

**BYLAWS  
of the  
PEDALCYCLE AND PEDESTRIAN ADVISORY COMMITTEE  
Adopted**

**ITEM I – Name**

- A. The name of this committee shall be the Pedalcycle and Pedestrian Advisory Committee, hereafter referred to as the 'Committee'.

**ITEM II - Mission**

- A. As established in 1995 by Act 72 of the State Legislature and reenacted in 2001 (P.L. 24, No.8) , the powers and duties of the Pedalcycle and Pedestrian Advisory Committee is to advise and comment on all phases of bicycling and pedestrian program activities being undertaken or financially assisted by the Department of Transportation (PennDOT), and other agencies of State government.

**ITEM III - MEMBERSHIP:**

- A. The Committee shall be as stated in Title 75. Section 3571 – consisting of 17 members who reflect a cross-section of the stakeholders concerned with bicycle and pedestrian mobility as follows:
  - (1) The Secretary of Transportation, ex officio.
  - (2) The Secretary of Conservation and Natural Resources, ex officio.
  - (3) The chairman and minority chairman of the Transportation Committee of the Senate.
  - (4) The chairman and minority chairman of the Transportation Committee of the House of Representatives.
  - (5) Eleven members of the public representing various bicycling or pedestrian constituencies. Each member shall have relevant expertise and knowledge and shall be familiar with best practices in bicycle or pedestrian policy, planning, design and education. The public members shall be appointed by the Governor as follows:
    - (i) Two members representing urban and suburban constituencies in the Philadelphia and Pittsburgh metropolitan areas.
    - (ii) One member representing Statewide constituencies.
    - (iii) One member representing a metropolitan planning organization or rural planning organization.
    - (iv) One member representing trail constituencies.
    - (v) One member representing pedestrian constituencies.
    - (vi) One member representing senior citizen or disabled constituencies.
    - (vii) One member representing children and education constituencies.
    - (viii) One member representing a recreational cycling club.
    - (ix) Two at-large members representing the general public.

- B. The Committee is committed to equitably serving all residents of the commonwealth. And strives to include membership that embodies the diversity of our state, so that members represent not only their field of expertise, but also many different demographics of our state.
- C. Committee members shall represent a wider constituency and report concerns of that constituency to the Committee and report back deliberations and reports from PennDOT, other state agencies and legislators.
- D. Each member may designate an alternate to serve in their stead at a specific meeting. A member shall notify the Chair via email in writing of this designation prior to the meeting.
- E. The terms of a members of the Committee appointed by the Governor shall be for three years. Any member of the Committee may be reappointed for additional terms. An individual appointed to fill a vacancy shall serve for the unexpired term and shall be eligible for reappointment. At Large members re-appointment should be reviewed with a recommendation for reappointment made by a vote of PPAC members to ensure that a cross-section of relevant stakeholders is being represented.
- F. A public member who misses three consecutive meetings without good cause acceptable to the chair may be replaced by the Governor.
- G. Members shall respect and abide by PPAC Bylaws
- H. Members shall strive to be familiar with applicable federal, state, and local laws; modern transportation standards and innovations, funding, and other policy and equity issues affecting the transportation needs of all populations.

#### **ITEM IV - OFFICERS:**

Members of the Committee shall annually elect a Chair, Vice Chair, and a Secretary from among the public members of the committee at the summer meeting or at the next meeting after a vacancy occurs.

#### **ITEM V - MEETINGS:**

- A. The Pedalcycle and Pedestrian Advisory Committee is mandated to meet at least annually.
- B. An annual schedule of meetings shall be adopted each year at a regularly scheduled public meeting.
- C. All meetings of the Pedalcycle and Pedestrian Advisory Committee shall be open to the public
- D. Meetings may have remote access available through conference call or video conference to allow for greater participation and accessibility for voting members.
- E. Meetings may be cancelled at the PennDOT's discretion due to weather, power outages, pandemic, or other reasons as deemed appropriate and necessary. Every

effort will be made to inform members and the public in a timely fashion of these cancellations.

F. *Meeting Format*

The PPAC Chair is responsible for following the agenda and leading the meeting. If the Chair is unable to attend the meeting, the Vice Chair will assume the Chair's responsibilities. If the Chair and Vice Chair are unable to attend the meeting, the Chair may designate a temporary Chair from among the public members.

PennDOT staff are responsible for preparing and distributing the meeting agenda and minutes in coordination with the Chair.

The meeting format is as follows:

- Call to Order
- Roll Call to Establish Quorum
- Chair Remarks
- Meeting Minutes
- PennDOT Secretary Remarks
- Department Updates
- Member Updates
- Other Business
- Public Comment
- Adjournment

**ITEM VI - VOTING:**

- A. A simple majority of all members recorded as present is required for all votes with the exception of revision of the bylaws (discussed below).
- B. A quorum is required for any voting purposes. All members able to participate in-person or by electronic communication such as phone, video chat, or other means shall be counted as present and included in the quorum count for voting purposes.
- C. Members shall make motions by stating, "I move that we..."
  - The motion must then receive a second or it will be lost.
  - If the motion receives a second, the Chair shall be responsible for stating the motion for discussion and vote.
  - The Chair shall use the Voice method to determine vote:
    - Those in favor say, "Aye."
    - Those opposed say, "No."
  - If a member moves for an exact count, the Chair shall use the Roll Call method; members answer "yes" or "no" as each name is called.
  - In the case of a tied vote the Chair will exercise a casting vote to determine the outcome.

**ITEM VII - PARLIAMENTARY AUTHORITY:**

- A. The rules contained in the Modern Edition of *Robert's Rules of Order* shall govern the Pedalcycle and Pedestrian Advisory Committee in all cases where they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

#### **ITEM VIII - AMENDMENTS TO BYLAWS:**

- A. These bylaws may be amended at any regular or special meeting of the Committee by a two-thirds majority vote, provided that previous notice of the amendment was given to all members at least ten days in advance and the actions taken under this section do not violate Title 75. Section 3571.

#### **ITEM IX - RECORDS OF MEETINGS:**

- A. It shall be the duty of the duly elected Secretary of the Advisory Committee to keep, or cause to be kept, minutes of all meetings of the Committee. To assist in note taking, the meetings will be recorded and therefore, at the start of the meeting the Chair shall announce that the meeting will be recorded. Additionally, all meeting agendas and invitations shall clearly state the meetings will be recorded.

#### **ITEM X - ATTENDANCE:**

- A. Members of the Committee are expected to attend all regularly scheduled meetings in person, by phone, or video conference.
- B. If a member is unable to make a meeting, they will need to notify PennDOT staff and Chair in a timely manner
- C. A public member who misses three consecutive meetings without good cause acceptable to the Chair may be replaced by the Governor.
- D. "Good cause" includes, but is not limited to, illness, occupational responsibilities, family emergency (death or illness of household member or close relative), or transportation failure (e.g., car breaks down, train is late, etc.)

#### **ITEM XI - EXPENSES:**

##### *A. Public Members:*

Members of the Committee shall be entitled to actual, necessary and reasonable per diem expenses in the discharge of their duties and in accordance with regulations of the Executive Board.

##### *Legislative Members:*

Legislative Members shall be entitled to expenses in a like manner, except as follows:

- (a) When meetings are held in Harrisburg on a Legislative day or immediately preceding or following a Legislative day (for which they will have already been entitled to Legislative mileage expenses), they shall not be entitled to mileage expenses.
- (b) When a meeting is held in Harrisburg on a Legislative day, they shall not be entitled to hotel expenses. If the meeting is held on a day or days immediately preceding or immediately following a Legislative day and such meeting requires them to stay in Harrisburg overnight, when they would not be required to do so by Legislative duties, they shall be entitled to expenses

for meals and lodging as set forth above.

**ITEM XII - POLICY WITH REGARD TO GENERAL AND SPECIFIC INFORMATION:**

*A. General Information:*

Reports to the Governor, the General Assembly, the Secretary of Transportation, and the State Transportation Commission, as well as minutes of all meetings, shall be deemed General Information, and shall be available to the public.

*B. Specific Information:*

All press releases and marketing information are to be issued by the Department of Transportation with the advice and consent of the members of the Pedalcycle and Pedestrian Advisory Committee. The Department of Transportation will maintain on its website pages for PPAC that are updated in a timely manner.

**ITEM XII - STAFF:**

1. The Department of Transportation shall provide appropriate staff support to enable the committee to properly carry out its functions.

*Adopted at the regular meeting of the Pedalcycle and Pedestrian Advisory Committee  
(Held Virtually) on the 8th day of March 2022.*