

**MEMORANDUM**

Public Works Department

DATE: January 29, 2020

TO: Bicycle/Pedestrian Advisory Committee

FROM: Nate Baird, Transportation Planner
Ria Hutabarat Lo, Transportation Manager

SUBJECT: Bicycle/Pedestrian Advisory Committee Members' Manual

RECOMMENDATION

Receive and review the draft Bicycle/Pedestrian Advisory Committee Members' Manual (Attachment 1 to this memorandum).

BACKGROUND

In an effort to provide more guidance regarding the responsibilities and duties of serving on the Bicycle/Pedestrian Advisory Committee (B/PAC), staff has compiled a draft B/PAC Members' Manual (Attachment 1).

The intent of the manual is to orient new and existing members to B/PAC procedures, clarify protocols for executing duties, and provide information and resources that may assist in carrying out the role of a B/PAC member. Also attached are the B/PAC bylaws, which were most recently updated in 2014 (Attachment 2).

DISCUSSION

The attached draft B/PAC Members' Manual outlines information on B/PAC goals, annual work plan, member roles, regularly scheduled meetings, and meeting protocols.

NB-RHL/6/PWK/935-01-29-20M-2

Attachments: 1. Draft B/PAC Members' Manual
2. [B/PAC Bylaws](#) (hyperlink)
3. [Rosenberg's Rules of Order](#) (hyperlink)