



Town of Ponce Inlet  
 4300 South Atlantic Avenue  
 Ponce Inlet, FL 32127  
 (386) 236-2180



## Application for Appointment to River to Sea Transportation Planning Organization's Bicycle/Pedestrian Advisory Committee (BPAC)

*Please note that all information provided becomes a public record upon receipt.*

Qualified candidate must be a registered voter of the Town of Ponce Inlet.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Residency:     Full-time     Part-time

Is this an application for *re-appointment*?     Yes     No – If yes, year originally appointed: \_\_\_\_\_

The Bicycle/Pedestrian Advisory Committee (BPAC) is responsible for reviewing plans, policies, and procedures as relates to bicycle and pedestrian issues in the TPO Planning Area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian project applications submitted on an annual basis.

Do you have any experience, education, and/or interest in the following fields:

- Cycling                       Transportation                       Planning                       Engineering

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you familiar with Parliamentary Procedure?     Yes                       No

If yes, please explain when and where you have received training and in what capacity you were serving at the time: \_\_\_\_\_

\_\_\_\_\_

Are you familiar with the Government in the Sunshine Law?     Yes                       No

If yes, please explain when and where you have received training and in what capacity you were serving at the time: \_\_\_\_\_

\_\_\_\_\_

Are you familiar with Quasi-Judicial procedures?  Yes  No

If yes, please explain when and where you have received training and in what capacity you were serving at the time: \_\_\_\_\_

Please provide additional information you feel may be helpful in considering your appointment to the Board: \_\_\_\_\_

*I hereby affirm that I am a resident and qualified elector of the Town of Ponce Inlet and that the information provided on this application is accurate.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

STATE OF FLORIDA }  
COUNTY OF VOLUSIA }

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is personally known to me or has produced the following form of identification:  Driver's License/State: \_\_\_\_\_  ID/Type: \_\_\_\_\_

Notary Stamp/Seal

\_\_\_\_\_  
Notary Public

**STAFF USE ONLY**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of residency verified by:  FL Driver's License  Voter Registration verified? \_\_\_\_\_

Date of Council meeting: \_\_\_\_\_ Letter sent: \_\_\_\_\_

Appointment **APPROVED**

Appointment **DENIED**

## **SECTION 7.0: BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

A. The adopted mission describes the function of the BPAC to:

*“Create and implement a regional plan for the continuing enhancement and expansion of the bicycle and pedestrian network. We will support activities that encourage and provide for a safe and balanced transportation system that promotes connectivity, mobility, health and an improved quality of life.”*

B. The BPAC shall consist of twenty-six (26) voting members made up of private citizens. Every elected official serving on the TPO Board, including the non-voting members of the Small City Alliance shall appoint in writing one (1) representative to serve on the committee.

C. Non-voting advisors shall consist of municipal representatives, transportation planners, professional engineers and those technical personnel made available by the various municipalities. These positions will include: one (1) person from a large city, one (1) person from small city, one (1) person from Volusia County government and one (1) person from Flagler County government. Non-voting advisors will also include: one (1) person from the Volusia County School Board, one (1) person from the Flagler County School Board, one (1) person from Votran and one (1) person from Flagler County Transit.

D. A FDOT District 5 staff member shall serve as a non-voting advisor to the BPAC.

E. River to Sea TPO staff will provide support for the meeting.

## **SECTION 7.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE**

A. Voting members of the BPAC must be residents of the area in which they are appointed to represent and they shall not be elected officials or paid staff.

B. One alternate may be appointed for each BPAC position. Alternates must be appointed by the TPO Board member, in writing, and may participate in the meeting and vote only in the absence of the primary member.

C. Voting members and their alternates shall serve at the pleasure of their respective TPO Board member for a period of time to be determined by the River to Sea TPO Board member that is being represented. To ensure continuous representation, a voting member of the BPAC may continue to serve beyond the term of the appointing board member until a replacement has been appointed.

D. Any vacancies in membership shall be filled in the same manner as the initial appointment.

E. Each BPAC representative is expected to demonstrate his/her interest in the BPAC's activities through participation in the scheduled meetings except for reasons of an unavoidable nature. In cases of unavoidable nature, each representative should ensure his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or unexcused, and/or three (3) meetings, unexcused in a calendar year, a letter will be sent to the board member that designated the BPAC member informing them of the violation.

F. Municipalities and agencies, in selecting their non-voting representatives, shall name only those technically-qualified persons employed by a government or governmental agency.

G. An alternate may be named, approved and confirmed for each non-voting member, provided the recommended alternate meets the technical qualifications set forth in the preceding items

## **SECTION 7.2 OFFICERS AND DUTIES**

A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.

B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.

C. BPAC officers cannot serve more than two consecutive terms for the same office. At no time may a non-voting staff support advisor chair the BPAC.

D. The Chair shall preside at all meetings and, in the event of his/her absence or at his/her direction, the Vice Chair shall assume the powers and duties of the Chair. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the BPAC.

## **SECTION 7.3 MEETINGS**

A. Monthly meetings of the BPAC shall be held on a regularly scheduled day, time and place approved by the BPAC membership. Regular meeting dates and times may be changed by action of the BPAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.

B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the BPAC petitioning the Chairperson. At least two (2) business days' notice must be provided to the members and alternates for special or emergency meetings.

C. A minimum of nine (9) voting members of the BPAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. The action of a simple majority of the members present during the time of a vote shall be considered an act of the BPAC. If at any point during the meeting attendance drops to less than nine (9) voting members, no further actions will be taken by the committee; however, presentations and other business may continue.

D. The agenda for the BPAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation-related items of interest identified by members. TPO staff and presenters will provide timely input/materials for the BPAC agenda.

E. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all BPAC meetings.

F. Notices and tentative agendas shall be sent to members and alternates five (5) working days prior to the regular meeting dates.

G. Requests for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.

H. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.

I. Meetings of the BPAC shall follow Robert's Rules of Order unless otherwise outlined in these Bylaws.

#### **SECTION 7.4 RESPONSIBILITIES AND FUNCTIONS OF THE BPAC**

A. The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the River to Sea TPO planning area and for making recommendations to the TPO Board that are pertinent to these subjects.

B. BPAC recommendations to the TPO Board shall be based upon the technical sufficiency, accuracy and completeness of studies and plans and/or programs.

C. The BPAC shall make priority recommendations to the TPO Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.

D. The BPAC shall serve as an advisory committee regarding bicycle and pedestrian matters to any and all duly constituted area wide transportation authorities and/or boards, as well as area wide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

E. The BPAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the planning process for bicycle and pedestrian issues.

#### **SECTION 7.5: SUBCOMMITTEES**

A. Subcommittees shall be designated by the BPAC as necessary to investigate and report on specific subject areas of interest to the BPAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the BPAC. These may include, but are not limited to:

- Highways
- Mass Transit
- Transportation needs of "transportation-disadvantaged" groups
- Project Review Committee
- Nominating Committee

B. When a subcommittee is convened, the first action of the committee shall be to establish the Chairperson and Vice Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings if known. A summary report of each meeting will be made available.