

**San Francisco Bay Area Rapid Transit District  
BART Bicycle Advisory Task Force Bylaws  
Amended December 2016**

**ARTICLE I – NAME OF TASK FORCE**

The name of this task force shall be the BART Bicycle Advisory Task Force (BBATF).

**ARTICLE II – MISSION STATEMENT AND ROLE**

- A. The mission of the BBATF is to advise the San Francisco Bay Area Rapid Transit District (BART) staff and the BART Board of Directors on ways to maintain and improve the convenience, accessibility, safety, and security of the BART system for all bicyclists and their bicycles.
- B. The BBATF shall serve as BART's Bicycle Advisory Committee, satisfying the requirements of MTC Resolution 875 (Revised) and MTC Resolution 2178 (Revised), which establish funding criteria required by applicable state and federal laws.

**ARTICLE III – RESPONSIBILITIES**

- A. Review and advise on priorities for BART projects that affect bicyclists using the BART system.
- B. Evaluate and advise on the impact of BART plans, policies, procedures, programs, maintenance activities, and facilities on bicyclists who use BART and recommend improvements to bicyclists' ability to access and utilize BART stations and trains.
- C. Provide a public forum for and encourage public participation in the discussion and resolution of all BART-related bicycle safety, security, and access issues.
- D. Consider and support the access needs of all bicyclists who use BART, including commuting, transportation, recreational, racing, and utilitarian bicyclists.
- E. Collaborate with other citizen's advisory committees as appropriate, e.g., the BART Accessibility Task Force (BATF), in order to consider the needs and safety concerns of other passengers such as wheelchair users and those with mobility impairments who may interact with cyclists or use facilities with bicyclists on BART trains and around BART stations.

## ARTICLE IV – MEMBERSHIP

### A. COMPOSITION

1. Members of the BBATF shall be unpaid volunteers.
2. The BBATF shall have 15 members, three representatives from each of the counties served by BART: Alameda, Contra Costa, San Mateo, Santa Clara, and San Francisco.
3. The BBATF shall not discriminate based on race, color, national origin, sex, religion, sexual orientation, disability, or age in its membership.

### B. TERM OF OFFICE

1. Members shall serve three-year terms beginning January 1, with the three members from each county rotating the beginning of their terms to avoid all three terms ending at the same time.
2. Upon adoption of these amended bylaws, the current BBATF members' terms shall be extended to three years. The three-year term of the third member from each county shall begin on January 1, 2017.
3. There is no limit on the number of terms a BBATF member may serve.
4. If a member resigns, is removed, or is unable to complete his or her term, a new member shall be sought to complete the remainder of that term.

### C. MEMBER NOMINATION AND SELECTION PROCESS

1. The BBATF shall inform the nominating agencies in each county when vacancies occur. The nominating agencies shall be defined as a county's Bicycle Advisory Committee (BAC) and a county's bicycle advocacy organization.
2. Nominees must have attended one BBATF meeting prior to their nomination. Failure to meet this criterion will render the nomination void, and the nominating agency must nominate another member.
3. Prospective BBATF members must apply to a nominating agency.
4. Current BBATF members who wish to serve a subsequent term must reapply to their county's BAC or bicycle advocacy organization.
5. BBATF vacancies occurring upon the expiration of regular terms shall be filled, on an alternating basis, by nominations from each county's bicycle advocacy organization or by the county's Bicycle Advisory Committee (BAC).

6. If a county has multiple bicycle advocacy organizations resulting in more than the required number of nominations for that county, then the BBATF shall select by majority vote the bicycle advocacy organization(s) that shall serve as that county's nominating agency.
7. If a county does not have a BAC or the BAC chooses not to make nominations, the bicycle advocacy organization may nominate all members for that county.
8. If a county does not have a bicycle advocacy organization or the bicycle advocacy organization chooses not to make nominations, its BAC may nominate all members for that county.
9. The BBATF will ratify BBATF member nominees selected by the appropriate agency or agencies from each county served by BART.

**D. RESIGNATION**

Members of the BBATF may resign by notifying the BBATF Chair or BART staff liaison, who will then inform the BBATF and the nominating agency that nominated the member.

**E. TERMINATION OF MEMBERSHIP**

1. A member's appointment to the BBATF shall be terminated upon a determination by the BBATF that:
  - a. A member has missed a majority of meetings in a calendar year,
  - b. A member materially misrepresents him- or herself, or
  - c. A member has engaged in a consistent pattern of disruptive behavior in BBATF or other BART-related meetings.
2. A member shall be removed only by a two-thirds majority vote of the remaining members of the BBATF at a duly noticed meeting. The individual member subject to removal shall be notified by BART staff both in advance of such a vote and following any action(s) taken regarding her or his membership status.

## ARTICLE V – OFFICERS

### A. CHAIR

1. The BBATF shall elect one member to serve as its Chair (“Chair”).
2. The Chair shall work with BART staff to develop an agenda for BBATF meetings.
3. The Chair shall lead meetings and keep order, appoint members to ad hoc committees, and represent the BBATF before the BART Board.
4. The Chair shall perform other duties necessary or customary to the office.

### B. VICE-CHAIR

1. The BBATF shall elect one member to serve as its Vice-chair (“Vice-chair”).
2. If the Chair is absent or unable to serve, the Vice-chair shall have all of the powers and perform all of the duties of the Chair.

### C. SECRETARY

1. The BBATF shall elect a Secretary.
2. The Secretary shall be accountable for meeting minutes, either by taking minutes him or herself or by delegating the task to another member.
3. If both the Chair and the Vice-chair are absent or unable to serve, the Secretary shall have all of the powers and shall perform all of the duties of the Chair.

### D. ELECTION OF OFFICERS, TERMS, AND VACANCIES

1. Officers shall be nominated at the first meeting of each calendar year.
2. Officers shall be elected by a simple majority vote of current members of the BBATF.
3. The officers of the BBATF shall serve for one year or until the next election is held.
4. If the BBATF fails to elect an officer, the current officer shall continue to serve until the BBATF elects a successor.
5. A vacancy in any office shall be filled at the next BBATF meeting by an election to fill the unexpired term.
6. If the Chair, Vice-chair, and Secretary are all absent from any meeting, the meeting shall be called to order by the staff liaison. Staff shall immediately call for the selection of a Temporary Presiding Officer.
7. There is no limit on the number of terms a BBATF officer may serve.

### E. TERMINATION OF OFFICERS

Two-thirds of the current members may remove an officer from office by a motion at a regular meeting for which the proposed removal is an item on the agenda published before such meeting.

## **ARTICLE VI - STAFF SUPPORT**

- A. At least one staff member shall be assigned to work with the BBATF as staff liaison.
- B. The staff liaison shall collaborate with the Chair and other officers as needed to prepare, compile, and distribute agendas and related materials for BBATF meetings.
- C. The staff liaison shall be responsible for posting BBATF agendas, minutes, and related materials on the BART website.
- D. The staff liaison shall forward minutes of BBATF meetings to the BART Board.

## **ARTICLE VII –TRANSPARENCY IN BBATF CONDUCT**

### **A. TRANSPARENCY**

- 1. Meetings shall be conducted in accordance with BART transparency rules.
- 2. Agendas and minutes shall be made public in accordance with BART transparency rules.

### **B. MEETINGS**

- 1. BBATF meetings shall be open to the public and held within the boundaries of the BART service area.
- 2. Meetings shall be held in a location accessible to people with disabilities that also has secure bicycle parking sufficient for both BBATF members and the public.
- 3. Members of the public have the right to directly address the BBATF during an agendized public comment period on issues that are not on the agenda. Members of the public also have the right to address any item on the agenda before or during BBATF consideration of the item. Comments from the public shall be subject to reasonable time limits, established at the discretion of the Chair at each meeting.
- 4. Regular BBATF meetings shall be held at least six (6) times per year.
- 5. To accommodate individual BBATF members and members of the public with any disability or impairment, BART staff shall provide minutes, correspondence, exhibits, and other graphic information in alternative accessible formats as well as sign language interpreters or captioning when requested.
- 6. Routine and one-time (non-routine) requests for disability or limited English proficiency accommodation must be made to BART staff liaison in a timely fashion and no later than five business days in advance of BBATF regular meetings and one business day in advance of BBATF special meetings.

**C. SPECIAL MEETINGS**

1. The BBATF Chair may call special meetings when the work of the BBATF requires it.
2. The BBATF Chair shall identify the purpose of the special meeting at the time it is called.

**D. AGENDAS**

1. At least 72 hours prior to a regular BBATF meeting or 24 hours prior to a special BBATF meeting, an agenda shall be posted on the BART web site and in a public place in the same manner as the BART Board.
2. Agendas and related materials shall be emailed to BBATF members and to members of the public requesting said agendas at least 72 hours prior to each regular meeting.
3. Staff reports shall be included with all public postings of BBATF agendas and be available in print and/or electronic versions to members of the public attending any BBATF regular meeting.
4. Only items on the posted agenda shall be discussed or acted upon at meetings by BBATF members, except BBATF members shall be allowed to briefly respond to non-agendized comments made by members of the public.

**E. MINUTES**

1. Draft (unapproved) minutes shall be posted on the BART web site as soon as they are available, preferably within two weeks after a meeting. Unapproved or draft minutes shall be clearly labeled as such on each and every page.
2. Draft minutes shall be distributed, together with the agenda, for review and approval by the members at the next regularly scheduled meeting.
3. Final minutes shall be posted on the BART web site within one week following approval by the BBATF.

**F. RULES OF CONDUCT**

1. All regular and special meetings of the BBATF shall be conducted in accordance with these bylaws.
2. Unless they are speaking in support of a recommendation or position that has been approved by a majority of the BBATF, members should make it clear in any public statements that they are speaking as individuals and not as representatives of the entire BBATF.
3. Members shall recuse themselves from any matter before the BBATF in which they have a financial interest.

**ARTICLE VIII – VOTING PROCEDURES AND OFFICIAL DECISIONS OF THE BBATF**

- A. A simple majority of the appointed current members of the BBATF shall constitute a quorum.
- B. A quorum shall be necessary to hold a vote or transact any other official BBATF business.
- C. Each member shall be entitled to one vote.
- D. A simple majority vote of all current BBATF members is required to take official action, except as specified in Article IV Section E.2, Article V Section E, and Article X Section A of these bylaws.
- E. Proxy, telephonic, electronic, or absentee ballots shall not be permitted.
- F. The number of members present and a record of the vote on actions taken shall be included in the minutes and with all official BBATF recommendations to the Board or BART staff.
- G. An officer or other designee of the BBATF may present decisions of the BBATF to the BART Board or to an appropriate committee, or officially represent the BBATF in person or in writing as needed.

**ARTICLE IX - BBATF MEETING EXPENSE REIMBURSEMENT**

To defray public transit travel costs to BBATF meetings, BBATF members shall receive a travel stipend for each BBATF regular or special meeting attended.

**ARTICLE X - APPROVAL AND AMENDMENT OF BYLAWS**

- A. These bylaws may be approved or amended at any properly noticed regular or special meeting of the BBATF following a three-fourths vote of all current BBATF members.
- B. Written notice of the proposed bylaw approval or amendment shall be placed on the agenda and copies of the proposed bylaws or amendment distributed at the meeting prior to the one at which action is to be taken.
- C. The notice at both the prior meeting and the meeting at which the vote is scheduled shall include both the original text of the bylaws and the text of any proposed bylaw amendment(s).
- D. Proposed BBATF bylaws and bylaw amendments shall be subject to review by the BART Office of the General Counsel.