

All Suggestions Accepted

Portland Bicycle and Pedestrian Advisory Committee

Bylaws

Adopted January 9, 2006

Amended by Votes of the Committee

- May 11, 2015
- January 14, 2019
- July 11, 2022
- November 11, 2024

Article 1. General

Section A: Name

The name of the organization is Portland Bicycle and Pedestrian Advisory Committee, and is located in Portland, Maine. In all references in the bylaws, the “Committee” and “PBPAC” will refer to the “Portland Bicycle and Pedestrian Advisory Committee.”

Section B: Purpose

The purpose of the Committee is to make Portland a better place to walk, bicycle and wheelchair, and the committee shall advocate and educate on issues relating to bicycle, transit and pedestrian issues, including handicap accessibility.

Article 2. Membership

Section A: Eligibility

Membership is open to any resident of Portland. To become a voting member, one must attend a meeting, declare a desire to join the Committee and attend at least one additional meeting or event in the following 4 months. To retain voting privileges, a member must have attended at least one PBPAC meeting or event within the previous 12 months.

Section B: Member Conduct

All members shall behave civilly during the conduct of Committee business. This shall apply to both in-person and electronic forums. Behavior which may be ruled out of order includes but is not limited to the following:

1. Interruptions of other members who have been given the floor to speak to the group.
2. Failure to disclose conflicts of interest regarding matters under discussion.
3. Badgering, bullying or harassing comments directed at other people.

Enforcement of Rules of Member Conduct

1. During meetings
 1. Members who violate rules of conduct will be given a verbal warning by the Chair
 2. Ejection from meeting
 - i. Any person who receives two verbal warnings from the Chair during the meeting will be asked to leave after a 3rd incident.
 - ii. Any person ejected from a meeting will be banned from the subsequent meeting of PBPAC.
 - iii. Any person ejected from two or more meetings in a calendar year will be permanently banned from PBPAC.
2. Electronic Communication Decorum
 1. Members of PBPAC who feel another member has violated the rules of conduct may confidentially make a complaint to the Executive Committee.
 - i. The Executive Committee will determine if the claim is warranted, which shall require a vote of 3 of the 4 members of that Committee.
 - ii. If the complaint regards a member of the Executive Committee, that member shall recuse themselves.
 2. Any member violating the rules requiring respectful conduct on the PBPAC email listserv, or other forum for communication, shall be sent a warning by the Executive Committee via email detailing the violation.
 3. If a member receives two warnings within a 7-day period, they will be given a 7-day ban from the electronic forum.
 4. If a member receives two bans in a calendar year, they shall be placed on "moderated" status, and all messages they post must be approved by moderators through the end of the next calendar year.
 5. Any member who is placed on moderated status can appeal this decision to the Committee to remove the restriction, which may do so by a vote of 2/3rds of members present.

Article 3. Officers

Section A: Co-Chairs

Responsibilities:

1. Alternately Chair meetings, or appoint a Chair if neither is available;
2. Prepare Agendas;
3. Send out meeting notices for regular and special meetings: special meetings require 1 week's notice;
4. At the discretion of the organization by majority vote at a meeting, represent the group as spokesperson to the city council or other committees and the media; and
5. Mentor District committee members, and all PBPAC members to serve as officers in the future.

Term:

Co-chairs shall serve one year terms, with elections held in April and September. The terms shall be staggered, with one of the first 2 co-chairs elected serving only a 6 month term.

Section B: Secretary

Responsibilities:

1. Take minutes of meetings and present them to the membership;
2. As directed by the Committee by vote of membership at a meeting, be responsible for correspondence of the Committee; and
3. Maintain records of members of the committee.

Term

The Secretary shall serve for one year.

Section C: Past Chairs

The Committee's "Past Chairs" shall be the two people last serving as "Co-Chairs" of the Committee.

Responsibilities

1. The Past Chairs will advise the current Co-Chairs as to procedures, information sources and contact information needed to carry out their duties as Co-Chairs;
2. The Past Chairs will assist the Committee and its Secretary with the preservation of its institutional memory; and
3. The Past Chairs will serve as acting Chair when neither of the current Co-Chairs are present.

Term

The Past Chair will serve until such time as new Co-Chairs are elected and new Past Chairs assume the post.

Section D: District Leaders

There will be five District Leaders, selected from among PBPAC's membership, one from each of the five City Council districts.

Responsibilities

1. Serve as executive committee members;
2. Represent their district's interest in PBPAC, and PBPAC's interest in their district;
3. Advocate PBPAC's priorities to their district City Councilor and School Board member;
4. When applicable, communicate District project and policy updates at monthly general meetings; and
5. Support and Learn from the officers, facilitating PBPAC's continuance and growth.

Term

The District Leaders will serve one year terms and will be appointed by the sitting Executive Committee one month after the General Election. Vacancies may be filled at any time by the Executive Committee.

4. Executive Committee

The Executive Committee shall consist of the Co-Chairs, Past Chairs, Secretary, and District Leaders. Quorum for Executive Committee decisions shall be met when two-thirds of the filled seats are present.

Responsibilities

1. Make emergency decisions supporting policy objectives, where time does not allow a meeting to be called. Emergency policy decisions must be brought before the membership at the next meeting.
2. Make decisions and take actions granted to it by the membership at a meeting.
3. Support the onboarding, education, growth, and participation of membership.
4. The Executive Committee is responsible for enforcing rules of member conduct as specified in Article 2, Section B.

5. Meetings

Committee meetings will be held on a regular monthly basis, the date and time to be decided by the membership, with at least ten meetings per calendar year. All meetings are open to all members and to the public. Meetings are to be held at an open and accessible place as noticed by the Chair. Notice of special meetings must be sent to the membership one week prior to the meeting. By discretion of the Chair or a vote of the members present, the meetings will be held according to "Robert's Rules of Order." The Chair may appoint a parliamentarian.

6. Subcommittees

The Committee may assign task forces that can meet to research issues, develop informational events and work on special projects as charged by the Committee.

7. Policy Issues

Committee policies may be decided by a vote of the membership at a regular meeting. No person may speak in the name of the Committee unless so authorized by a vote of the membership at a regular or special meeting, or an executive committee emergency decision, as outlined in Article 4.

8. Quorum

All decisions involving policy and actions of the committee must be passed by a quorum of members present at a regular meeting. The Quorum must consist of at least six committee members (including officers) who have been members for at least one month.

9. Elections

Election of officers will take place during the regular September meeting of the Committee. Members may be nominated for office at the August or September meetings. A member need not be present at the September meeting to be nominated for office. Nominations must be made by a voting member of the Committee and seconded by same. Any member of the Committee may request a secret ballot.

10. Amendments

The bylaws may be amended by a two-thirds vote of those present at a regular meeting. The amendments and meeting notice must be sent to the membership at least one month before the meeting.

Redlined

Portland Bicycle – Pedestrian Advisory Committee

Bylaws

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- May 11, 2015
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1. In all references below, the “Committee” and “PBPAC” will refer to the “Portland Bicycle – Pedestrian Advisory Committee.”

2. Purpose

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3. Membership

Membership is open to any resident of Portland. To become a voting member, one must attend a meeting, declare a desire to join the Committee and attend at least one additional meeting or event in the following 4 months. To retain voting privileges, a member must have attended at least one PBPAC meeting or event within the previous 12 months.

a. Chair

Responsibilities:

1. Chair meetings or appoint a Chair as necessary;
2. Prepare Agenda;
3. At the discretion of the organization by majority vote at a meeting, represent the group as spokesperson to the city council or other committees and the media;
4. Ensure that the Vice Chair has the opportunity to gain the experience necessary to take over as Chair the following year.

Term

1. The Chair shall serve for one year.

b. Vice Chair

Responsibilities

1. Assume the responsibilities of the Chair when the Chair is not present.

Term

1. The Vice Chair shall serve for one year, after which time they shall become Chair, pending a vote of approval by the Committee.

c. Secretary

Responsibilities:

1. Take minutes of meetings and present them to the membership; As directed by the Committee by vote of membership at a meeting, be responsible for correspondence of

the Committee;2. As directed by the Committee by vote of membership at a meeting, be responsible for correspondence of the Committee;

3. Maintain records of members of the committee.

Term

1. The Secretary shall serve for one year.

d. Past Chair

The Committee's "Past Chair" shall be the person last serving as "Chair" of the Committee.

Responsibilities

1. The Past Chair will advise the current Chair as to procedures, information sources and contact information needed to carry out their duties as Chair;

2. The Past Chair will assist the Committee and its Secretary with the preservation of its institutional memory;

3. The Past Chair will serve as acting Chair when neither the current Chair nor the current Vice Chair are present.

Term

1. The Past Chair will serve one year, or until such time as a new Chair is elected and a new Past Chair assumes the post.

4. Meetings

Committee meetings will be held on a regular monthly basis, the date and time to be decided by the membership, with at least ten meetings per calendar year. All meetings are open to all members and to the public. Meetings are to be held at an open and accessible place as noticed by the Chair. Notice of special meetings must be sent to the membership one week prior to the meeting. By discretion of the Chair or a vote of the members present, the meetings will be held according to "Robert's Rules of Order." The Chair may appoint a parliamentarian.

6. Subcommittees

The Committee may assign task forces that can meet to research issues, develop informational events and work on special projects as charged by the Committee.

7. Policy Issues

Committee policies may be decided by a vote of the membership at a regular meeting. No person may speak in the name of the Committee unless so authorized by a vote of the membership at a regular or special meeting.

8. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Past Chair, and Secretary.

Responsibilities

1. The Executive Committee can make emergency decisions regarding the Committee. Those decisions must be brought before the membership at the next meeting.

2. The Executive Committee can make decisions and take actions granted to it by the membership at a meeting.

3. The Executive Committee is responsible for enforcing rules of member conduct as specified in Section 12.

9. Quorum

All decisions involving policy and actions of the committee must be passed by a quorum of members present at a regular meeting. The Quorum must consist of at least six committee members who have been members for at least one month.

10. Elections

Election of officers will take place during the regular September meeting of the Committee. Members may be nominated for office at the August or September meetings. A member need not be present at the September meeting to be nominated for office. Nominations must be made by a voting member of the Committee and seconded by same. Any member of the Committee may request a secret ballot.

11. Amendments

The bylaws may be amended by a two-thirds vote of those present at a regular meeting. The amendments and meeting notice must be sent to the membership at least one month before the meeting.

12. Member Conduct

All members shall behave civilly during the conduct of Committee business. This shall apply to both in-person and electronic forums. Behavior which may be ruled out of order includes but is not limited to the following:

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2. Failure to disclose conflicts of interest regarding matters under discussion.
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Enforcement of Rules of Member Conduct

1. During meetings

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 - ii. Any person ejected from a meeting will be banned from the subsequent meeting of PBPAC.
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2. Electronic Communication Decorum

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 - i. The Executive Committee will determine if the claim is warranted, which shall require a vote of 3 of the 4 members of that Committee.
 - ii. If the complaint regards a member of the Executive Committee, that member shall recuse himself.

2. Any member violating the rules requiring respectful conduct on the PBPAC email listserv, or other forum for communication, shall be sent a warning by the Executive Committee via email detailing the violation.
3. If a member receives two warnings within a 7-day period, they will be given a 7-day ban from the electronic forum.
4. If a member receives two bans in a calendar year, they shall be placed on "moderated" status, and all messages they post must be approved by moderators through the end of the next calendar year.
5. Any member who is placed on moderated status can appeal this decision to the Committee to remove the restriction, which may do so by a vote of 2/3rds of members present.

Current

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4. Officers

a. Chair

Responsibilities:

1. Chair meetings or appoint a Chair as necessary;
2. Prepare Agenda;
3. At the discretion of the organization by majority vote at a meeting, represent the group as spokesperson to the city council or other committees and the media;
4. Ensure that the Vice Chair has the opportunity to gain the experience necessary to take over as Chair the following year.

Term

1. The Chair shall serve for one year.

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