

**9. Discussion of process/appointments to the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)**

**Attachment:**

- Letter from Randell H. Iwasaki, Executive Director, CCTA, to TRANSPAC Chair Shinn re: Appointment to Countywide Bicycle and Pedestrian Advisory Committee





CONTRA COSTA  
transportation  
authority

9-1

COMMISSIONERS

November 2, 2011

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Don Tatzin,  
Vice Chair

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Dave Hudson

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Julie Pierce

Karen Stepper

Robert Taylor

Randell H. Iwasaki,  
Executive Director

Hon. Bill Shinn  
Chair of TRANSPAC  
1950 Parkside Drive  
Concord, CA 94519

Subject: Appointment to Countywide Bicycle and Pedestrian Advisory  
Committee

Dear Mr. Shinn:

The Contra Costa Transportation Authority first established the Countywide Bicycle and Pedestrian Plan Advisory Committee (CBPAC) to help oversee the preparation of its first Countywide Bicycle and Pedestrian Plan (CBPP), which was adopted in December 2003. Since that time the CBPAC has helped review and recommend applications for funding bicycle and pedestrian projects, review complete streets checklist required by MTC, and oversaw the development of the 2009 update to the CBPP. The Authority expects the CBPAC to continue its role in implementing the Authority's bicycle and pedestrian policies and advising it on funding decisions, including making recommendations on funding through the Measure J Pedestrian, Bicycle and Trail Facilities program, and on issues affecting walking and bicycling in Contra Costa and the region.

The advisory committee is composed of representatives from the following agencies and organizations:

- One citizen and one staff person plus one alternate appointed by each of the four Regional Transportation Planning Committees
- One staff person plus one alternate appointed by the County of Contra Costa
- One representative plus one alternate appointed by the East Bay Regional Park District
- One citizen representative plus one alternate appointed by the East Bay Bicycle Coalition
- Two citizen representatives appointed by the Authority, one familiar with bicycling and walking issues affecting youths and one familiar with bicycling and walking issues affecting seniors and people with disabilities

2999 Oak Road  
Suite 100  
Walnut Creek  
CA 94597  
PHONE:  
925.256.4700  
FAX: 925.256.4701  
www.ccta.net

We are now writing to ask that your organization reaffirm its current appointments to the advisory committee or appoint a new member or members.

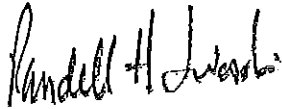
Hon. Bill Shinn  
TRANSPAC  
November 2, 2011  
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The attached CBPAC by-laws outline the role of the committee and the responsibilities of its members. Members are appointed for two year terms. There is no limit on the number of consecutive terms that a member may serve.

CBPAC meetings are generally scheduled for 11:00 a.m. on the fourth Monday of every other month beginning in January. Meetings, however, may be added or cancelled depending on need. Because the committee is made up of both citizens and public agency staff, members will need to have a certain amount of flexibility in meeting times. While the committee has recently met most frequently at lunch, it has also met in the late afternoon and early evening.

If you have any further questions, please call Brad Beck, Senior Transportation Planner, at (925) 256-4726.

Sincerely,



Randell H. Iwasaki  
Executive Director

Attachments: Countywide Bicycle and Pedestrian Advisory Committee List  
CBPAC Bylaws Adopted, 10/19/2011

cc: Barbara Neustadter, TRANSPAC

File: 01.07.03

## Countywide Bicycle and Pedestrian Advisory Committee

MEMBERSHIP AS OF OCTOBER 19, 2011

<i>Appointment</i>	<i>Appointee</i>	<i>Status</i>
SWAT citizen	John Fazel	May be reappointed
SWAT staff	Leah Greenblat	May be reappointed
SWAT staff alternate	Andy Dillard	May be reappointed
TRANSPAC citizen	Dave Favello	May be reappointed
TRANSPAC staff	Jeremy Lochirco	May be reappointed
TRANSPAC staff alternate	—	This position is vacant
TRANSPLAN citizen	Bruce Ohlson	May be reappointed
TRANSPLAN staff	Paul Reinders	May be reappointed
TRANSPLAN staff alternate	—	This position is vacant
WCCTAC staff	Joanna Pallock	May be reappointed
WCCTAC citizen	—	This position is vacant
WCCTAC staff alternate	John Rudolph	May be reappointed
County staff	Jerry Fahy	Only one staffperson can serve as County representative and one as alternate
County staff	John Cunningham	
County staff	Nancy Baer	
EBBC citizen	—	This position is vacant
EBRPD staff	Jim Townsend	May be reappointed
CCEAC staff	Joe Enke	This position is eliminated
Authority Youth Rep	—	New position
Authority Senior/Disabled Rep	—	New position



## BY-LAWS

### Countywide Bicycle and Pedestrian Advisory Committee

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*Adopted October 19, 2011*

These by-laws outline the purpose, membership, responsibilities, and operating procedures of the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (herein "CBPAC") of the Contra Costa Transportation Authority (the "Authority").

#### 1. Name and Authorization

The name of this organization shall be the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

#### 2. Purpose

- 2.1. The purpose of the CBPAC is to advise the Authority on bicycle and pedestrian issues and to help the Authority carry out its responsibilities as a sales tax and congestion management agency.
- 2.2. The CBPAC shall have the responsibility to:
  - 2.2.1. Oversee updates to the CBPP and other Authority policy documents and help implement the policies established therein
  - 2.2.2. Review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs
  - 2.2.3. Review and comment on "complete streets" checklists required of proposed projects
  - 2.2.4. Address other bicycle or pedestrian issues facing the Authority, Contra Costa and the region

### **3. Membership**

- 3.1. The CBPAC shall be comprised of 13 members, plus alternates as noted, appointed from the following agencies:
  - 3.1.1. One citizen and one staff person plus one alternate appointed by each of the four Regional Transportation Planning Committees
  - 3.1.2. One staff person plus one alternate appointed by the County of Contra Costa
  - 3.1.3. One representative plus one alternate appointed by the East Bay Regional Park District
  - 3.1.4. One citizen representative plus one alternate appointed by the East Bay Bicycle Coalition
  - 3.1.5. Two citizens appointed by the Authority, one of which familiar with issues of youth walking and bicycling and one of which familiar with issues of seniors and disabled non-motorized transportation
- 3.2. Citizen members shall be residents of Contra Costa.
- 3.3. Members shall represent the general countywide interest and not solely the interest of their appointing authorities or any specific organization.
- 3.4. At the discretion of the respective appointing body, CBPAC members are subject to recall at anytime.
- 3.5. Members shall be appointed for two year terms. There shall be no limit on the number of consecutive terms which a member may serve.
- 3.6. If a member fails to attend three consecutive meetings, whether regularly scheduled or special, the position to which that member was appointed shall be considered vacant. Attendance by an alternate for that position shall be considered attendance by the member.

- 3.7. A vacancy in a position shall be filled for the remainder of the term by the alternate assigned to that position, if any, or until the appointing agency appoints another person to fill that position.

#### **4. Officers**

- 4.1. The Officers of the CBPAC shall be a Chair and a Vice-Chair. Their duties shall be as follows:
- 4.1.1. Chair: Presides over CBPAC meetings; reviews the meeting agenda; appoints subcommittees and subcommittee chairs; and reports the CBPAC's actions and decisions to the Authority as appropriate.
- 4.1.2. Vice-Chair: Presides over the CBPAC meetings in the absence of the Chair; conducts the other duties of the Chair in his/her absence.
- 4.2. Election of Officers shall be made as follows:
- 4.2.1. Chair: The Chair's term of office shall be for one calendar year. The Chair shall be elected each year at the last meeting of the calendar year by a majority of the CBPAC members present and voting, and shall serve until replaced by a newly-elected chair. If the term of appointment of the Chair expires before the year is out, and that member does not seek or accept reappointment, the Vice-Chair will serve as Chair until the following January.
- 4.2.2. Vice-Chair: This officer shall be elected by a majority of the CBPAC members present and voting at the last meeting of the calendar year. The term of office shall be for one year. If the term of appointment of the Vice-Chair expires before the year is out and that member does not seek or accept reappointment, the Committee will hold an election for a Vice-Chair to serve out the remainder of the term.
- 4.3. In the event of a vacancy in the office of the Chair, the Vice-chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the CBPAC shall nominate and elect a new Vice-chair.



**5. Voting**

- 5.1. Decision-making by the CBPAC shall be by consensus. The CBPAC shall use formal voting only where consensus among members, and alternates attending in place of a member, cannot be reached.
- 5.2. Each member shall have one vote. Alternates are eligible to vote when seated in place of their regular committee member.
- 5.3. A quorum shall consist of a majority of the then-appointed CBPAC members. Vacant positions shall not be considered in calculating whether a quorum has been achieved. Alternates attending instead of regularly-appointed members shall be considered as members in determining whether a quorum has been achieved.
- 5.4. Actions taken by the CBPAC must be approved by a majority of those members or alternates eligible to vote at a meeting at which a quorum has been achieved.

**6. Meetings**

- 6.1. All CBPAC meetings shall be posted public meetings conducted in compliance with the Brown Act.
- 6.2. The regular meetings of the CBPAC are generally scheduled for the fourth Monday of every other month beginning in January of every year at 11:00 a.m. in the Authority offices at 2999 Oak Road, Suite 100, Walnut Creek, California 94597. Additional or alternative meetings may be scheduled to address issues requiring more immediate consideration.
- 6.3. The rules contained within the current edition of Robert's Rules of Order (Newly Revised) shall govern the CBPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Authority's Administrative Code, the Authority's Office Procedures Guide, and any special rules of order the CBPAC may adopt.

**7. Subcommittees**

- 7.1. The Chair may establish subcommittees and ad hoc committees as necessary.

- 7.2. Each subcommittee shall consist of at least three (3) CBPAC members. Members shall be reappointed annually.

## **8. Amendment of By-Laws**

Amendment of these bylaws may be initiated either by the CBPAC or the Authority directly. Amendment by the CBPAC requires a two-thirds (2/3) vote of the CBPAC members present and voting at any regular meeting of the CBPAC, and subsequent approval by the full Authority Board. Amendment by the Authority would be made consistent with the Authority's adopted procedures.

## **9. Communications and Reporting**

- 9.1. The primary channel of communication for the CBPAC shall be through written and oral reports from the CBPAC to the Technical Coordinating Committee, and through that committee to the Planning Committee and Authority board.
- 9.2. Reports from the CBPAC should reflect the consensus of the CBPAC. If consensus has not been achieved, the Chair shall convey to the Authority that the CBPAC position reflects a majority vote, and the Chair shall acknowledge and convey minority opinions.
- 9.3. CBPAC members are encouraged to report back to their appointing Councils or boards on at least an annual basis and more frequently if warranted.

## **10. Conflict of Interest**

- 10.1. There shall be no monetary gain by members of the CBPAC as a result of their membership and actions on the CBPAC.
- 10.2. CBPAC members shall recuse themselves from discussion and voting on issues in which they might have a personal financial interest or benefit.