

Opelika Bicycle Advisory Committee Bylaws

I. Name

The name of this organization shall be the Opelika Bicycle Advisory Committee (BAC), **a 501(c)3 non-profit organization.**

II. Purpose

The Opelika Bicycle Advisory Committee, serving the City of Opelika, is committed to working with the designated coordinators to ensure implementation of the ~~Bicycle Plan as adopted and approved on October 16, 2001.~~ **2021 Bicycle/ Pedestrian Masterplan.** The Opelika Bicycle Advisory Committee accomplishes its mission by pursuing the Bicycle Friendly Community designation and promoting opportunities for bicycle pathways, bicycle recreation and bicycle transportation as they arise.

III. Membership

The City of Opelika will appoint a permanent Bicycle Advisory Committee (BAC) composed of:

1. Volunteers who serve in rotating terms of 2 years. Members may serve an unlimited number of terms. Volunteers must submit a City of Opelika Volunteer Service Application Form to request appointment. **at their first meeting.** ~~A member must request reappointment (paper or e-mail) bi-annually form the President during the period beginning on December 15 and ending on January 15 prior to the expiration of their term. Renewal of membership must be approved by a majority of BAC members present at the~~
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~~regular meeting in January.~~ can serve as long as he or she likes and may resign at any time by written notice to the President.

2. Staff representatives from the Parks&Recreation Department, the ~~Public Safety Department, the Public Works Department,~~ Opelika Police Department, Engineering Department, Opelika City Schools and/or other departments as deemed necessary to serve as members of the BAC, not to exceed 50% of the total membership.

IV. Officers

1. Titles: The Opelika Bicycle Advisory Committee shall have the following officers elected from the current membership. The Board of Directors of the 501(c)3 non profit organization shall consist of the officers of the BAC.

A. President

B. Vice President

C. Secretary

~~D. Publicity Chair~~ Treasurer

2. Qualifications:

A. The president shall have been appointed to the organization and shall serve 2 years.

B. The other officers must be current members of the organization.

C. Officers will be nominated at the last regular meeting of the year. The BAC shall elect officers at the first regular meeting of the calendar year for a term of two (2) calendar years.

D. The officers shall be installed and begin service at the same meeting. Any officer is eligible to serve a maximum of two (2) consecutive terms.

3. Duties of the Officers:

A. The President shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc committees and

shall perform such other duties as usually required of this office.
The president shall be an ex-officio member of all committees.

B. The Vice President shall act in the absence of the President in all capacities as listed above and shall assist in conducting the business of the organization.

C. The Secretary shall be appointed by the President to keep attendance records, record proceedings and prepare minutes.

D. ~~The Publicity Chair shall keep the City of Opelika and membership apprised of meetings, issues, and events by the most feasible means, i.e. E-mail, Facebook, Twitter, etc.~~

The Treasurer shall maintain checkbook, file all appropriate tax documents in a timely fashion, and report all appropriate account balances.

V. Committees

1. The President, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President.

2. A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.

VI. Meetings

1. Regular Meetings shall be held on the 3rd Thursday at 5:30 pm unless a different schedule is approved by a majority vote of members.

2. All members in good standing shall be entitled to all privileges of membership, including voting rights and the right to hold office.

3. Special meetings may be held at any time when called for by the President or a majority of Committee members.
4. Agendas shall be provided.
5. No action of the BAC will be official unless a quorum is present. A Quorum will be ~~at least 51% of the membership.~~ **the members who are present.** Members who have designated a proxy who is present or submitted a proxy vote will be counted as present. A majority vote shall be required from members present or present by proxy to carry a motion.

VII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the Committee.

VIII. Municipal Policies

The organization shall abide by all applicable policies instituted by the City of Opelika.

IX. Amendments

These bylaws may be amended by a vote of two-thirds of the members present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible methods.

X. Conflict of Interest Policy

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meeting at which such votes are taken shall record such disclosure, abstention and rationale for approval.