Bylaws of the Auburn Bicycle Committee

Adopted by the Auburn Bicycle Committee on December 19, 2006
Amended bylaws adopted by the Auburn Bicycle Committee on April 28, 2009
Amended bylaws adopted by the Auburn Bicycle Committee on March 29, 2011
and clarifications added April 26, 2011
Amended bylaws adopted by the Auburn Bicycle Committee on May 31, 2016

ARTICLE I - Name
The name of this organization shall be Auburn Bicycle Committee (ABC).

ARTICLE II - Purpose
The purpose of the ABC is to promote the ongoing implementation of the goals
and objectives of the Auburn Bicycle Plan as adopted in the current long range
plan of the City of Auburn.

ARTICLE III - Membership
1. The ABC shall be composed of members as set forth in article VII and citizens
who are active bicycling advocates and wish to volunteer for a minimum two (2)
year term. Citizens must live in the City of Auburn Planning Jurisdiction. It is the
intention of the ABC that membership represent different jurisdictions within the
area including Auburn University, Auburn City Schools, each major area of the
city, and all types of bicycle usage, when possible;

2. Regular terms of membership shall be two (2) years for each citizen member
commencing at the end of the regular meeting in January. Members may serve an
unlimited number of terms. All citizen members will be required to request
renewal of membership bi-annually. The membership renewal request must be
submitted in writing, via paper or e-mail, to the Chair during the period beginning
on December 15 and ending on January 15 prior to the expiration of their term.
Renewal of membership must be approved by a majority of ABC members present
at the regular meeting in January;

3. Members are expected to attend meetings regularly. Members are strongly
encouraged, as a matter of courtesy, to notify the Chair when they are unable to
attend a meeting at least 36 hours prior to the meeting. Any member that is unable
to attend may designate a proxy or submit a proxy vote in writing, via paper or e-
mail, to the Chair at least 36 hours prior to the meeting. Any member who is absent
from more than four (4) meetings per calendar year, shall be considered for
removal from the ABC for the remainder of his/her term. By majority vote, the
ABC shall remove the member and send a letter to the member notifying him/her of his/her removal due to lack of participation;

4. All members in good standing shall be entitled to all privileges of membership, including voting rights and the right to hold office;

5. Citizens who desire membership of the ABC shall submit in writing to the Chair their formal request for membership prior to the 15th day of the month of the meeting at which they wish to be approved for membership. Citizens requesting membership shall have attended a minimum of two (2) regularly scheduled meetings during the twelve months prior to their request for membership. In the letter the prospective member shall verify that they meet all requirements for membership (see item 1 above) and state in what way(s) they are an active bicycle advocate. Requests for membership must be approved by a majority of members present at a regularly scheduled meeting. The citizen requesting membership must be present at the meeting at which their membership is considered. The initial term of members who join the ABC in months other than January will expire the following January and those members must submit a request for membership renewal in writing, via paper or e-mail, to the Chair during the period beginning on December 15 and ending on January 15 prior to the expiration of their term;

6. No member shall receive compensation or reimbursement for unapproved expenses in regard to his/her service on behalf of the ABC.

ARTICLE IV - Organizational Duties
The duties of the ABC are outlined in the Auburn Bicycle Plan’s Goals and Objectives, which are included in the current City of Auburn Long Range Plan, and shall include the following:

1. Advise the City of Auburn Public Works department regarding updating and maintaining the Auburn Bicycle Network;

2. Make recommendations and encourage implementation of bicycle provisions and opportunities identified in the Auburn Bicycle Plan to the Planning Commission, City Council, and implementing agencies;

3. Make recommendations to the City of Auburn for modifications to the Auburn Bicycle Plan as necessary and agreed upon by the ABC;

4. Work with local businesses, governmental agencies, and other organizations to encourage bicycling and promote community investment in bicycle racks, signage,
and other mutually beneficial amenities.

ARTICLE V – Officers’ Duties
1. The ABC shall elect a Chair and Vice Chair at the first regular meeting of the calendar year. Officers will be nominated at the last regular meeting of the year. The officers shall be elected for a term of two (2) calendar years. The officers shall be installed and begin service at the same meeting. Any officer is eligible to serve a maximum of two (2) consecutive terms;

2. The Chair shall coordinate meetings, prepare and distribute the agendas, and conduct all meetings. The draft agenda shall be distributed to all members seven (7) days prior to the next meeting. The final agenda shall be distributed to the entire ABC distribution list between forty-eight (48) and twenty-four (24) hours before the scheduled meeting. The Chair has the authority to cancel a regularly scheduled meeting at least twenty-four (24) hours in advance of the meeting if the Chair deems there are not enough items on the agenda to constitute a meeting;

3. The Vice Chair shall perform the duties of the Chair in the absence of the Chair;

4. The Secretary shall be appointed by the Chair to keep attendance records, record proceedings and prepare minutes, and disseminate said minutes as appropriate. The Secretary shall inform the chair in writing, via paper or e-mail, when a member has been absent from more than four (4) meetings per calendar year;

5. Should the office of Chair become vacant, the Vice Chair will assume the position of Chair for the unexpired term of the said office. The duration of the unexpired term shall not be counted in determining maximum number of terms served.

6. Should the office of Vice Chair become vacant, the ABC shall elect a successor to fill the vacant Vice Chair position. The newly elected Vice Chair shall serve for the unexpired term of the said office. The duration of the unexpired term shall not be counted in determining maximum number of terms served.

ARTICLE VI - Meetings
1. ABC shall meet beginning in January, bi-monthly on the last Tuesday at 7 p.m. unless a different schedule is approved by a majority vote of members;
2. No action of the ABC will be official unless a quorum is present. A quorum will be at least 51% of the membership. Members who have designated a proxy who is present or submitted a proxy vote as described in III.3. above will be counted as present. A majority vote shall be required from members present, or present by proxy, to carry a motion;

3. Special meetings, including special public meetings of the ABC, may be called at the discretion of the Chair when it is deemed to be in the best interest of the ABC. Written notice shall be sent at least 5 days prior to the called meeting when possible;

4. The meetings of the ABC shall be conducted in accordance with Robert's Rules of Order. However, any rules adopted by the ABC, including these bylaws, shall prevail when in conflict with Robert's Rules of Order;

5. Each meeting of the ABC will be conducted according to an agenda. A member may petition the Chair to place an item on the agenda at least thirty-six (36) hours before the scheduled meeting. When time permits, new items may be discussed at the meeting. When possible, each meeting should be sixty (60) minutes or less. Each meeting shall not exceed ninety (90) minutes.

ARTICLE VII – City of Auburn Representatives
1. The City shall identify and designate staff representatives from the Parks and Recreation department, the Public Safety department, and the Public Works department, and/or other departments as deemed necessary to serve as members of the ABC, not to exceed 50% of total membership.

ARTICLE VIII - Amendments to the Bylaws
1. These Bylaws can be amended, if consistent with Auburn City policies, at any regular meeting of the ABC by a two-thirds (2/3) vote of the members present, or present by proxy, provided that the amendment has been submitted in writing at the at least one week prior to the meeting.