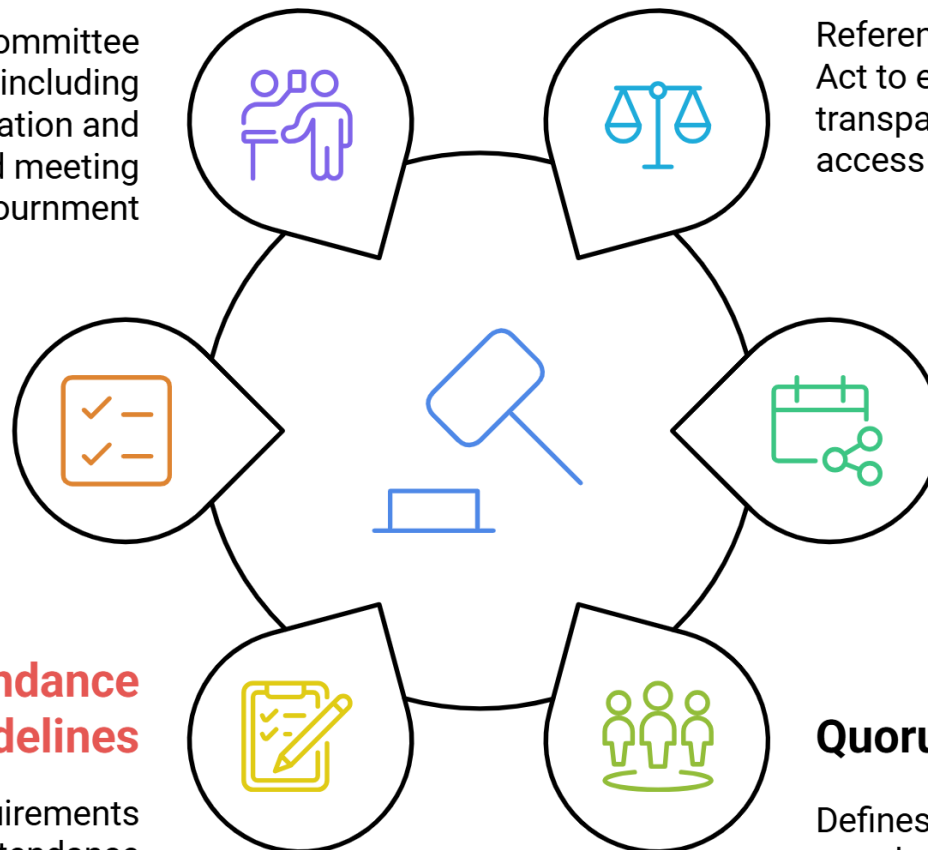
Establishes regular and special meetings with provisions for changes

Attendance Guidelines

Proposes requirements for member attendance

Quorum

Defines the minimum member presence for transacting business



Articles 5 through 7



Article 5: Subcommittees

Proposed
subcommittees
either standing or
ad-hoc.



Article 6: Annual Work Plan

Guidance for topics,
projects and
programs for input
and actions.



Article 7: Amendment of By-Laws

By a majority vote a
quorum of the BPAC.

Next Steps



**Draft By-Laws
Approval**

BPAC reviews and
approves draft By-
laws



Legal Review

Attorney reviews
revisions



**Filing with
County Clerk**

The finalized By-
Laws are officially
filed with the County
Clerk's office.

Does the BPAC want to create an ad-hoc subcommittee to further review Draft By-Laws?

Suggested areas for input

- Article 3
 - Order for presiding officer when Chairperson and Vice Chairperson are absent
 - Chairperson/Vice Chairperson term limits
- Article 4
 - Date/time of Meetings
 - Attendance requirements
 - Meeting adjournment time
- Article 5
 - Chairperson appoints subcommittees and ad-hoc committees vs action by a majority vote

Questions/Comments?