

DATE: February 25, 2026

TO: Bicycle and Pedestrian Advisory Committee (BPAC)

FROM: Priyoti Ahmed, Acting Transportation Manager
Allison Boyer, Assistant Public Works Director

VIA: Jennifer Ng, Public Works Director

SUBJECT: **BPAC Members Manual and Election Process for 2026 Chair and Vice Chair**

RECOMMENDATION

Receive BPAC Members' Manual (Attachment 1) and elect a Chair and Vice Chair for the 2026 calendar year.

BACKGROUND

The BPAC Members' Manual was compiled by staff in 2020 to provide new and existing members clarity on BPAC procedures, bylaws, protocols, and information and resources that may assist in carrying out the role of a BPAC member.

The [BPAC Bylaws](#) require that the Committee elect, from its own membership, a Chair and a Vice Chair at the first meeting of each calendar year. The duty of the Chair is to preside over all meetings of the Committee. The duty of the Vice Chair is to perform the duties of the Chair when the Chair is absent.

DISCUSSION

BPAC elections are conducted for the Chair and Vice Chair positions individually and in sequence. To start the election, the Chair will ask if there are any nominations from the floor, then close the nominating process to establish the final list of candidates for each position. An affirmative vote of a majority of the Committee members is required to elect the Chair and Vice Chair. The term of office for both positions is one calendar year from January to December 2026.

Attachment: 1. BPAC Members' Manual