

DATE: January 29, 2025

TO: Bicycle/Pedestrian Advisory Committee

FROM: Ria Hutabarat Lo, Transportation Manager
Edward Arango, Assistant Public Works Director/City Engineer

VIA: Jennifer Ng, Public Works Director

SUBJECT: **BPAC Members Manual and Election Process for 2025 Chair and Vice Chair**

RECOMMENDATION

Receive the updated Bicycle/Pedestrian Advisory Committee Members' Manual (Attachment 1) and elect a Chair and Vice Chair for calendar year 2025.

BACKGROUND

The Bicycle/Pedestrian Advisory Committee (BPAC or Committee) Members' Manual was compiled by staff in 2020 with the intention of orienting new and existing members to BPAC procedures, clarifying bylaws and protocols, and providing 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 each calendar year. The duties of the Chair are 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

Staff has refreshed links and made minor updates to the BPAC Members' Manual.

BPAC elections are conducted for the Chair and Vice Chair positions individually and in sequence. Immediately preceding the vote, 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 2025.

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Attachment: 1. BPAC Members' Manual