



## **Caltrans District 4 Bicycle Advisory Committee (D4 BAC) CHARTER**

**The primary mission of the Caltrans District 4 Bicycle Advisory Committee is to help ensure that Caltrans District 4 planning, design, capital projects, highway operations and maintenance activities meet the needs of bicycle travelers on the state highway system within the District in accordance with the California Blueprint for Bicycling and Walking and Caltrans Deputy Directive 64-R1 (Complete Streets - Integrating the Transportation System).**

### **Goals and Objectives:**

- Improve bicycle safety and access on and across Caltrans facilities.
- Decrease bicycle fatalities and injuries.
- Enhance awareness and educate Caltrans staff, city/county agencies, and the public on the needs of bicyclists.
- Provide input on Caltrans projects with regard to bicycle transportation.
- Increase bicycle mode share.

### **Responsibilities and Tasks:**

- Advise and assist Caltrans on implementing Caltrans Deputy Directive 64-R1 (Complete Streets - Integrating the Transportation System), Caltrans Director's Policy 22 (Context Sensitive Solutions), Metropolitan Transportation Commission (MTC)'s policy on Routine Accommodation of Bicyclists and Pedestrians in the Bay Area, the Strategic Highway Safety Plan, the California Blueprint for Bicycling and Walking, and the Safe Routes to Schools Program.
- Review and provide input on district planning and project initiation documents in order to ensure that bicycle needs are being duly considered and accommodated.
- Provide input and share information regarding existing major roadway deficiencies and needed upgrades.
- Provide input on new policies and policy revisions pertaining to bicyclists.
- Review and comment on Caltrans standards, guidelines, and procedures as they affect bicycle travel.
- Coordinate and share information with regional and local bicycle committees and the MTC's Active Transportation Working Group.
- Review programs/projects to ensure consistency with the Regional Bike Plan.
- Review Traffic Management Plans for Caltrans' capital improvement projects on State Routes involving bikeway facilities or significant bicycle use, when requested by staff.

**Membership Criteria and Requirements:**

The D4 BAC comprises local and regional transportation agency staff and regional bicycle advocates who regularly work on bicycle issues and have an interest in improving bicycle mobility, access, and safety throughout the nine San Francisco Bay Area counties.

**Public Agency Representatives.** The D4 BAC transportation agency representatives shall be six. County transportation agency representatives shall be either staff from a Congestion Management Agency (CMA), a city, or a county. The agency staff ideally would be the staff to their respective BAC. In addition, one staff representative from the Metropolitan Transportation Commission shall be appointed as an ex officio member of the D4 BAC.

**Advocacy Representatives.** The advocacy representatives of the D4 BAC shall be six. There shall be one advocacy representative per advocacy organization listed below. The governing body of the local bicycle coalition shall designate these advocacy representatives and shall make this appointment in writing using the letterhead of the advocacy organization.

Bike East Bay  
Marin County Bicycle Coalition  
Napa County Bicycle Coalition  
San Francisco Bicycle Coalition  
Silicon Valley Bicycle Coalition  
Sonoma County Bicycle Coalition

**At-Large Members.** In addition to the above representatives, five at-large members shall be selected by a subcommittee consisting of two Caltrans District 4 staff, the D4 BAC Chair and the D4 BAC Vice Chair. Applications for the at-large members shall be solicited through a publicly noticed application process. At-large members shall either live or work in the Bay Area and shall not work for Caltrans or a CMA.

When selecting at-large members, consideration should be given to geographic diversity and to individuals who represent the interests of both recreational and transportation bicyclists from different demographic groups, as well as special expertise, skills, or perspectives that are not represented in the rest of the committee. The intent is to have a committee that represents the diversity of the bicycling community.

**Duties of Members.** Bicycle Advisory Committee members should:

- Consistently attend meetings, either in person or by alternate methods, such as by “phone bridge,” as may be provided by Caltrans staff.
  - The appointing organization for any Agency Representative or any Advocacy Representative shall be notified if their appointee has unexcused absences for two consecutive quarterly meetings.
  - At-Large Members may be considered for removal and replacement by the D4 BAC if they have unexcused absences for two consecutive quarterly meetings.
  - Members or their appointing organization may petition the D4 BAC for reinstatement after the member has missed two consecutive meetings.

- Necessary absences may be excused at the discretion of Caltrans District 4 management.
- Adhere to D4 BAC Charter.
- Participate as advocates for improving bicycle mobility, access and safety in District 4.

### **Terms of Office**

Advocacy Representatives shall each serve at the pleasure of their appointing organization. They have no fixed term of office.

The Public Agency Representatives and At-Large Members shall serve fixed terms of two years. They may be reappointed indefinitely. If selected to fill a vacancy, a person shall serve as a member until expiration of the term for which elected and until a successor is selected.

### **Proxy**

In the event that an Advocacy Representative is unable to attend a meeting, the member may designate a proxy to represent him or her at the meeting by providing notice to the chairperson prior to the meeting. The proxy shall have the same voting rights as the member being represented.

### **Voting and Quorum for Meetings**

A majority of the members currently in office shall constitute a quorum. A member with two consecutive unexcused absences is not eligible to vote and is not to be counted toward a quorum. Attendance and voting may be by telephone. Every action taken or decision made by a majority of the representatives present at a duly held meeting at which a quorum is present shall be an act of the committee.

Except as otherwise provided in this charter, no formal motions may be adopted by the Committee at any meeting at which a quorum is not present, except a motion to adjourn the meeting. The Committee may, however, discuss issues and receive informational reports when lacking a quorum, provided that no motions or actions are adopted.

The Representatives present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Representatives from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by the Charter.

### **Officers**

At the first meeting of each calendar year, the D4 BAC shall elect a chairperson and a vice chairperson, for a one-year term. The chairperson shall preside at all meetings and work with Caltrans staff in the development of each meeting's agenda. The vice chairperson shall preside at meetings when the chairperson is absent. In the event of a vacancy during the chairperson's term, the vice chairperson shall become the chairperson. In the event of a vacancy during the vice chairperson's term, the D4 BAC shall elect a new vice chairperson for the balance of the term.

**Amendment of Charter**

This charter may be amended or repealed in whole or in part by a two-thirds vote of the representatives present at a meeting where a quorum is present.

**Record of Amendments**

Whenever an amendment to the charter is adopted, it shall be recorded in the charter with the original charter language, in the appropriate place. If a section of the charter is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be added to the charter.

**District Liaison to the Committee**

Caltrans District 4 will be represented by the Division of Transportation Planning and Local Assistance. The Division's staff person to the committee shall be the District 4 Bicycle Coordinator, who will be the liaison between the committee and the district and will communicate its recommendations to the appropriate divisions within Caltrans.