



Bicycle and Pedestrian Advisory Committee

Officer Elections

Agenda Date: 11/20/2019
Agenda Item Number: 6.E
File Number: 19-1082

Type: decision **Version:** 1 **Status:** Passed

Title

Officer Elections

Recommended Action

Move to elect a Committee Chair and Vice Chair

Report

Issue:

The City's Rules of Procedure for Advisory Committees state that committees must elect officers each year at the November or December meeting. The BPAC does not meet in December 2019. Those elected will serve a one-year term beginning in January 2020.

Staff Contact:

Michelle Swanson, AICP, Associate Planner, Public Works |Transportation, 360.753.8575

Presenter(s):

Michelle Swanson

Background and Analysis:

The BPAC Chair's primary responsibilities include:

- Agenda planning, with help from the staff liaison
- Representing the committee at other meetings from time to time
- Meeting facilitation
- Draft memos to City Council from comments made during BPAC meetings, with help from the staff liaison when requested

The time commitment typically includes:

- A 30 to 60-minute phone call or meeting two weeks before the BPAC meets
- Another 30-minute phone call or meeting after the BPAC meets
- Additional meetings are about 2-3 per year and could be more

The role of the Vice Chair is to fill in for the Chair when needed. On some advisory committees, the Chair and Vice Chair trade off attending outside meetings if the meeting schedule gets heavy. Also,

the committee may choose to send another representative if the Chair or Vice Chair are unable to attend.

Please consider nominating yourself or another member of the committee to serve as either Chair or Vice Chair.

Options:

This is routine committee business.

Financial Impact:

There is no financial impact from this item.