



## **Caltrans District 4 Bicycle Advisory Committee OPERATIONAL PROCEDURES**

### **Committee Meeting Location and Schedule:**

Committee meetings will be held during business hours on at least a quarterly basis at the District 4 building at 111 Grand Avenue in Oakland.

### **Committee Member Responsibilities:**

The Committee will elect from among its members a Chair and Vice Chair to serve on an annual basis. The Chair will facilitate the meetings using a simplified approach to Robert's Rules of Order. In the event of the Chair's absence from a meeting, the Vice Chair will facilitate.

Meetings are open to the public and anyone may attend. The opportunity for public comment will be available on any item on the agenda; a public comment period will be afforded as well for items not on the agenda within the Committee's scope. To stay on schedule, the Chair may impose reasonable time limits on speakers during meetings.

The Committee's Caltrans bicycle coordinator will be drawn from the Division of Transportation Planning and Local Assistance. The bicycle coordinator will reserve the room for Committee meetings, attend such meetings, and make sure that meeting notes will be taken. The bicycle coordinator will also provide the Committee with information on District activities related to the Committee objectives and responsibilities as described in the Committee Charter.

The Chair, in cooperation with the East Bay Bicycle Coalition designee and the Caltrans bicycle coordinator will develop the agenda for the upcoming meeting. Supporting materials that consist of Caltrans documents and reports will be collected by the bicycle coordinator, while supporting materials derived from sources outside Caltrans will be collected by the Chair and Vice Chair, who will send these by electronic mail to the bicycle coordinator at least two weeks prior to the upcoming meeting. The bicycle coordinator will distribute the draft agenda, supporting materials and meeting notes by electronic mail to the members and post them on the District 4 Bicycle Advisory Committee website at least one week before the meeting. If a member lacks access to electronic mail, a paper transmittal will be mailed to that person. The agenda will be finalized and posted by the bicycle coordinator on the District 4 Bicycle Advisory Committee website at least 72 hours prior to the upcoming meeting.

The Chair and Vice Chair may form subcommittees. Committee assignments will be divided among committee members.

**Membership Criteria and Requirements:**

The D4 BAC will be comprised of one agency staff person per county, one bicycle advisory or advocacy group person per county, and the MTC bicycle coordinator. Only members will be allowed to vote. Each member is appointed for a two-year term. New membership applications will be reviewed and approved by the Caltrans Office Chief of Regional Planning.

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.

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