



**BYLAWS  
OF THE  
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)  
OF THE HERNANDO/CITRUS MPO**

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION**  
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Amended February 21, 2017  
Amended August 19, 2021  
Amended December 7, 2023  
Amended December 5, 2024

## BYLAWS

### BICYCLE/ PEDESTRIAN ADVISORY COMMITTEE (BPAC) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

#### A. PURPOSE - FUNCTION

1. Bicycle and Pedestrian Network Planning
  - a. Assist the MPO in the development of comprehensive bikeways and pedestrian plans and projects.
  - b. Propose policies for the development of bikeway and pedestrian system networks.
  - c. Coordination and integration with regional multi-use trail networks.
2. Plan Review
  - a. Annually review the bikeway and pedestrian plans and proposed amendments.
  - b. Review transportation improvement programs (TIP) for inclusion of bikeway and pedestrian related projects.
3. Plan Implementation
  - a. Recommend bikeway and sidewalk priorities to committees and MPO for inclusion in local and State capital improvement programs.
  - b. Recommend a priority of projects for inclusion in the MPO's plans, and to recommend funding/implementation strategies.
4. Education and Coordination
  - a. Coordinate bicycle and pedestrian issues and promote an ongoing education program that will raise awareness, encourage a heightened recognition of safe practices, and improve perceptions and attitudes of motorists, pedestrians, and cyclists.
  - b. To promote the enforcement of existing traffic laws as related to bicycle and pedestrian safety.
  - c. Assist in the dissemination of general bicycle information to bicycle organizations and citizens.

#### B. MEMBERSHIP

1. Membership of the Bicycle/Pedestrian Advisory Committee (BPAC) shall consist of 9 voting persons.
2. The directors of the public agencies and local government departments and/or divisions identified below may appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation system.

Each member will have one (1) vote.

- a. City of Brooksville
- b. City of Crystal River
- c. City of Inverness
- d. Hernando County Parks and Recreation
- e. Citrus County Parks and Recreation
- f. Four (4) Citizen-at-Large Representatives shall be appointed by the MPO Board (two members from Hernando County and two members from Citrus County).

Alternate representatives shall be designated to act on behalf of represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate agency representatives must be employed or designated by the represented agency.

The BPAC is also comprised of volunteer members from the community who have technical, professional, or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. Volunteer members shall be appointed by the MPO Board.

The BPAC may have non-voting agency representatives to include:

- a. The Florida Department of Transportation
- b. Hernando County Sheriff's Office
- c. Citrus County Sheriff's Office

3. Committee members may be asked to represent the BPAC on short-term/temporary ad hoc committees.
4. Agency members and their alternates shall serve term lengths at the discretion of their respective governmental bodies or agencies.

Volunteer members shall serve two-year staggered terms and shall serve at the pleasure of the MPO Board. Three unexcused consecutive absences by a member (without alternate representation) shall be grounds for dismissal by the MPO Board. An unexcused absence occurs when the member does not report to the designated MPO staff an absence at least 24 hours in advance of the meeting.

5. BPAC members, including alternates, shall not reside in the same household with another current BPAC member, shall not be part of the immediate family of another current BPAC member, and shall not hold an elected public office.
6. A current list of BPAC membership and attendance shall be maintained and updated by the MPO staff.

#### **C. OFFICERS**

1. A Chair and Vice Chair shall be elected at the first regularly scheduled meeting of the calendar year and shall serve one year until the first regularly scheduled meeting of the next calendar year when elections will be held. The jurisdictional

representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.

2. Any regular member may nominate or be nominated as Chair or Vice Chair. All elections shall be by the majority vote of regular members present.
3. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.
4. When conducting joint meetings with other committees, a Chair of one of the committees shall preside over the meeting for efficiency. The committees may alternate the presiding Chair.
5. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair shall be filled by majority vote of members present at the next regularly scheduled meeting. The new office holder will fill the remainder of the unexpired term of the vacant office.

D. **MEETINGS**

1. The BPAC will generally meet quarterly beginning in January. The meetings shall rotate quarterly between locations in Hernando County and Citrus County, based on meeting location availability, at locations approved by the MPO Executive Director. The MPO Board will approve an annual meeting calendar for date, time, frequency, and location of the BPAC meetings, by simple majority vote.

The BPAC Chair shall have the authority to cancel a scheduled committee meeting when requested by the MPO Executive Director. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least twelve (12) hours before the scheduled time of the meeting. The BPAC will conduct joint meetings with the Citizen Advisory Committee (CAC), unless otherwise noticed.

2. Each regular member present will have a single vote. A vote on an issue or decision is by a simple majority of the regular members present. Alternate members may be counted and act in place of a regular member for that meeting only.
3. A quorum shall consist of the physical presence of a majority of the current voting membership.
4. Meetings will be open to the public. Public notice shall occur pursuant to the MPO's adopted Public Participation Plan. Public participation provision will be available on each agenda.
5. The MPO staff duties shall include agenda preparation as well as the recording, preparation, and distribution of the minutes. Agendas for meetings and minutes of the previous BPAC meeting will be transmitted via email to members approximately five (5) days before meetings.
6. Except as otherwise provided in these Bylaws, the following guidelines shall generally be followed as a means of establishing the order of meetings:
  - a. The Committee shall approve the order of the agenda at the meeting.

- b. Agendas and minutes shall be the responsibility of the MPO staff.
- c. Any business transacted by the Committee must be approved by not less than a simple majority of votes cast.
- d. All votes shall be by voice vote.
- e. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the proponents thereof.

E. AMENDMENTS

Recommended changes in the Bylaws require a majority vote of the current voting membership, provided that all voting members have received written copies of the proposed amendments with the regular agenda prior to the meeting. The BPAC recommended changes must be presented to the MPO Board for review and approval.

Approved As To Form  
And Legal Sufficiency

By Victoria Anderson  
County Attorney's Office