

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE CHARTER

The Charlottesville Bicycle and Pedestrian Advisory Committee (BPAC, or “committee”) is a voluntary committee advisory to Charlottesville City Council, Planning Commission, staff and citizens. The Bicycle & Pedestrian Coordinator will serve as the staff liaison to the committee.

The date of this charter is effective January 9, 2014 with updates in November 2017 and January 8, 2026.

1. Purpose

The Committee is created for the purpose of working with the City of Charlottesville and shall limit its activities to advising on matters that directly concern the City. The specific purposes of the Committee may include the following responsibilities:

- a) recommend to the City best practices, policies, and design and development standards to improve safe bicycle and pedestrian facilities and the use thereof;
- b) inform and educate citizens of the existence of bicycle and pedestrian facilities, how to ride in traffic, and upcoming bicycle and pedestrian oriented events;
- c) coordinate appointment of group members to subcommittees and other local groups to advise on bicycle and pedestrian issues within Charlottesville;
- d) ensure City bicycle and pedestrian facilities and planning initiatives are coordinated within the context of regional initiatives including those promulgated by Albemarle County, University of Virginia, and the Charlottesville-Albemarle Metropolitan Planning Organization; and
- e) advocate for funding for capital, programming, and capacity improvements that further the safety and accessibility of bike and pedestrian facilities within Charlottesville, including through the pursuit of state and federal funding.

2. Membership

- A. Composition. The committee shall be composed of volunteer members. Members need not be appointed by City Council. There is no minimum or maximum number of members. Committee members shall strive to represent a cross-section of the bicycle and pedestrian community.

3. Organizational Structure

- A. Chair. At its annual meeting, the committee shall elect a Chair, who, if present, shall preside at the meeting and at all other meetings during the year for which elected.
- B. Vice-chair. At its annual meeting, the committee shall elect a Vice-chair, who, if present, shall preside at meetings in the absence of the Chair and shall discharge the duties of the Chair during the Chair’s absence or disability.

In urgent situations, the Chair and Vice-chair together shall have the authority to represent the committee in letters to City Council and/or public comment. To do so,

both positions must be filled and both officers must agree. Otherwise, official comment from the committee shall be voted on at a monthly meeting.

- C. Co-chairs. The Chair and Vice-chair may choose to run and operate as Co-chairs, sharing jointly the duties and powers of the Chair.
- D. Secretary. At its annual meeting, the committee shall elect from its membership a Secretary. The duties of the Secretary shall include keeping the minutes of the committee's meetings and disseminating them to the committee membership. In the absence of a secretary, the Chair and Vice-chair shall assume these duties.
- E. Minutes. Minutes of each meeting shall be kept. A copy shall be emailed to the committee membership no more than two weeks after a meeting.
- F. Term of Office. The Chair, Vice-chair, and Secretary shall be elected for one-year terms. Any officer may be reelected for one or more additional terms.
- G. Absence of Chair and Vice-chair. If the Chair and Vice-chair are absent from any meeting, a present member shall be elected to act as Chair for the duration of the meeting.
- H. Subcommittees. The committee may form subcommittees to address temporary or ongoing issues or opportunities relevant to the committee's purposes.

4. Meetings

- A. Annual Meeting. The first meeting of each year shall be known as the annual meeting. At the annual meeting, the committee shall elect the Chair, Vice-chair, and Secretary and review the year's schedule of regular meetings.
- B. Regular Meetings. Regular meetings take place at 5pm on the first Thursday of each month. Regular meetings may be canceled or rescheduled by the Chair with no less than one week's notice. All monthly meetings will be posted publicly by the Bicycle & Pedestrian Coordinator.
- C. Subcommittee Meetings. Subcommittee meetings may be called on an ad-hoc basis.

5. Votes

- A. Committee votes. The committee may vote to select or maintain technical and procedural initiatives during a monthly meeting. A majority vote among meeting attendees is required for a motion to pass. Abstentions do not count toward the vote tally.