



## Bicycle and Pedestrian Advisory Committee

### Officer Elections

**Agenda Date:** 11/15/2017  
**Agenda Item Number:** 6.C  
**File Number:** 17-1171

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

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#### 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 2017. Those elected will serve a one-year term beginning in January 2018.

#### Staff Contact:

Michelle Swanson, Senior Program Specialist, 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-minute phone call two weeks before BPAC meetings and another 30-minute phone call following each meeting. 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 of this item.