



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

### **Committee Meetings:**

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.

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.

*Agenda items may be requested by any member of the public, or by any of the region's bicycle coalitions. In general, agenda items requested by one of the bicycle coalitions will be given priority, and the public is requested to work through a local coalition. To request an item be placed on an upcoming agenda, send a request to the bicycle coordinator or to the Chair. Appropriate agenda items are those that fall within the Committee's charter, and have regional significance or where attempts to resolve the problem locally have been unsuccessful.*

### **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.

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 Bay Area 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.

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