



## **BICYCLE PEDESTRIAN COORDINATING COMMITTEE BYLAWS**

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# **BYLAWS**

## **of the Lee County Metropolitan Planning Organization**

### **BICYCLE PEDESTRIAN COORDINATING COMMITTEE**

#### **Section 1. NAME**

The name of this committee shall be the Bicycle Pedestrian Coordinating Committee (BPCC).

#### **Section 2. RESPONSIBILITIES**

It shall be the responsibility of this committee to:

- A. Coordinate the bicycle/pedestrian planning and programming activities of all agencies participating in the Lee County Metropolitan Planning Organization (MPO);
- B. Review local land development regulations to identify funding opportunities and incentives for developers to provide bicycle/pedestrian facilities;
- C. Assist local governments in locating additional funding sources for bicycle and pedestrian improvements, developing inventories of their bicycle and pedestrian facilities, updating their bicycle pedestrian plans, and other tasks on which assistance may be requested;
- D. Review and recommend bicycle and pedestrian projects for federal and state funds including but not limited to Transportation Alternative, Multimodal Transportation Enhancement Box, SUN Trail Program, Safe Route to School Program, and Carbon Reduction Program funds;
- E. Update and maintain the county-wide inventory of existing, programmed, and planned bicycle and pedestrian facilities developed as part of the Lee County Bicycle Pedestrian Master Plan;
- F. Oversee the implementation of the Lee County Bicycle Pedestrian Master Plan and update the Plan periodically. Also participate and provide input during the comprehensive updates and amendments of the MPO Long Range Transportation Plan;
- G. Continue to support and encourage sustainability initiatives in Lee County, and participate in discussions on emerging technology (Micromobility, Autonomous, Connected, Electric and Shared Vehicles (ACES), On Demand Delivery Services, etc.) that may impact pedestrians and bicyclists;
- H. Review state Project Development and Environment (PD&E) studies and design plans to ensure that adequate provisions for cyclists and pedestrians are included in the planning and designs of new and reconstructed highways, and that they are consistent with the MPO's Countywide Bicycle Pedestrian Master Plan and the MPO Long Range Transportation Plan, or any specific committee recommendations that may have come out of any MPO meeting;
- I. Capitalize on opportunities for developer implementation of bicycle pedestrian improvements;
- J. Capitalize on opportunities for Public Private Partnerships to implement bicycle pedestrian improvements;
- K. Partner with community groups to host public events to educate the community about the Bicycle Pedestrian Master Plan and seek their involvement and support in implementing the bike/ped improvements identified in the Plan;
- L. Review and assess Demonstration and Special Projects, and Spot improvements identified in the Master Plan and develop strategies for addressing these needs;
- M. Review and assess bicycle and pedestrian signage countywide for consistency and, and identify opportunities for providing signage and way finding;
- N. Oversee the implementation of the MPO Bike Ped Safety Action Plan and update it as needed;
- O. Participate in FDEP updates of the Florida Greenways and Trails Master Plan, and in any trail alignment updates to the Lee County portion of the SUN Trail Network. Periodically update the Bike Facilities Map of Lee County, and develop, update, and maintain interactive bicycle and pedestrian maps and/or map apps as needed.

### Section 3. **RELATIONSHIP TO THE TMOC AND OTHER AGENCIES**

- A. Proposals affecting motorized traffic operations shall be coordinated with the Lee County MPO's Traffic Management Operations Committee (TMOC) by participation of a BPCC member on the (TMOC). This member shall be appointed by the committee at a regular BPCC meeting.
- B. The committee should work directly with local and state government agencies, and other governmental and non-governmental institutions as necessary to coordinate their bicycle and pedestrian planning and programming activities.

### Section 4. **MEMBERSHIP**

- A. **VOTING MEMBER:** The voting membership of this committee shall consist of four (4) At Large Citizens, and representatives from each of the following agencies:
  - ❖ City of Bonita Springs
  - ❖ City of Cape Coral
  - ❖ City of Fort Myers
  - ❖ Town of Fort Myers Beach
  - ❖ City of Sanibel
  
  - ❖ Village of Estero
  - ❖ Lee County Department of Community Development
  - ❖ Lee County Community Traffic Safety Team
  - ❖ MPO Citizen Advisory Committee
  - ❖ LeeTran
  - ❖ School District of Lee County
  - ❖ Lee County Injury Prevention Coalition
  - ❖ Lee County Parks & Recreation
  - ❖ Lee County Visitor and Convention Bureau
  - ❖ Lee Memorial Health System
  - ❖ Lee County Port Authority
- B. **NON-VOTING ADVISORY MEMBER:** This committee shall include non-voting members from law enforcement agencies in Lee County.
- C. Each voting agency member shall appoint a staff person and an alternate to represent it on the committee . A voting agency member which includes one of the six municipalities may choose to appoint, at its discretion, a non-staff person from the general public as its representative due to staff availability constraints. However, in such cases, the appointee must reside within the municipal city limits of that member agency.
- D. In the case of At Large Citizen Members, appointments shall be made by the MPO Policy Board. All such appointments are subject to ratification by a majority of members of the MPO at a regular MPO meeting at which a quorum is present.
- E. The At Large Citizen Members of the BPCC shall be citizens and year-round residents of the Metropolitan Planning Organization's transportation study area. Members or their immediate family members (spouse, child, parent, or sibling) shall not be declared candidates or elected officials of the Lee County Commission, municipalities in Lee County or Lee County Constitutional Officers. The At Large members shall not be employees of any of the local governments represented on the MPO or of the state or federal departments of transportation. Should the status of any of these BPCC members change in such a way as to disqualify him from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for BPCC membership shall provide written notice to the MPO staff and the BPCC Chairman. These requirements will also apply to non-staff members from the general public appointed by a municipality.

- F. At Large Members shall be granted an excused absence if they contact MPO staff prior to the meeting via email or by phone with a follow up email as to why they were unable to attend the meeting. Excused absences are counted as a regular absence. However, MPO staff will keep a record of excused and unexcused absences and present this record to the MPO Board if the member is in violation of the participation requirements. Should any member be absent from three (3) consecutive regular BPCC meetings, or from four (4) out of six (6) consecutive regular BPCC meetings within a twelve (12) month period, staff recommendation will be made to the MPO Board to remove this member for lack of participation, regardless of if the absence was excused or unexcused. This requirement will also apply to non-staff members from the general public appointed by a municipality, however, MPO staff recommendation for removal of the member will be made to the Town, Village, or City Council of that municipality through its Office of the Clerk.
- G. Should a temporary circumstance prevent an At Large Member from participation, a leave of absence may be granted by the BPCC for a period of no more than three (3) months. The member should submit the request to MPO Staff in writing and address it to the BPCC Chairman. This requirement will also apply to non-staff members from the general public appointed by a municipality.
- H. All At Large Members will be required to complete the BPCC Application in Appendix C before they are appointed by the MPO Policy Board to ensure that they meet all the requirements. This will also apply to non-staff members from the general public appointed by a municipality.
- I. Agency appointees shall try to attend the meetings regularly. If they are unable to attend these meetings on a regular basis they should inform MPO staff, and have another staff person appointed immediately by the Department Head or the Appropriate Official. This does not apply to non-staff members from the general public appointed by a municipality.

## Section 5. OFFICERS

- A. The officers of this committee shall consist of a Chair and a Vice Chair, both of whom shall be regular (*i.e.* not alternate) voting members of the committee.
- B. An election for both officers shall be held at the first regularly scheduled meeting of each calendar year.
- C. The term for each office shall be one calendar year, unless at the end of the year the Chair has served for less than six months, in which case his or her term shall continue until the end of the following calendar year.
- D. An officer shall not serve consecutive terms in the same office.
- E. The Vice Chair shall automatically become Chair the year following his or her election (or sooner if a vacancy occurs in the Chair), with subsequent elections being held only to fill the office of Vice Chair, unless both offices should simultaneously become vacant.
- F. A Vice Chair shall be elected at the first meeting of each calendar year, unless the Chair has served for less than six months, and at the first meeting following the occurrence of a vacancy in the office.
- G. The Chair shall preside at meetings of the committee and shall be responsible for the conduct of the meetings. The Chair shall be authorized to speak for and to sign correspondence and documents on behalf of the committee. The Chair shall appoint subcommittees and members to chair them and appoint members to represent the committee on joint task forces or other committees. The Chair shall consult with the MPO staff agency on the scheduling of meetings and their agendas.
- H. The Vice Chair shall, during the absence of the Chair or his inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned him by the Chair.
- I. In the absence of both the Chair and the Vice Chair from a meeting, a temporary Chair shall be elected.
- J. The Chair, or his/her designee, shall present a monthly report of the BPCC meetings to the MPO Policy Board.

## Section 6. **MEETINGS**

- A. Meetings shall be held monthly at 10 a.m. on the Tuesday the week before the Technical Advisory Committee meeting, or as deemed necessary by the Chair and MPO staff.
- B. The members shall be sent agendas, and whenever possible, minutes of the previous meeting, no less than eight days before the date of each meeting. Agendas shall be sent to members either by regular mail or e-mail. Meetings may be cancelled, rescheduled, or relocated at the discretion of the Chair or MPO staff. However, on such occasions an eight (8) day advance notice shall be given to members by email. Members shall inform MPO staff at least twenty-four hours before the meeting whether they will attend.
- D. A quorum shall consist of 6 primary members, or their alternates.
- E. A joint meeting between the BPCC and the Collier MPO Bicycle and Pedestrian Advisory Committee, and a joint meeting between the BPCC and the Charlotte County-Punta Gorda MPO Bicycle Pedestrian Advisory Committee shall be held respectively as needed for the purpose of regional coordination. Quorum requirements for the BPCC in such meetings shall be 6 members.
- H. When a BPCC member abstains from a vote due to a conflict they must complete Form 8B which is included in Appendix B. BPCC member's conflicts of interest and compliance issues are guided by Section 112.3143 of the Florida Statutes.
- I. Meetings will be open to the public. The public may be allowed the right to speak or participate in the discussion at the discretion of the Chair.

## Section 7. **SUBCOMMITTEES**

Subcommittees may be appointed by the Chair to address specific projects or issues.

## Section 8. **PUBLIC COMMENT PROCEDURE FOR MEETINGS AND WORKSHOPS**

- A. Each BPCC agenda will provide for public comment period for items on the agenda and items not on the agenda.
- B. Public comments will be limited to three minutes per speaker, The three minute limit may be modified by the Chair through an affirmative vote of two-thirds of the voting members present or their alternates.

## Section 9. **AMENDMENTS**

- A. These Bylaws may be amended at any meeting by the affirmative vote of two-thirds of the voting members present or their alternates, provided a copy of the proposed amendment(s) shall have been mailed or e-mailed to each member at least four calendar days before the meeting.
- B. Amendments shall be effective upon ratification by the MPO Policy Board.