



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 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:

- Decrease bicycle fatalities and injuries.
- Improve bicycle safety and access on and across Caltrans facilities.
- Enhance awareness and educate the public, City/County, and Caltrans staff on the needs of bicyclists.
- Review and provide input on district planning and project initiation documents in order to ensure that bicycle needs are being considered and accommodated.
- 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), 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 Regional Bicycle Working Group.
- Review programs/projects to ensure consistency with the Regional Bike Plan.

Membership Criteria and Requirements:

The D4 BAC comprises local and regional transportation agency staff appointed by the Congestion Management Agencies (CMAs), 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.

The D4 BAC transportation agency representatives shall be nine, one for each Bay Area county. County transportation agency representatives shall be either staff from the CMA or, if unavailable, a city staff from that county nominated by the CMA's Technical Advisory Committee (TAC) or equivalent. The agency staff ideally would be the staff to their respective BAC.

In addition, there shall be one representative from the Metropolitan Transportation Commission.

The advocacy representatives of the D4 BAC shall be nine. There shall be one advocacy representative per county, as specified below. The governing body of the local bicycle coalition that represents the relevant county shall designate these county advocacy representatives. In counties where no local bicycle coalition exists, the county bicycle advisory committee shall choose the county advocacy representative.

Alameda County:	East Bay Bicycle Coalition
Contra Costa:	East Bay Bicycle Coalition
Marin County:	Marin County Bicycle Coalition
Napa County:	Napa County Bicycle Coalition
San Francisco County:	San Francisco Bicycle Coalition
San Mateo County:	Silicon Valley Bicycle Coalition
Santa Clara County:	Silicon Valley Bicycle Coalition
Solano County:	Solano County Bicycle Advisory Committee
Sonoma County:	Sonoma County Bicycle Coalition

In addition, there shall be one representative from the Bay Area Bicycle Coalition.

The D4 BAC county advocacy and transportation agency representatives shall elect three (3) at-large representatives. The county advocacy and transportation agency representatives shall each submit a list of candidates to the Committee at least five (5) business days before the date of the election, or at such other time as the D4 BAC may set, and the secretary shall forward to each county advocacy and transportation agency representatives, with the notice of meeting as required by this charter, a list of all candidates nominated. At-large representatives shall be appointed by a vote of at least 11 of the 20 advocacy and transportation agency representatives. At-large representatives must live or work within one of the nine counties of the San Francisco Bay Area.

Bicycle Advisory Committee members should:

- Consistently attend meetings.
- Adhere to D4 BAC Charter.
- Participate as advocates for improving bicycle mobility, access and safety in District 4.

Terms of Office

County advocacy and transportation agency representatives shall serve at the pleasure of their county organization. They have no fixed term of office.

The at-large representatives shall serve fixed terms of two years. At-Large members may be re-appointed indefinitely. Each representative, including a representative elected to fill a vacancy or elected at a special meeting or by written ballot, shall serve as a representative until expiration of the term for which elected and until a successor is elected or designated.

Proxy

In the event that a representative who represents one of the counties is unable to attend a meeting, the representative may designate a proxy to represent him or her at the meeting by providing notice to the chair prior to the meeting. The proxy shall have the same voting rights as the regular representative.

Voting and Quorum for Meetings

A quorum shall consist of a majority of the representatives except when a vacancy or vacancies prevents this majority. In such a case, a majority of the representatives in office shall constitute 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 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.

Amendment of Bylaws

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

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