Emerald Coast Regional Council

Pedestrian and Bicycle Committee (ECRC - PBC)

Procedures

1.01 Purpose and Function

I. The purpose of the ECRC-PBC shall be the following:
   a. Facilitate regional collaboration with diverse stakeholders in identifying and planning regional trail systems across the counties of Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, and Bay; and
   b. Enhance connectivity and mobility by encouraging coordinated development of regional trail facilities based on safety, directness, cohesion, and comfort.

II. The functions of the ECRC-PBC shall be the following:
   a. Develop a regional pedestrian and bicycle facilities network map driven by a regional trail system; and
   b. Identify funding sources and implementation measures for infrastructure projects; and
   c. Ensure meaningful citizen participation in the transportation planning process; and
   d. Ensure local technical review and coordination in the transportation planning process; and
   e. Coordinate with the Transportation Planning Organizations and Florida Department of Transportation to ensure viability and compatibility with regional and state plans.

1.02 Membership

I. The voting membership of the committee shall be up to fifteen (15) people.

II. Voting members will be considered At-Large and the committee will strive for balanced geographical representation, and knowledge and perspective in areas relevant to bicycling and walking such as:
   a. Multi-modal planning and engineering;
   b. Health;
   c. Outdoor recreation;
   d. Tourism;
   e. Education;
   f. Aging;
   g. Low income;
h. Minority;
i. Private business; and
j. Economic development.

III. Non-voting advisory members may be appointed by the committee as deemed necessary.

1.03 Meetings
I. Meetings will be held four (4) times a year, or as needed.
II. The meeting time, date, location, and agenda shall be posted on the ECRC website and distributed to committee members and interested stakeholders by email at least seven days in advance of the meeting.
III. A virtual meeting option via a web-hosted service may be deemed appropriate as a stand alone or in combination with an in-person meeting based on committee availability and as determined by ECRC staff.
IV. Meetings shall be open to the public.

1.04 Voting Rights and Procedures
I. The Chairperson shall have the authority to determine when a representative number of members are present to declare a quorum and conduct committee business. No official action shall be taken unless the Chairperson declares there is a quorum present. No resolution or motion shall be adopted by the committee except upon the affirmative vote of the majority of the members present.
II. Members may vote over the phone or web-hosted service if available.
III. Official actions of the committee shall be by adoption of motions to make recommendations to the ECRC Board and approve a resolution when necessary.
IV. The committee shall have the authority to adopt motions to request information to assist in formulating a recommendation to the ECRC Board.
V. Requests for agenda changes to any committee meeting must be received by ECRC staff at least one (1) working day prior to the meeting date.
VI. The committee shall not take action upon any matter, proposal or item of business not listed on the official agenda; however, following call to order, the Chairperson may authorize addition of new business to the agenda with the approval of two-thirds (2/3) of the voting members present.
1.05 Officers

I. The officers of the committee shall include a Chairperson and Vice-Chairperson who shall be elected from the membership at the first meeting of each fiscal year, which begins October 1.

II. The Chairperson and Vice-Chairperson shall serve for a one-year term, or until their successors are elected.

III. In the event that either the Chairperson or Vice-Chairperson position becomes vacant, a replacement shall be elected at the next scheduled committee meeting.

IV. Meetings shall be conducted by the Chairperson, or by the Vice Chairperson if the Chairperson is absent. In the event both officers are absent from the committee, and a majority of the members are present, a quorum shall be established. Those present shall then elect a temporary chairperson to facilitate the meeting.

1.06 Limitations and Authority

I. Changes to these procedures shall be approved by the ECRC Board. ECRC shall provide staff to support the management and activities of the committee, as funding is available.

II. Recommendations on plans and products will be presented to and approved by the ECRC Board, and TPO's when appropriate.

1.07 Definitions

I. Regional Trail - A trail that is separated from motor vehicle traffic and serves transportation, recreation, and health purposes for primarily non-motorized transportation. Trails are regional in nature when they connect communities and serve the region as a whole. These trails are commonly called shared-use paths, multi-use paths, or bike paths. Most are paved, while others have an improved gravel surface. Most trails are intended to be universally accessible, or as accessible as practical. In some instances, the trail may need to be a wide sidewalk due to physical constraints of the segment and the need for directness, safety, and cohesion of the network.

II. Emerald Coast Regional Council Board – Board of local government officials and Governor appointees representing member governments of the regional planning council as defined in Chapter 186 of the Florida Statutes, and as the regional planning agency as defined in Chapters 163 and 380, Florida Statutes. ECRC also serves as a Regional Transportation Planning Organization as defined by Chapter 339.155 (4)(b) and (4)(c) of the Florida Statutes. The Council exercises powers, duties, and function for conducting planning, review and assistance responsibilities, activities and functions enumerated by the legislature and declarations of Chapters 186 and 380 of the Florida Statutes, and other applicable federal, state and local laws.
III. Transportation Planning Organization (TPO) – A local, intergovernmental transportation policy board comprised of local government officials who make decisions regarding transportation at a regional level as defined by 23 CFR 450.104, 23 CFR 450.310, and Florida Statute Chapter 339.175. The TPOs within the committee region include Florida-Alabama TPO, Okaloosa-Walton TPO, and Bay County TPO.