

# Westbrook Safe Mobility & Access Committee Bylaws

Adapted from the Portland Bicycle-Pedestrian Advisory Committee Bylaws as of January 14, 2019  
Adopted November 20, 2019, Amended March 27, 2022

1. In all references below, the “Committee” and “WSMAC” will refer to the “Westbrook Safe Mobility & Access Committee.”

## 2. Purpose

The purpose of the Committee is to make Westbrook a safer place for all forms of travel, for all ages, residents and visitors alike. The committee shall advocate and educate on issues relating to bicycle, transit and pedestrian issues, including handicap accessibility.

## 3. Membership

Membership is open to any resident of the city of Westbrook. Active membership requires monthly activity which shall be defined as regularly attending monthly meetings and/or regular activity on the email list or WSMAC social media. Regular activity shall be defined as a minimum of 6 meetings per a 12 month or 8-12 emails or posts per 12 month period. Only active members may participate in committee votes or in the Core Committee Officer Elections.

## 4. Officers

The Core Committee shall consist of four officers; the Chair, Vice-chair, the Treasurer, and Secretary. The term for all officers shall be two years unless amended by a 2/3 majority vote. Officers may resign their position if a minimum of 30 days notice is given. The advance notice may be waived by the remaining core committee members in emergency situations. An officer who fails to attend meetings, fails to do said duties as described in the bylaws, or who does not adhere to the Code of Conduct may be asked to resign or may be voted out of the committee with a majority vote. Officers may hold more than one position when necessary. In the event of a resignation or termination from the committee the Core Committee may assume the role of the vacant position until such time as a vote can be held to fill that position. Such a vote shall be held as soon as possible or as soon as a qualified applicant is found.. The term of the filled position will be until the next scheduled election.

### **a. Chair**

#### *Responsibilities*

1. Chair meetings or appoint a Chair as necessary;
2. Prepare agenda;

3. At the discretion of the organization by majority vote at a meeting, represent the group as spokesperson to the city council or other committees and the media;

4. Ensure that the Vice Chair has the opportunity to gain the experience necessary to take over as Chair the following year, if desired.

*Term*

1. The Chair shall serve for two years unless amended by a 2/3 majority vote.

**b. Vice Chair**

*Responsibilities*

1. Assume the responsibilities of the Chair when the Chair is not present.

*Term*

1. The Vice Chair shall serve for two years.

**c. Secretary**

*Responsibilities*

1. Take minutes of meetings and present them to the membership;

2. As directed by the Committee by vote of membership at a meeting, be responsible for correspondence of the Committee;

3. Maintain records of members of the committee.

*Term*

1. The Secretary shall serve for two years.

**d. Treasurer**

*Responsibilities*

1. The Treasurer will keep an account of all Committee funds, according to the WSMAC Fiscal Policies, and be prepared to report any activity at each meeting.

2. The Treasurer shall be authorized to spend money from Committee funds only for purposes approved by unanimous consent of the Core Committee (see #8 below).

#### *Term*

1. The Treasurer shall serve for two years.

### **e. Past Chair**

The Committee's "Past Chair" shall be the person last serving as "Chair" of the Committee.

#### *Responsibilities*

1. The Past Chair will advise the current Chair as to procedures, information sources and contact information needed to carry out their duties as Chair;
2. The Past Chair will assist the Committee and its Secretary with the preservation of its institutional memory;
3. The Past Chair will serve as acting Chair when neither the current Chair nor the current Vice Chair are present.

#### *Term*

1. The Past Chair will serve two years, or until such time as a new Chair is elected and a new Past Chair assumes the post.

### **5. Meetings**

Committee meetings will be held on a regular monthly basis, the date and time to be decided by the membership, with at least ten meetings per calendar year. All meetings are open to all members and to the public. Meetings are to be held at an open and accessible place as noticed by the Chair. Notice of special meetings must be sent to the membership one week prior to the meeting. By discretion of the Chair or a vote of the members present, the meetings will be held according to "Robert's Rules of Order."

### **6. Subcommittees**

The Committee may assign standing or temporary subcommittees that can meet to research issues, develop informational events and work on special projects as charged by the Committee.

### **7. Policy Issues**

Committee policies may be decided by a vote of the membership at a regular meeting. No person may speak in the name of the Committee unless so authorized by a vote of the membership at a regular or special meeting.

## 8. Core Committee

The Core Committee shall consist of the Chair, Vice Chair, Past Chair, Secretary, and Treasurer.

### *Responsibilities*

1. The Core Committee can make emergency decisions regarding the Committee. Those decisions must be brought before the membership at the next meeting.
2. The Core Committee can make decisions and take actions granted to it by the membership at a meeting.
3. The Core Committee is responsible for enforcing rules of member conduct as specified in the WSMAC Code of Conduct.
4. The Core Committee must approve all spending of committee funds by the Treasurer.
5. The Core Committee is responsible for developing, maintaining, and enforcing the WSMAC Fiscal Policy, which shall be posted on the WSMAC website.

## 9. Quorum

All decisions involving policy and actions of the committee must be passed by a quorum of members present at a regular meeting. The Quorum must consist of at least four committee members who have been members for at least one month.

## 10. Elections

Election of officers will take place during the regular January meeting of the Committee, which will be conducted every two years. Members may be nominated for office at the December or January meetings. A member need not be present at the January meeting to be nominated for office. Nominations must be made by a voting member of the Committee and seconded by same. Any member of the Committee may request a secret ballot.

## 11. Events

Committee members must attend the planning meeting for an event in order to participate, or be excused from the meeting for a reason approved by the members at the planning meeting.

## 12. Amendments

The bylaws may be amended by a two-thirds vote of those present at a regular meeting. The amendments and meeting notice must be sent to the membership at least one month before the meeting.

### 13. WSMAC Code of Conduct

All members shall behave in accordance with the WSMAC Code of Conduct, as posted on the WSMAC website.

### 14. Amendments

3/27/2022

1. Officer terms extended from 1 to 2 years, and language added around officer resignations/terminations.
2. Membership definition refined.
3. Agenda preparation moved from Secretary to Chair role

Approved by Core Committee email on 3/27/2022 following conditional approval at 2/28/2022 monthly meeting.