

# **Tigard Pedestrian and Bicyclist Subcommittee**

## **of the Tigard Transportation Advisory Committee (TTAC)**

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### **Policies and Protocol**

#### Purpose of Subcommittee:

- 1) Advise staff and the TTAC on issues affecting pedestrians and cyclists.
- 2) Enhance and promote the community of Tigard by supporting walking and cycling.

#### Membership:

The Pedestrian and Bicyclist Subcommittee is composed of nine members. Efforts are made to provide balance among the committee membership in terms of pedestrian or cyclist interest, characteristics of their walking and cycling travel, and balanced demographics reflecting the community. Preference is given to residents of Tigard, though others who live near or work in Tigard are eligible. As this is a subcommittee of the TTAC, it includes at least one TTAC member.

Subcommittee members are appointed by the TTAC following an application process established by the TTAC.

Members serve an initial one-year term. If reappointed, subsequent terms are two years in length. Members may serve consecutive terms. Terms are staggered to provide continuity on the subcommittee.

Members may recommend the removal of a member for nonparticipation. This would typically be demonstrated by absence from three consecutive meetings. The TTAC takes the official removal action.

Members may resign at any time.

The TTAC may fill committee vacancies as they arise by appointing a new member to serve the remainder of the vacated term.

#### Chair:

The chairperson of the Pedestrian and Bicyclist Subcommittee is the TTAC member (or one of the TTAC members) serving on the subcommittee. This chairperson presides at all meetings and is the designated spokesperson for the subcommittee at outside activities. The chairperson may designate other subcommittee members to be the spokesperson for specific events.

The subcommittee may designate a vice-chairperson who will assume the duties of the chairperson in his/her absence.

#### Voting:

Each committee member is entitled to one vote.

City staff will not vote.

#### Meetings:

The subcommittee meets at a frequency, date, and time to be set by the subcommittee. The initial meeting schedule is every other month in the late afternoon.

Additional meetings may be called by a majority of members or by the chairperson.

All meetings are open to the public.

#### Conduct of Meetings

All official decisions require a quorum of more than half of the current members.

The subcommittee may establish rules of procedure as deemed necessary for the conduct of business.

An opportunity will be provided at each meeting for visitor communication on agenda and non-agenda items.

#### Staff Support

The City will provide a staff member to serve as a liaison with the City's Public Works and Community Development departments. Staffing for this subcommittee will be primarily from the Public Works department, with assistance from the Community Development department. There should be at least one staff person at each subcommittee meeting.