



**BYLAWS OF
ANNE ARUNDEL COUNTY BICYCLE ADVISORY COMMISSION**

Amended December 11, 2018

1. MISSION STATEMENT: The mission of the ANNE ARUNDEL BICYCLE ADVISORY COMMISSION is to advise the County on the creation, development and maintenance of a safe interconnected network of on-road bicycle lanes, separate bicycle lanes and multi-use trails to enhance and contribute to the County's health, environment, quality of life, and economic vitality.

2. PURPOSES: The Commission shall (1) advise the County Executive, the County Council, and County Departments on the implementation and refinement of the County Pedestrian/Bicycle Master Plan; (2) work with the Complete Streets Working Group on the goal of building and improving County roads to accommodate all users – motorized, cyclists and pedestrians; (3) advise the County Executive, the County Council, and County Departments on the plan, design, and building of a safe, interconnected network of on-road and off-road bicycle routes; (4) advise and recommend to the County Executive, the County Council, and County Departments programs that promote the safe use of bicycles for transportation, recreation, and fitness by residents, commuters, and visitors of all ages; (5) advise the County Executive, the County Council, and County Departments on seeking and securing funding sources for bicycle infrastructure and programs; (6) advise the County Executive, the County Council and County Departments regarding state and local legislation impacting bicycling and the cycling network;

and (7) assist the County and City of Annapolis to maintain and upgrade League of American Bicyclists Bronze Bike-Friendly Community Status.

3. MEMBERSHIP: The Anne Arundel County Bicycle Advisory Commission shall consist of up to fifteen (15) residents appointed by and serving at the pleasure of the County Executive. The Commission shall include the Director of Office of Transportation, the Planning and Zoning Officer, the Director of the Department of Public Works, and the Director of the Department of Recreation and Parks, or their designees, as *ex officio* representatives.

4. TERM: The term of each member shall be appointed for a term of two (2) years and shall not serve more than four (4) consecutive terms. At the expiration of a member's term, a member shall continue to serve until a replacement is appointed. A member appointed to fill a portion of an unexpired term shall serve that portion of the unexpired term unless reappointed.

5. RESIGNATION/REMOVAL: A member may resign by submitting a written resignation to the County Executive. Failure to attend three (3) consecutive meetings without excuse shall constitute a resignation from the Commission. The County Executive may remove a member at any time, with or without cause, upon written notification to the member.

6. CHAIR: A chairperson shall be appointed by the County Executive and shall serve at the discretion of the County Executive. The Chair shall preside at and conduct all meetings of the Commission; serve as the representative of the Commission in meetings and discussions with other organizations and agencies; ensure the Commission's compliance with the Maryland Open Meetings Act; and perform all duties otherwise assigned by the County Executive.

7. SECRETARY: The Chair of the Commission shall appoint a Secretary, who shall serve at the discretion of the Commission. The Secretary shall keep accurate records and minutes

of all meetings of the Commission that comply with the Maryland Open Meetings Act and relevant provisions of the County Code; make available minutes of the previous meeting and distribute them to the Commission members and to the County's Director of Board and Commissions in advance of each meeting; create a system to ensure notice of all meetings are delivered to the Commission members and to the County Director of Boards and Commissions, and complies with the notice requirements of the Maryland Open Meetings Act; maintain the minutes and a current listing, with contact information, of the members of the Commission; and serve as the records custodian for the Commission under the provisions of the Maryland Public Information Act.

8. MEETINGS: The Commission shall meet at least quarterly. The Commission shall comply with all requirements of the Maryland Open Meetings Act. Notices of meetings shall be in writing and delivered to members and to the County's Director of Boards and Commissions at least 10 days before the day of the meeting. Written notice of meetings may be delivered by electronic transmission. Failure of notice to any member shall not invalidate the meeting or any action taken at the meeting.

9. QUORUM: A quorum shall consist of a simple majority or fifty percent (50%) plus one (1) of the members present.

10. TELEPHONE AND ELECTRONIC PARTICIPATION: Members may participate in meetings and vote on matters discussed therein by means of a conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence of the Member at the meeting.

11. COMMITTEES: The Commission may create committees, and the Chair may

appoint Members to chair and serve on those committees.

12. ANNUAL REPORT: The Commission shall provide a report to the County Executive by January 31 of each year that describes its activities and fulfillment of its mission statement and purposes during the prior calendar year, as well as its recommendations for the succeeding calendar year.

13. COMPENSATION: Members shall serve without compensation.

14. AMENDMENTS: Provisions of these bylaws that are not controlled by State or County law, State or County regulation, or County Executive Order may be amended by a simple majority vote of the Members present and entitled to vote at a meeting at which a quorum is present. Any proposed amendment must be submitted to the members in writing with written notice of the meeting to decide on the proposed amendment at least ten (10) days prior to the meeting date.

**Adopted by the Anne Arundel County Bicycle Advisory Commission this 11TH day of
December 2018.**



Name: Jon Korin
Title: Chair

December 11, 2018

Date

I, the undersigned, being Secretary of the Commission, hereby certify that the above is a true, complete and accurate copy of the Bylaws adopted by the Commission.



Name: Rick Watts
Title: Secretary

December 11, 2018

Date