

NEWTON BICYCLE AND PEDESTRIAN TASK FORCE

Procedural guidelines

September 23, 2008

Article One: The Newton Bicycle and Pedestrian Task Force, sometimes and herein called the Newton Bike/Ped Task Force, exists pursuant to Order #312-94, dated November 21, 1994 and approved by Thomas B. Concannon, Jr., Mayor, on November 23, 1994.

Article Two: Mission/principles:

The mission of the Newton Bicycle and Pedestrian Task is to provide a framework for improving the physical facilities for alternative means of transportation and fostering commuting, utilitarian and recreational bicycle and pedestrian activities in Newton.

Guiding Principles

- A. To increase the number, convenience, and comfort of bicycle routes and pedestrian ways, including, but not limited to, existing roadways, aqueducts, railroad beds, riverfront, and parks.
- B. To ensure accessibility to all parts of the City for cyclists and pedestrians by making all public ways usable by multiple transportation modes, establishing paved sidewalks where appropriate, and providing important amenities for bicyclists and pedestrians.
- C. To make streets in the City safe for bicycle use and streets and sidewalks safe for pedestrian use, particularly for safe commuting to schools, utilizing the most modern safety standards.
- D. To improve and expand public information and education on bicycle and pedestrian issues.
- E. To enhance consideration of bicycle and pedestrian issues in all City planning and operations.

Article Three: Meetings:

All meetings are open to the public, and to elected or professional city officials. No meetings may be held *in camera* or in executive session. Regular meetings shall be held on the fourth Tuesday of each month, at 7:45 PM, at City hall, unless altered by a decision of the Members or otherwise and notice thereof is given.

Article Four: Members:

Public Members are those who chose to be Members and who serve on a committee of the Task Force. A Public Member shall become a Member upon his or her attending at least three meetings of the most recent six meetings.

Appointed Members are those who are appointed by the Board of Aldermen or by the Mayor. The Mayor shall have not more than one such appointee, and the Board of Aldermen shall have not more than one such appointee. Appointed Members shall serve at the pleasure of the appointing authority; their terms shall be co-terminous with that of the appointing authority.

Representative Members are those who represent a generally recognized advocacy group whose interests are complementary to the purposes and mission of the Task Force and which is located within, active within, or whose membership is made up of residents of the City of Newton, and accepted as such by the Members. A group may not have more than one representative Member at any meeting, and no group may be represented by more than two individuals during a year ending on June 30.

Voting at a meeting is restricted to Members. A person who represents to the meeting that he is a Member shall be deemed such unless a Member present at the meeting shall question such person's eligibility. The Chair may resolve any such dispute in any manner he deems reasonable.

The Chair has authority to open any matter to a consensus recommendation thereby permitting voting to all those present.

Article Five: Committees.

The membership or the Chair may create a committee to review, implement, or investigate any relevant matter, such committee to be ad hoc, or to be a standing committee. The Chair may select the members of any such committee and shall appoint its chair. Every standing committee shall appoint a clerk *pro tem* at its meetings, who shall keep the minutes of such meeting and file them with the clerk of the Task Force. The Chair may not deny any person who desires to be a Member a position on a committee, unless the entire membership shall agree by a vote of three quarters of the Members present.

Article Six: Officers:

There shall be a Chair of the task Force whose powers and responsibilities shall include presiding at meetings, appointment of committee members, and outreach to government and to the public. The Chair or his or her delegate shall represent the Task Force at meetings of other governmental bodies. There shall be a Clerk, who shall keep minutes of each meeting and who shall maintain the records of the Task Force, which records shall upon request be open to any Member, any elected or appointed official of the City of Newton, and to the public at large.

There shall be a Vice Chair and an Assistant Clerk who shall act as such in the absence of the Chair or of the Clerk

The term of office shall begin on July 1 of a year and terminate on the next succeeding June 30. Election of officers shall occur at the May meeting.

Nominations for election may be made until ten days prior to the May meeting. Notice of the May meeting shall include the names of all nominees.

Article Seven: Notice

No meeting shall occur at any time unless notice of such meeting has been given to each Member and to each person who shall have requested notice and shall be posted at the City Hall. Notice shall be given by e-mail only, addressed to each person entitled to receive notice at his or her e-mail address as maintained by the Clerk, not less than 7 days prior to any meeting. Such notice shall contain the minutes of the prior meeting and the agenda of the next meeting. The Chair shall create the agenda. The agenda shall include any open item approved as an agenda item at a prior meeting.

Article Eight: Quorum:

A quorum shall consist of 5 Members present at the time of a vote.

Article Nine: Role of guidelines, amendment:

These Guidelines, including the statement of goals and mission, are intended to be interpreted in connection with such goals and mission, and with said Order #312-94 and to the extent relevant, according to rules of procedure imposed upon City of Newton agencies by law, statute, ordinance or otherwise. Any such interpretation by the Chair shall be effective for the meeting in which it is made and unless disputed by any Member prior to the second next succeeding meeting, thereafter. Where the Guidelines are silent, the Chair shall have authority to create rules that in his or her opinion are consistent herewith. These Guidelines may be amended by a vote of 80% of those persons entitled to vote, upon notice.