

Bicycle and Pedestrian Advisory Committee Operating Procedures – 2024

Purpose

The Bicycle and Pedestrian Advisory Committee (BPAC) provides technical guidance and subject matter expertise to the Puget Sound Regional Council (PSRC)'s planning work program related to regional pedestrian and bicycle infrastructure and supportive facilities that encourage increasing numbers of people to walk, bike, and roll, in advancement of safety, equity and mobility goals in the VISION 2050 Regional Growth Strategy.

BPAC Work Program

In alignment with the committee purpose, the BPAC provides technical guidance that is reflected in PSRC's planning products and guidance, including but not limited to:

- Sharing technical guidance on pedestrian and bicycle data collection efforts and other planning products in support of the Regional Transportation Plan (RTP).
- Providing support for the development of the active transportation elements of the Regional Transportation Plan, which span the RTP and are integrated with other major RTP topics like safety, equity, transit access and micromobility.
- Analyzing data and developing tools that identify priority gaps in the pedestrian and bicycle infrastructure and networks, as well as monitoring the existence of policies and programs for closing network gaps and encouraging safe and equitable usage of pedestrian and bicycle infrastructure.
- Advancing the implementation of the Regional Transportation Plan and the priority strategies identified in the regional Coordinated Mobility Plan.
- Incorporating the perspectives of active transportation users into PSRC's planning products and guidance.

Committee Membership

The Bicycle and Pedestrian Advisory Committee is composed of staff from PSRC's member organizations, with representation across all four counties with respect to regional population size. In addition, non-voting membership is provided as described in the section below. Members should include staff who have knowledge and expertise in pedestrian and bicycle planning and infrastructure and can support the work program described above. The membership structure also reflects the need for a committee that is of a workable size and representative of PSRC's members. Each member will be allowed a designated alternate, who will only vote on action items if the member is not present. See Attachment A for the current BPAC voting membership structure.

Appointments

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. For individual cities and counties, this could be the County Executive, Mayor, Public Works Director, transportation department head, or other

responsible official. For the “Other Cities and Towns” representatives, appointments should be made by the appropriate countywide committees; currently these are performed as follows: for King County, the King County Sound Cities Association; for Kitsap County, the Kitsap Regional Coordinating Council; for Pierce County, the Pierce County Regional Council; and for Snohomish County, Snohomish County Tomorrow.

For Other Agency Representation:

- State representatives and alternates are appointed by the Washington State Department of Transportation;
- Transit Operators Committee appoints the transit representative and alternate;
- County public health agency representative and alternate are appointed by the coordinating body of the four county public health agencies; and
- Representatives and alternates for the tribal seats are appointed by each tribe.

Attendance

All members or their designated alternate are expected to regularly attend committee meetings. Representation may be in person or via remote participation. Attendance will be monitored and reported to the committee one to two times per year. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the jurisdiction to encourage more regular attendance and to inquire if the appointment needs to be updated.

Non-voting Membership

The BPAC may appoint up to four non-voting members to represent community, environmental, educational, or similar organizations, or to system users who provide a unique and/or underrepresented perspective on bicycle and pedestrian issues. Non-voting members may participate in general discussions of the committee but may not vote and should refrain from discussions of action items.

Applications for non-voting membership are to be provided in writing to PSRC. Requests made by organizations should come from a leader of the organization and designate the member who will serve. All nominations shall be approved by the full committee according to the established criteria for non-voting membership, including:

- The applicant’s potential contribution in terms of technical expertise and knowledge of active transportation issues, particularly for underrepresented user groups; and
- Diverse geographic representation from among the counties.

Non-voting members will serve for a term of three years. The BPAC will seek nominations for non-voting membership every three years. PSRC will review the current non-voting membership and actively solicit new non-voting member participation. Non-voting members who no longer attend on a regular basis will be removed to allow the opportunity for others to serve.

Meeting Cadence

The BPAC is scheduled to meet every other month. However, actual meeting frequency will be

determined by the needs of the PSRC's pedestrian and bicycle work program, with meetings added or canceled accordingly. This work program is aligned with PSRC's four-year Regional Transportation Plan development cycle, meaning that the BPAC may meet more or less frequently based upon PSRC's need for committee input on a given year in the RTP planning cycle. To assist members in planning, PSRC will plan to share an annual calendar of planned meeting dates along with potential topics.

Decision Making Process

PSRC staff will set the agenda topics for each meeting and facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present. Decision-making will be by general committee consensus. If consensus cannot be achieved, a vote of members will be taken. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of the voting members present.

Attachment A: BPAC Voting Membership Structure – 2024

CITY AND COUNTY REPRESENTATION

Guiding Principles used in Geographic Membership based on Policy Board Representation

Counties represent both incorporated and unincorporated residents.

Counties have a key GMA role in both incorporated and unincorporated areas including ultimately setting urban growth boundaries and allocating population and employment.

King County plays a central role as the jurisdiction which includes the bulk of the region's population and employment.

To meet these roles, membership of the committee should include a minimum of one representative each from:

- a. Each county
- b. The metropolitan cities within each county
- c. The other cities and towns within each county

Beyond these minimums, representation should reflect population to the degree feasible.

The total number of representatives from any County and its jurisdictions combined may not comprise 50% or more of the membership of the committee.

	% of 2023 Regional Population	2024 BPAC Members
King County	53%	10
County	5.6%	2
Metro City: Seattle	17.5%	2
Metro City: Bellevue	3.5%	1
Other Cities/Towns	26.2%	5
Kitsap County	6%	3
County	4.1%	1
Metro City: Bremerton	1.0%	1
Other Cities/Towns	1.2%	1
Pierce County	21%	4
County	10.0%	1
Metro City: Tacoma	5.0%	1
Other Cities/Towns	6.2%	2
Snohomish County	20%	4
County	8.4%	1
Metro City: Everett	2.6%	1
Other Cities/Towns	8.4%	2
TOTAL CITY AND COUNTY		21

OTHER AGENCY REPRESENTATION	
	2024 BPAC Members
State	2
Washington State Department of Transportation	2
Transit	1
Transit Operators Committee	1
Public Health	1
County Public Health Agencies	1
Tribes	4
Muckleshoot Tribal Council	1
Puyallup Tribe	1
Suquamish Tribe	1
Tulalip Tribes	1
TOTAL OTHER AGENCIES	8
TOTAL BPAC MEMBERSHIP	29