



BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)

I. ESTABLISHMENT:

Pursuant to Resolution No. 2018-12 of the Town of Ocean City, Maryland, approved at the July 2, 2018 Council Meeting, the Mayor & City Council establish a Bicycle & Pedestrian Advisory Committee (BPAC), hereinafter referred to as "Committee".

II. PURPOSE & RESPONSIBILITIES:

- A. Purpose: The Committee will advise and provide recommendations to Town officials and Town staff on all matters relating to the use of a bicycle as a means of transportation and recreation in Town. The Committee will not have authority to direct Town officials or Town staff to take actions.
- B. Responsibilities: In carrying out the Purpose, the Committee will:
 - 1. Bicycle Masterplan: Assist in the development and implementation of a Bicycle Masterplan;
 - 2. Capital Improvement Projects (CIP): Review the Town's publicly available CIP and provide recommendations regarding opportunities to implement bicycle and pedestrian infrastructure;
 - 3. MDOT Bikeways: Provide recommendations and input on submitting annual grant applications for MDOT Bikeways projects;
 - 4. Bike Infrastructure Projects: Review Plans prepared for bicycle infrastructure projects and provide feedback;
 - 5. Biking Education: Provide educational events at local schools;
 - 6. Bike to Work: Coordinate "Bike to Work" events and assist with implementing an annual "Bike to Work" day;
 - 7. Bicycle Friendly Community (BFC) Application: Provide assistance in the preparation of a BFC Application;
 - 8. Existing Infrastructure: Review existing Town bike routes and provide recommendations for improving existing infrastructure;
 - 9. Complete Streets Policy: Provide assistance in the development and implementation of a Complete Streets policy.

III. MEMBERSHIP:

- A. Number: The Committee will consist of 10 members.
- B. Appointment: The Committee members will be appointed by the Mayor with the advice and consent of the Town Council.
- C. Qualifications: The Committee should consist of the following members:
 - 1. 1 member owning a business located within Town corporate limits;
 - 2. 2 members who are residents of the Town and who represent individuals engaging in bicycle activity within Town corporate limits;
 - 3. 1 member of Town Engineering Staff;



Town of Ocean City, Maryland
Bicycle & Pedestrian Advisory Committee (BPAC)
ByLaws

4. 1 member of Town Public Works Staff;
 5. 1 member of Town Police Staff;
 6. 1 member of Town Planning & Zoning Staff;
 7. 1 member of the Town Council acting as a Liaison to the Committee;
 8. 1 member of Ocean City Development Corporation (OCDC);
 9. 1 member of the State Highway Administration (SHA);
- D. Commitment: Members must have an interest in promoting the use of a bicycle for transportation and recreation, make a commitment to regularly attend meetings, and participate and engage in the work of the Committee.
- E. Terms of Office: Members will serve a term of four (4) years with exception to the inaugural appointing of members in which half of the members will serve a term of two (2) years, such as to stagger terms of the members. All members later appointed will serve terms of four (4) years. In the event of a vacancy, the Mayor, with the advice and consent of Town Council will appoint a member to complete the unexpired term of the vacant position. Terms will be based on the Fiscal Year and will start on July 1st and end on June 30th.
- F. Holding Over and Reappointment: Upon the expiration of a term, a member may continue to serve until a successor is appointed. Members may be reappointed to successive four (4) year terms.
- G. Removal: A Committee member may be removed at any time, with or without cause, by the Mayor with the advice and consent of Town Council.
- H. Officers: The Committee will annually elect from its membership a President and Vice President to preside over meetings of the Committee. The Vice President will preside over the meetings in the absence of the President. The President and Vice President will serve one (1) year terms and will be eligible for reelection. The Officers will be responsible for coordinating the development of Agendas and Meeting Minutes.

IV. MEETINGS:

- A. Schedule: The Committee shall meet on a regular schedule at a recurring interval at times and places to be determined by the Committee. Additional interim meetings may be held as necessary to fulfill the Purpose & Responsibilities (see II.A and II.B) of the Committee.
- B. Open Meetings: In accordance with the Maryland Open Meetings Act, the Committee meetings will be open to the public unless allowed by the Maryland Open Meetings Act to be closed. The Committee will keep a record of Agendas and Meeting Minutes which will be made publicly available.
- C. Quorum: A quorum of the Committee is a majority of the current members of the Committee. No action may be taken in the absence of a quorum.

V. AMENDMENTS:

The Committee may amend the ByLaws at the beginning of the Fiscal Year by a majority vote of members present at the meeting.