

**City of Raleigh
Bicycle & Pedestrian Advisory Commission**

Roles and Responsibilities

1. The Bicycle & Pedestrian Advisory Commission (the "BPAC") shall consist of nine members to be appointed by the City Council.
2. The role of the BPAC is to provide guidance to the City Council on all matters related to bicycle and pedestrian activities and accommodation within the City of Raleigh.
3. The BPAC shall be responsible for making recommendations to the City Council on the implementation of relevant programs, policies, regulations, and funding priorities regarding cyclist and pedestrian access and accommodation.
4. The Commission shall also promote bicycling and walking as viable and safe transportation alternatives and shall serve as an ambassador for the City in this regard.
5. Specific tasks shall either come directly from the adopted BPAC Workplan, approved annually by the City Council, or as otherwise directed by the City Council. BPAC shall track progress of Workplan items and report annually to the City Council.
6. The BPAC meetings are open to the public and therefore subject to the North Carolina Open Meetings Law.
7. The BPAC will have City staff from the Office of Transportation Planning assigned to support their work. City staff will assist with meeting logistics, parking passes and summary of meeting minutes. Staff may also participate in BPAC discussions as needed.
8. The City of Raleigh will provide the BPAC with background documents relating to agenda items.
9. The BPAC members will engage in open dialogue, which allows for the voicing of different opinions and recognition that everyone in the room is responsible for the process.
10. When speaking with others outside of the BPAC, members should indicate that they are not speaking on behalf of the BPAC. They should present only their own views and should conscientiously refrain from expressing, characterizing or judging the views of others.
11. Each member of the BPAC shall take responsibility for attending meetings, reading distributed materials, and participating in meetings.
12. BPAC members will be aware of the limited time in the meetings and will therefore express themselves succinctly to allow time for others to share their thoughts and opinions.