

BYLAWS OF THE OCEANSIDE BICYCLE AND PEDESTRIAN COMMITTEE

Article I – Name

This organization shall be known as The Oceanside Bicycle and Pedestrian Committee.

Article II – Purpose

The purpose of the Oceanside Bicycle and Pedestrian Committee is to encourage bicycling and walking for health, recreation and transportation; to promote bicycle and pedestrian safety; to improve bicycling and pedestrian facilities.

Article III – Members

Membership is open to all adult residents of Oceanside/ North County communities interested in bicycle and pedestrian safety.

Article IV – Officers and Elections

Section 1, Officers - The officers of the Oceanside Bicycle and Pedestrian Committee shall consist of: Chair, Co- Chair, Secretary, Community Outreach Lead, and Publicity Officer. All officers serve on a strictly volunteer basis.

- a. **Chair** - The Chair shall preside at all meetings, oversee all officers, projects and provide a main point of contact for the Committee. The Chair may designate special working sub-committees as needed to further the purposes of the organization.
- b. **Co-Chair** - The Co- Chair shall assume the Chair's office and power in the absence of the Chair. The Co- Chair will keep record and manage current and new members. The Co- Chair will work with the Chair on upcoming projects.
- c. **Secretary** - The Secretary shall take meeting notes at all meetings and forward them to the Chair for distribution to members. In the absence of the Secretary, the Co- Chair is in charge of meeting notes.
- d. **Community Outreach Lead** - The Community Outreach Lead, along with the Chair, shall attend community and city meetings pertaining to bicycling or pedestrian safety. Duties may also include managing special event committees and projects. The Community Outreach Lead will report directly to the Chair to provide updates on projects and meetings.
- e. **Publicity Officer** – The Publicity Officer, along with assistance from Chair and Co- Chair, will manage social media content and website content. This officer will be a liaison between the Committee, media, and City public outreach staff.

Section 2, Nominations and Elections.

- a. Elections shall be held during the month of December, or the closest meeting to the end of the calendar year if there is no December meeting. The officers shall determine the specific date.
- b. The candidate officers shall voluntarily place themselves on the ballot. The nomination process will be strictly voluntary. The Chair will hold an election at the last meeting of each calendar year to determine the next year's officers. Election shall be based on majority vote of those present at the election meeting. Duties shall be assumed promptly following the election.
- c. The Chair is a singular position that may not be filled jointly.
- d. All other offices may be filled jointly at the discretion of the Chair. A member may serve simultaneously in multiple offices, and may serve consecutive terms in a given office if

- reelected. Officers not listed above must be approved by majority vote of the committee members in the year prior to being created.
- e. Officers are elected for one year terms and may serve multiple consecutive terms in the same office upon re-election.
 - f. In the case of a vacant office between elections, the Chair may either hold a special election, or propose a new officer to be approved by majority vote of the current committee officers.

Article V – Meetings

Section 1, Regular Meetings - The Committee shall hold a monthly meeting directed by the Chair. A meeting reminder will be sent out to all officers and current members one week prior to the meeting. Meeting notes will be sent out with the agenda for the following the meeting. Meeting notes must be approved by at least 5 members.

Section 2, Special Meetings – Special Meetings may be called by the Chair at a monthly meeting, if supported by a majority of those present at the monthly meeting. A meeting reminder will be sent out to all officers and current members one week prior to the Special Meeting.

Section 3, Quorum – The quorum shall be at least five members of the organization. If less than five members are present at a meeting, discussions may occur but no binding actions may be taken.

Section 4, Meeting Rules - The rules contained in Robert’s Rule of Order shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Section 5, Sub-Committees - All sub-committees shall consist of no less than two members.

Article VI – Special Duties and Organizational Requirements

Section 1, Affiliations - The Oceanside Bicycle and Pedestrian Committee shall be affiliated with organizations that support bicycle and pedestrian programs and improvements.

Section 2, Safety and Liability on Committee Rides - On all Committee rides, all individuals, members and non-members shall be required to wear an ANSI or Snell approved bicycling helmet. All individuals choosing to participate in such rides are doing so at their own risk and liability. The Committee is not responsible in any way for any injuries, deaths, or losses of any kind occurring during or connected with Committee rides.

Section 3, Calendar of Events - The Community Outreach Lead shall prepare a calendar of events listing activities relevant to the organization. The calendar shall state the description of the events, tentative dates, time, place, etc. An updated calendar shall be reviewed during the monthly meetings.

Section 4, Member Recruitment – The Publicity Officer and Co-Chair shall be responsible for recruiting new members. They may announce events in the local newspapers and social media platforms, and via City and bicycle club websites in order to promote local interest.

Article VII – Finances

Section 1- The Committee generates a limited amount of revenues annually through provision of bike valet services at community events. Such funds shall be collected by the Committee members participating in such events and turned over to the Secretary for accounting and deposit.

Section 2 – The Committee shall establish a checking account at a local bank under a fictitious business name filing of “Oceanside Bicycle and Pedestrian Committee”. Funds generated from Committee activities shall be accounted for by the Secretary and deposited into this account for Committee use.

Section 3 – All expenditures from the Committee checking account shall be in accordance with Committee direction. The Chair, Co-Chair, and Secretary shall each have signing authority on the Committee checking account. Two authorized signatures shall be required on each check over the amount of \$100.00.

Section 4 – The Secretary shall prepare and present a summary financial accounting of the uses and balance of the Committee checking account at the last meeting of the calendar year.

Section 5 – In the event of dissolution of the organization, any remaining funds shall be used to pay any outstanding debts, and, with the membership’s approval, the remaining balance shall be provided to the City of Oceanside to be spent on bicycle and pedestrian facilities benefiting the public.

Article VIII – Dissolution

Section 1 - Dissolution of the organization must be decided by a two-thirds majority vote of the general membership present at a properly noticed meeting, where such proposed dissolution is listed on the meeting agenda, and shall not require any provisions to meet again in the future.

Section 2 – Upon such vote authorizing dissolution, the Chair shall send a written notification to the City of Oceanside Director of Engineering formally notifying him/her of such vote for dissolution.


Article IX – Amendments


Amendments to these By-Laws may be proposed by any member and shall be adopted if approved by a majority vote of the entire Committee membership present at a properly noticed meeting. Announcement of the proposed amendment must be circulated by email to the entire membership no less than one week before the date set for voting upon the amendment.

Article X – Conflict of Interest Policy

Whenever a Committee Officer has a financial or personal interest in any matter coming before the Committee, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the Committee to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

The by-laws herein listed have been reviewed and adopted by a majority of those present at a properly-noticed monthly meeting of the Oceanside Bicycle and Pedestrian Committee on JUNE 19, 2017.


Chair


Co-Chair


Secretary