

Arlington Bicycle Advisory Committee

Rules of Governance

Approved by Board of Selectmen October 25, 2010

Article 1: Name

The name of the committee shall be the Arlington Bicycle Advisory Committee (ABAC).

Article 2: Charter

The committee is organized to work to improve conditions for bicyclists in the Town of Arlington. It will strive to create a comprehensive view of all cycling-related activities in the town. Hence, the committee will make it possible for all town groups and departments to coordinate activities that involve or affect cycling in Arlington. More specifically, the committee shall:

- Advise the Board of Selectmen and other Town officials on matters relating to the Donald R. Marquis Minuteman Bikeway, any other proposed bike paths, and street infrastructure. This activity includes advising on a range of improvements promoting safe and effective facilities for the cycling community in and around Arlington.
- Work with local businesses to encourage bicycling-related activities and community investment in bicycle racks, signage, and other mutually beneficial amenities. The goal is not only to involve all elements of the community but also to contribute to the economic development of the town and the well-being of its population.
- Represent the bicycling community in the Town of Arlington. The committee will act to promote bicycling as a more sustainable means of transportation, to celebrate and leverage the tremendous success of the Minuteman Bikeway, and to coordinate regional bicycling initiatives with bicycle committees in neighboring communities as well as with the State Bicycle/Pedestrian Coordinator (Mass Highway Dept.), the Metropolitan Area Planning Council (MAPC), and other entities as necessary or desirable.

The committee's long-range goals are to make Arlington more bicycle-friendly and to showcase the town as an example for other Massachusetts communities to follow.

- The committee will report to the Board of Selectmen twice per year.

Article 3: Membership

Executive Board (7 voting members, with a quorum of 4): These representatives must take an active interest in Arlington bicycling issues, and they must be Arlington residents. The Board of Selectmen will appoint Executive Board members. ABAC Executive Board members will

review applications, and forward recommendations along with all applications to the Board of Selectmen, who will then appoint members. Each member shall serve a three-year term, with reappointments at the discretion of the Board of Selectmen. The terms of the Executive Board members will be staggered, so that each year only a portion of the members will be reappointed or replaced.

Executive Board members must attend at least 60% of committee meetings annually. Each Executive Board member must notify the chairperson if he or she will be absent for a meeting or scheduled event. Excessive absence may result in removal from the Board at the Selectmen's discretion.

Other Members (varying number, non-voting):

- *Advisory Members* consist of representatives from Town of Arlington departments, such as the Department of Planning and Community Development.
- *Members-at-Large* consist of anyone interested in helping to accomplish ABAC goals or projects.

Article 4: Officers

- Chairperson
- Vice-chairperson
- Secretary/Treasurer

Officers will be responsible for following the Open Meeting Law of Massachusetts in conducting the committee's business. The officers will distribute information to ABAC members, prepare ABAC correspondence, post meetings, take minutes of meetings, appoint subcommittees and task groups, prepare the annual report, report to the Board of Selectmen, and carry out these bylaws.

Officers shall be elected from the membership of the Executive Board in September of odd numbered years. The term of office will be two years. Officers must be residents of the Town. The election of officers is subject to approval by the Board of Selectmen.

If an opening for an officer position occurs prior to an election year, an interim appointment will be made to complete the term. An individual may serve no more than three consecutive terms in the same officer position; an individual may hold only one officer position at a time; an individual may hold different officer positions in consecutive terms.

Article 5: Subcommittees and Task Groups

To recruit or replace members of the Executive Board, the officers will serve as the Nomination Subcommittee. Task Groups and Sub-Committees may be created at the discretion of the officers

of the Executive Board. All members of the ABAC are eligible for appointment to any Task Group or Sub-Committee.

Article 6: Meetings

The ABAC shall hold regular monthly meetings. Meeting notices will be posted in advance, and the agenda for *all* meetings shall be distributed in advance.

The chairperson will control all discussion in ABAC meetings.

Article 7: Votes/Quorum

- Four members of the Executive Board are required for a meeting quorum.
- Actions of the ABAC require a majority vote of the Executive Board members who are present.
- Bylaw changes require a two-thirds vote of the Executive Board members (5 votes) and are subject to ratification by the Board of Selectmen. (see Article 9, below)

Article 8: Formal Programs and Activities

ABAC Committee members are expected to actively contribute to the objectives and work of the committee.

Article 9: Amendment of rules of governance

These bylaws can be amended at any regular ABAC meeting by a two-thirds vote of the Executive Board, provided that the amendment has been properly submitted. Proper submission requires that the amendment be circulated in writing to the Executive Board at least two weeks before the meeting. The Board of Selectmen must approve any bylaw changes.