

RESOLUTION R-04-117

A RESOLUTION CREATING THE BICYCLE AND PEDESTRIAN ADVISORY BOARD (RESCINDING R-91-04); PRESCRIBING THE PURPOSES AND AUTHORITY OF SAID ADVISORY BOARD, PRESCRIBING THE MEMBERSHIP THEREOF; AND PROVING FOR OTHER RELATED MATTERS.

**WHEREAS**, on October 30, 1990 the Manatee County Board of County Commissioners authorized the creation of a Bicycle and Pedestrian Advisory Board; and

**WHEREAS**, it is important for the Manatee County Board of County Commissioners (hereinafter referred to as "the Commission") to be kept informed of issues and concerns which may affect public bicycle and pedestrian facilities; and

**WHEREAS**, the Commission hereby determines that it is in the best interest of the people of Manatee County, Florida, to establish and maintain a Bicycle and Pedestrian Advisory Board (hereinafter referred to as "the Advisory Board") to advise the Commission on issues relating to bicycle and pedestrian facilities within the County.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Manatee County, Florida, that:

Section 1. Creation of a Bicycle and Pedestrian Advisory Board. There is hereby established a voluntary advisory board, to be known as the Manatee County Bicycle and Pedestrian Advisory Board. Appointment of members of the Advisory Board shall be in a manner set forth herein, and members shall be appointed by the Commission, pursuant to this Resolution. This Advisory Board is advisory only, and may be abolished or disbanded at any time, or reorganized at any time, by the Commission.

Section 2. Purposes of the Bicycle and Pedestrian Advisory Board.  
The purpose of the Bicycle and Pedestrian Advisory Board shall be:

- (A) to confer with and to advise the Planning Department Director and other Department Directors as needed and/or their designee on bicycle and pedestrian related matters;
- (B) to advise the Commission on matters presented to it and on matters the Advisory Board sees as advisable to address;

- (C) to evaluate all bicycle and pedestrian projects and to forward findings and recommendations, through the Planning Department, to the Commission for its consideration;
- (D) to assist in encouraging public participation in the activities and events of the Planning Department.

The above listed duties are not to be construed as limiting the Advisory Board from pursuing relevant matters that might arise from time to time, or from acting on matters presented it by the County Administrator or the Commission.

Section 3. Authority of the Bicycle and Pedestrian Advisory Board.

- (A) The Advisory Board shall have authority to elect from its membership such officers to serve the needs of the Advisory Board. Officers elected by the Advisory Board will be a Chairman, Vice-Chairman and Second Vice-Chairman.
  - (1) Chairman – the duties of the chairman will be to preside at all meetings and to see that the work is carried out in a constructive and business-like manner. The Chairman or appointee will be the liaison from the Advisory Board to work closely with the Planning Department, when needed.
  - (2) Vice Chairman – the vice-chairman will preside in the absence of the chairman and will be available to assist the Chairman when requested.
  - (3) Second Vice-Chairman – the Second Vice-Chairman will preside in the absence of both the Chairman and Vice-Chairman and to assist the Chairman and/or Vice-Chairman when needed.
- (B) Further, the Advisory Board shall have the authority to set the time and place for its meetings. The Advisory Board will meet every month as needed, at a time and place to be determined by the Advisory Board. Meetings may be rescheduled or a special meeting called by the Advisory Board at any regular meeting. In addition, the chairman shall have the authority to call a special meeting. Upon decision to cancel a meeting, members will be notified by phone or email if the decision is made less

than seven (7) days prior to the scheduled meeting; otherwise, notification shall be by letter.

- (C) The Advisory Board will carry out its responsibilities in the most cost effective manner.

Funding of any expenses of the Advisory Board shall be limited to such amounts and expenses as authorized in advance by resolution of the Board of County Commissioners.

Section 4. Membership of the Advisory Board. The Advisory Board will be made up of no less than fifteen (15) members. These members shall be chosen by the Commission from all areas and all segments of the population.

The County Planning Department is hereby assigned the responsibility of providing administrative support to the Advisory Board. The Planning Department shall also serve as the liaison with the County Administrator's Office and the County Attorney's Office in accordance with such policies as may be established by the County Administrator and County Attorney.

Section 5. Terms and Eligibility Requirements. Terms of service on the Advisory Board will be for two years, with reappointment, at the discretion of the Commission, for another two (2) year term. Members whose terms have expired may serve until the Commission selects replacements.

A member missing three (3) consecutive meetings per year, without explanation, may, and at the discretion of the Advisory Board, be declared resigned and another member may be appointed by the Commission to replace the resigned member.

Should any member of the Advisory Board resign before completion of his/her term of office, the Commission may appoint other(s) to complete the balance of the term of that position.

Section 6. Administrative Coordinator. The Director of the Planning Department, or his/her duly authorized designee, shall serve as the Advisory Board's Administrative Coordinator and liaison to the Commission. The Administrative Coordinator shall establish procedures consistent with County policy concerning appointment procedures, development of budgets, expenditure of County funds, provision

of clerical and meeting facility support and other administrative matters which affect the normal operations of the Advisory Board.

Section 7. Effective Date. This Resolution shall be effective as of the date of adoption.

ADOPTED with a quorum present and voting this 4<sup>TH</sup> day of MAY, 2004.



BOARD OF COUNTY COMMISSIONERS  
OF MANATEE COUNTY, FLORIDA

By: [Signature]  
Chairman

ATTEST: R. B. SHORE  
Clerk of the Circuit Court

By: [Signature]  
cc.