



**NOTICE OF A BICYCLE ADVISORY COMMISSION MEETING**  
**July 30, 2024, at 5:30 PM**

---

PUBLIC NOTICE is hereby given that the Vineyard Bicycle Advisory Commission will hold a regularly scheduled Bicycle Advisory Commission meeting on Tuesday, July 30, 2024, at 5:30 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT. This meeting can also be viewed on our [live stream page](#).

**AGENDA**

**1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENTS**

Time dedicated for public comment. Comments will be limited to three (3) minutes. No actions may be taken by the BAC due to the need for proper public noticing.

**3. WORK SESSION**

Bicycle Advisory Commission By-laws

**3.2. Lessons from 2024 Bike Month**

Discussion of lessons learned from 2024 Bike Month and planning for a better 2025 Bike Month.

**4. STAFF, COMMISSION, AND COMMITTEE REPORTS**

**5. ADJOURNMENT**

This meeting may be held in a way that will allow a commission member to participate electronically.

The public is invited to participate in all Bicycle Advisory Commission meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this public meeting should notify Anthony Fletcher, Planner, at least 24 hours prior to the meeting by calling (801) 226-1929 or email at [anthonyf@vineyardutah.org](mailto:anthonyf@vineyardutah.org).

The foregoing notice and agenda were posted on the Utah Public Notice Website and Vineyard Website, posted at the Vineyard City Hall, delivered electronically to city staff and each member

of the B.A.C.

**AGENDA NOTICING COMPLETED ON:**

July 29, 2024.

---

**CERTIFIED (NOTICED) BY:**

/s/ Anthony Fletcher

---

Anthony Fletcher, Planner



STAFF REPORT

Meeting      July 30, 2024

Date:

**Agenda**      Bicycle Advisory Commission By-laws

**Item:**

**Department:** Community Development

**Presenter:**

---

**Background/Discussion:**

According to the [Vineyard Municipal Code Chapter 2.30](#), Commission and Committee Creation. The Bicycle Advisory Commission is required to create its own by-laws. A draft for discussion is attached for review.

**Fiscal Impact:**

**Recommendation:**

**Sample Motion:**

For discussion purposes only. No motion will be required for this item at this time.

**Attachments:**

1. BAC Bylaws - Draft

# BICYCLE ADVISORY COMMISSION (BAC) BYLAWS

## Article 1: Name

The name of this organization shall be the Bicycle Advisory Commission, abbreviated as BAC.

## Article 2: Purpose

The Bicycle Advisory Commission serves the purpose as an advisory commission providing input on policy, management, master plans, operations and maintenance, design standards, sustainability initiatives, development plans, rules, regulations, and ordinance relating to bicycling and other forms of active transportation.

## Article 3: Authority and Duties

### Section 1: Authority

The BAC operates under the authority granted by the Vineyard City Council and in accordance with Vineyard Municipal Code Section 2.30.020 as amended.

### Section 2: Duties.

The Bicycle Advisory Commission, as an advisory body, shall have the responsibilities provided this section and such other duties as the mayor may, from time to time, decide:

- i. Organize community programs and projects to provide information and education to the community on bicycling and other forms of active transportation;
- ii. Work with City staff toward the goal of becoming a Diamond-level Bicycle Friendly Community.
- iii. Actively promote and participate in community events as it relates to promoting bicycle safety and education and other forms of active transportation;
- iv. Render an annual report of commission activities to the governing bodies of the City;
- v. Promote bicycling and other forms of active transportation as a viable mode of transportation;
- vi. Provide a venue for public input and assistance as “eyes and ears” for issues pertaining to active transportation in the City;
- vii. Maintain relationships and consult with bicycle advisory and advocacy groups within the region, and other jurisdictions, and other groups as appropriate
- viii. Adopting bylaws, policies, and procedures for the conduct of the duties and meetings of the Commission, for the consideration of applications and for any other purposes deemed necessary by the BAC, provided that such bylaws, policies, and procedures.
- ix. Maintain accurate records of meetings, decisions, and recommendations made by the BAC.

- x. Submit a quarterly report to the City Council summarizing the activities, accomplishments, and challenges of the BAC.

## **Article 4: Membership**

### **Section 1: Composition**

The BAC shall consist of five (5) members, two (2) alternate members, and one (1) ex-officio member, all of whom shall be appointed by the mayor with the advice and consent of the City Council. Commission members and alternate members shall be residents of the City. Ex officio members may be employees of the city. The appointed members shall serve as the decision-making body for the commission. Each commission may seek nonvoting members/volunteers who desire to participate consistent with the purpose or mission of the respective commission.

The BAC membership shall consist of two (2) at-large members and may reside anywhere in the state of Utah. At large members bring expertise and experience to the commission.

The appointed members shall serve as the decision-making body for the commission. Each commission may seek nonvoting members/volunteers who desire to participate consistent with the purpose or mission of the respective commission.

### **Section 2: Membership Term, Removal and Vacancies**

#### **Section 2.01: Membership Term**

Unless otherwise specifically stated in a commission enabling ordinance, the following provisions shall govern the membership of any commission established pursuant to this chapter. The members shall serve for a term of four (4) years and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of appointment and shall end on December 31 of the year when the appointment expires or until a successor is appointed. The terms of commission members shall be staggered.

A commission member may be appointed for a term of less than three (3) years to provide for staggered terms or to complete a vacated, unexpired term.

## **Section 2.02: Membership Removal**

The mayor may remove any member of a commission without cause as determined solely by the discretion of the mayor and as approved by a majority of the city council. Any member of a commission so removed shall be entitled to a hearing before the city council if a hearing is requested in writing within seven (7) calendar days after the city council votes to remove the member. The purpose of the hearing is to allow the member being removed to be heard on the issue of removal.

### **Section 2.02.01: Voluntary Resignation**

Members wishing to voluntarily resign as a BAC member should be in writing to the Council Liaison and Assigned Planning Department Staff for BAC two weeks prior to the date of official resignation.

## **Article 4: BAC Leadership**

### **Section 1: Chair**

The BAC shall elect a Chair from among its members. The Chair shall preside over all meetings, represent the BAC when necessary, and perform other duties as assigned by the BAC or per request of Vineyard City Council.

#### **Section 1.1: Term of Chair.**

The Chair shall serve for a term of one (1) year and shall not serve more than three (3) consecutive terms. Each term shall begin on January 1 of the year of elect and shall end on December 31 or until a successor is elected by the BAC.

### **Section 2: Vice-Chair**

The BAC shall elect a Vice-Chair from among its members. The Vice-Chair shall assist the Chair and perform the duties of the Chair in their absence.

#### **Section 2.1: Term of Vice-Chair**

The Chair shall serve for a term of one (1) year and shall not serve more than three (3) consecutive terms. Each term shall begin on January 1 of the year of elect and shall end on December 31 or until a successor is elected.

### **Section 3: Chair Pro-temp**

In the absence of the Chair and Vice Chair, a Chair Pro-Temp shall be appointed by a majority vote of the BAC present. The Chair Pro-temp shall perform all the duties of the Chair for that meeting only.

## **Article 5: Meetings**

### **Section 1: Regular Meetings**

The BAC needs to hold at least one meeting every quarter and may hold additional meetings as agreed on by the Commission. All meetings by the BAC are considered public meetings and shall have agendas and minutes posted.

The meeting schedule shall be determined by the BAC at the beginning of each calendar year.

### **Section 2: Special Meetings**

Special meetings may be called by the Chair or upon written request by three (3) BAC members. Proper notice of the special meeting, including the agenda, shall be provided to all members at least 48 hours before the meeting.

### **Section 3: Quorum**

Three (3) of the BAC members shall constitute a quorum for the transaction of business at any regularly scheduled or special meeting.

### **Section 4: Voting**

Decisions shall be made by a majority vote of the members present at a properly held meeting, with the caveat that no action shall be approved with fewer than three (3) votes. Proxy voting is not permitted.

## **Article 6: Amendments**

These bylaws may be amended by a majority vote (i.e., three (3) votes) of the BAC members present at a meeting, provided that proper notice of the proposed amendment has been given to the BAC members at least 72 hours prior to the meeting.

## **Article 7: Effective Date**

These bylaws shall become effective upon adoption by the BAC.

Approved and adopted on the \_\_\_\_\_ of (month) by the Bicycle Advisory Commission.

\_\_\_\_\_

Chair

\_\_\_\_\_

Staff attested