

# Burlington Walk-Bike Steering Committee Bylaws

Draft – October 4, 2015

## 1. Purpose

- a. The responsibilities of the Steering Committee (SC) of the Burlington Walk-Bike Council (BWBC) include
  - i. strategic planning;
  - ii. leading and organizing projects, initiatives, and events; and
  - iii. planning the agendas for upcoming general BWBC meetings.

## 2. Membership

- a. The Steering Committee shall consist of 5 to 9 members of the BWBC.
- b. Members of the Steering Committee shall either be residents of Burlington, or else work in Burlington and commute largely by walking or biking.
- c. When there are openings on the Steering Committee, new members may be added as follows:
  - i. New members may be nominated by any other SC member, or by petition of at least five general BWBC members.
  - ii. Nominees must attend at least one BWBC general meeting and one Steering Committee meeting prior to being elected.
  - iii. Nominees may then be elected to the Steering Committee by majority approval vote at a general BWBC meeting. Notice of the election shall be included in the agenda of the meeting.
- d. Members of the Steering Committee shall generally serve for a term of two years. At that time, members wishing to remain on the SC may run for re-election. As a matter of courtesy, members are requested to let the rest of the SC know whether or not they intend to run at least two months in advance.
- e. There is no limit on the number of terms a member may serve on the Steering Committee.
- f. Reasonable efforts shall be made to achieve diversity of perspective on the Steering Committee, especially ensuring that both biking and walking interests are represented.

## 3. Meetings

- a. The Steering Committee shall generally meet once a month in advance of the general BWBC meeting, and may also have additional meetings as needed.
- b. SC meetings shall be held at a time and place selected by the Chair, or a majority of SC members.
- c. The Chair or a majority of SC members may call a special SC meeting.
- d. Members of the Steering Committee are expected to attend the majority of SC meetings and general BWBC meetings. To the extent possible, absences should be communicated in advance to the other SC members.

## 4. Officers

- a. The Steering Committee members shall elect a Chair and Secretary annually at its January meeting, or as needed due to vacancy. By two-thirds majority vote of the Steering Committee, either role may be split between two people who coordinate and share their tasks and responsibilities.

- b. The Chair's responsibilities shall include the following:
    - i. facilitating Steering Committee and general meetings of the BWBC;
    - ii. establishing and communicating meeting times, dates, and locations for the Steering Committee;
    - iii. providing general leadership for the BWBC;
    - iv. coordinating recruitment of new Steering Committee members;
    - v. ensuring that someone else can perform the above responsibilities if they are unable to do so themselves.
  - c. The Secretary shall be responsible for ensuring that agendas and minutes of general BWBC meetings are prepared and distributed appropriately according to open meeting rules. If the Secretary is unable to perform this function in a given month, he or she is responsible for ensuring that someone else can take their place.
  - d. Other Offices and sub-committees of the Steering Committee, working groups of the BWBC, and representatives of the BWBC on other committees or working groups, may be established as needed by majority vote of the Steering Committee.
5. Responsibilities
- a. Members of the Steering Committee are expected to participate in reviewing and commenting on BWBC documents, including policy statements, agendas and minutes, and letters as needed.
  - b. Members of the Steering Committee are expected to contribute to the activities of the BWBC and the Steering Committee in a way that suits them, which may include:
    - i. performing the duties of an officer;
    - ii. serving on a sub-committee or working group of the BWBC;
    - iii. serving as a representative of the BWBC on an outside committee or working group;
    - iv. helping to prepare and/or edit documents;
    - v. generating and refining ideas, proposals, and positions;
    - vi. helping to organize, coordinate, or participate in projects and events sponsored by the BWBC; and/or
    - vii. otherwise contributing in a positive and cooperative way.
6. Conduct
- a. Members of the Steering Committee are expected to conduct their participation in the BWBC and walk-bike advocacy work responsibly and respectfully, avoiding personal attacks, extreme contentiousness, and disruptive behavior. Members are also expected to listen and to work well with others.
  - b. Members of the Steering Committee shall not represent the position of the BWBC without prior approval of the Steering Committee. Strong statements of personal opinions or policy positions by members of the Steering Committee shall be clearly marked as being personal opinions and not necessarily those of the BWBC.
  - c. Members of the Steering Committee shall not release documents being prepared by or for the BWBC until the Steering Committee has agreed that they are final.
7. Censure and removal

- a. Members of the Steering Committee who do not follow the above guidelines, or who otherwise engage in activities that do not serve the interests of the BWBC, may be warned or reprimanded by the Chair.
  - b. Members may be removed from the Steering Committee as follows:
    - i. Members may be removed from the Steering Committee by a two-thirds majority vote of the remaining members of the Steering Committee for any reason.
    - ii. The member in question shall be given the opportunity to defend themselves in advance of the vote.
    - iii. Votes may be cast via email if necessary.
    - iv. If any members are unable to attend or to otherwise cast votes, they shall count as a vote against removal. The intention is that all SC members shall cast a vote.
    - v. Officers may similarly be removed from their office by a two-thirds majority vote of the remaining members of the Committee.
  - c. Members who have been removed from the Steering Committee as described above shall not be eligible for re-election to the Steering Committee for at least two years.
8. Amendment
- a. These bylaws may be amended by two-thirds vote of the Steering Committee.