

# **BYLAWS OF THE PORTLAND PEDESTRIAN ADVISORY COMMITTEE**

AMENDED JUNE 18, 2013  
AMENDED FEBRUARY 15, 2011  
ADOPTED JANUARY 18, 2005

## **MISSION STATEMENT**

The mission of the City of Portland Pedestrian Advisory Committee is to represent and advocate for the needs of pedestrians by:

- Reviewing new projects that affect pedestrians to ensure they meet City of Portland Pedestrian Design Guide standards;
- Advocating for safe access for pedestrians;
- Supporting education, outreach, and advocacy of pedestrian issues; and
- Developing policy and plans to better meet the needs of pedestrians.

## **ARTICLE I. PURPOSE**

The purpose of the Portland Pedestrian Advisory Committee is to advise the Mayor and City Council and all departments of the City on all matters that encourage and enhance walking as a means of transportation, recreation, wellness, and environmental enhancement. In this context walking includes the use of medically approved devices that provide a similar level of mobility. The responsibilities of the committee shall include but are not limited to:

### **Section 1. Pedestrian Policy**

- a. Review and make recommendations on planning documents prepared by City bureaus affecting pedestrians and pedestrian facilities. These shall include but are not limited to the Comprehensive Plan, the Transportation System Plan, Neighborhood Plans, area-wide Development Plans, and the Central City Plan.
- b. Review and make recommendations regarding funding priorities for Capital Improvement Projects and other activities insofar as they relate to Pedestrians.
- c. Maintain and periodically update the Portland Pedestrian Design Guide and Pedestrian Master Plan. Monitor the implementation of those documents.
- d. Monitor activities of other jurisdictions, Metro, and the State as they affect pedestrians and pedestrian facilities in the City.
- e. Participate as members of citizen design advisory committees external to PBOT.

### **Section 2. Pedestrian Network Implementation**

- a. Assist Portland Transportation staff in setting priorities for pedestrian improvements.

- b. Review and make recommendations on Capital Improvement Projects developed within the City boundaries by governmental agencies to ensure that pedestrian needs and pedestrian facilities are given full attention.
- c. Provide staff with comment and recommendations relating to urban design and planning issues including transportation needs and other elements of the public realm and the pedestrian environment.
- d. Advise Bureau of Transportation staff on issues related to public involvement.

**Section 3. Education and Enforcement**

- a. Advise City staff on issues related to promoting pedestrian safety and education.
- b. Promote walking as the most environmentally friendly form of transportation.
- c. Promote walking for health and recreation.
- d. Work with law enforcement and other City bureaus to promote enforcement of and education about laws, policies and regulations pertaining to pedestrians.

**Section 4. Citizen Input**

Encourage citizen participation in identifying problem areas, reviewing existing facilities, and planning and implementing new projects and programs.

**ARTICLE II. MEMBERSHIP**

**Section 1. Composition of Committee**

The membership of the committee shall consist of at least nine (9), and no more than fifteen (15) members with full standing, and up to eight (8) alternate members.

**Section 2. Appointment**

- a. *Qualifications:* Any resident or business owner in the City of Portland shall be eligible for membership. Applicants should have an interest in promoting walking for transportation, recreation, and environmental enhancement, an understanding of transportation and urban design issues, have good communication skills for working on a committee, and make a commitment to attend monthly meetings and participate in the work of the committee.
- b. *Becoming a Member:*
  - 1. A membership subcommittee shall be formed to recruit new members and review applicants' qualifications, interview applicants, and present recommendations to the PAC for membership.
  - 2. Invitations to apply for membership will be offered to the community and advertised publicly at intervals not to exceed two years. Applications for membership are made through the Bureau of Transportation.
- c. *Appointments:* Based upon the recommendation of the PAC, the Commissioner in charge of Transportation may appoint new members and new alternate members. The

Chair, with support of a quorum of the committee in private session, may appoint alternate members to full member standing when vacancies occur. Alternate members may also be appointed to serve in place of a member in case of an extended absence.

- d. *Representational Goals:* In addition to the general qualifications for membership above, the Committee should include members who can offer the perspective of the special needs of the elderly, children, the disabled (especially wheel chair users), and distinct geographical areas. The committee should attempt to represent the needs of a variety of social, cultural, and economic groups, and distinct geographical areas of the city, and include members who can add to the variety of organizational, operational and technical knowledge within the Committee.

### **Section 3. Tenure**

- a. *Length of Service:* Members shall serve a four-year term and may reapply for membership.
- b. *Removal of Voting Members:* If any member is absent without good cause from three consecutive regular meetings, the Chair may declare the position vacant.
- c. An appointed alternate member will serve the balance of the term of the member replaced.

## **ARTICLE III. OFFICERS**

### **Section 1.**

- a. There shall be a Chair and a Vice-Chair for the Committee. Each officer shall serve a two-year term or until successors are elected. The Vice-Chair shall succeed the Chair.

### **Section 2.**

Nominations for officers shall be made from the floor and ballot elections held at the next subsequent meeting.

## **ARTICLE IV. MEETINGS**

### **Section 1. Monthly Meetings**

A regular monthly meeting shall be held on the third Tuesday of the month in City Hall, unless otherwise agreed upon. The committee shall determine time and duration of the meeting.

### **Section 2. Conduct of Meetings**

- a. A majority of members in good standing shall constitute a quorum for the transaction of business at any regular meeting.
- b. The act of a majority of a quorum of the Committee shall constitute an act of the Committee.
- c. Meetings without a quorum can be cancelled at the discretion of the Chair and Bureau Staff.
- d. The Pedestrian Coordinator and the Committee Chair shall establish agenda in consultation with the interests of the Committee.

- e. The Chair will facilitate meetings, encourage participation by all members, and ensure meetings follow the agenda and end on time.
- f. Summary meeting notes will consist of a record of the proceedings and summary of points of discussion for each topic. A draft of the meeting notes will be provided to Committee members by email with adequate time to include revisions and corrections at the next meeting. Only meeting notes formally adopted by the Committee will be the official record and distributed to interested parties.
- g. The Vice-Chair will monitor subcommittees and review draft meeting notes before they are distributed to the rest of the PAC, to help provide clarification and context.
- h. Bureau staff shall be responsible for distributing the meeting agenda and meeting notes as described above, and for communicating the recommendations of the Committee to the appropriate decision-makers.
- i. Subcommittees: At its discretion, the Chair with the approval of the Committee, may form subcommittees to carry out special projects, represent the Committee on projects, or for other purposes that the Committee may delegate. The subcommittees will report on developments and issues to the Committee at the monthly meetings.

#### **ARTICLE V. AMENDMENTS TO BYLAWS**

The committee may amend the bylaws at any regularly scheduled meeting by vote of a majority of the members in good standing, provided that the Committee has agreed to consider one or more amendments to the bylaws in a prior meeting, that meeting notes reflect the discussion and that a written notice of the proposed amendment is mailed (postal or email) to members not later than a week before the regularly scheduled meeting.