

KENT BICYCLE ADVISORY BOARD

BY-LAWS

We, the members of the Kent Bicycle Advisory Board of the City of Kent, State of Washington formed pursuant to Resolution 1298 of the Kent City Council, do hereby adopt, publish and declare the following By-Laws which shall supersede all other rules and procedures not set by City Ordinance or State Statute.

ORGANIZATION AND RULES OF PROCEDURE

1. The official name is "Kent Bicycle Advisory Board" as provided by Resolution 1298.
2. The officers of the Board shall consist of a Chair, Vice-Chair, and Secretary.
3. Officers
 - (A) The Chair shall preside over the Board and exercise all powers incidental to the office, retaining however, the full right as a member of the Board to have a vote recorded in all deliberations of the Board, to propose motions and to second motions.
 - (B) The Vice-Chair shall, in the absence of the Chair from any meeting, perform all the duties incumbent upon the Chair, and retain the full right as a member of the Board to have a vote recorded in all deliberations of the Board, to propose motions and to second motions.
 - (C) The Chair and Vice-Chair both being absent from any meeting, the Secretary shall serve as temporary Chair, who shall have full powers as Chair during the absence of the Chair and Vice-Chair, retaining the full right as a member of the Board to have a vote recorded in all deliberations of the Board, to propose motions and second motions.
 - (D) The secretary shall set the Board agenda, prepare minutes, and keep such records as are necessary for the property operation of the Board, all of which shall be a matter of public record.
 - (E) Officers shall be elected at the regular meeting in the 11th calendar month of each year, by a majority vote of the authorized membership of the Board; their terms of office shall run from January 1 following the election meeting until December 31 of the same year, or until a successor has been elected.

In the event of a vacancy of any officer, the Board may, at a convenient time selected by a majority present, hold a special election for that position. Any member of the Board is eligible to fill the vacancy. However, if a present officer wins the new position, his present office is considered vacant, as no member can hold two office positions; and, an election should then take place immediately to also fill that position being vacated.

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4. Absences

Board members shall notify the Board Chair whenever the member will be absent from a workshop, regular or special meeting, providing a reason for the absence. Failure to do so will result in an unexcused absence.

5. Voting

(A) The affirmative vote of the majority of those present shall be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these by-laws.

6. Meetings

(A) Generally there shall be one Kent Bicycle Advisory Board meeting each month:

(1) Meetings. On the last Monday of each month there shall be a meeting of the Board to be held at 5:45 P.M. to 7:00 P.M. to discuss matters.

(2) These scheduled meetings may be canceled or convened at other times if deemed necessary by the Chair or, in the absence of the Chair, by the Vice-Chair.

(3) The order of business shall be:
(a) Call to order by Chair.
(b) Roll call.
(c) Approval of minutes.
(d) Added items.
(e) Communications.
(f) Notice of upcoming meetings.

7. Agendas, Staff Reports, and Minutes for Regular Meetings

(A) A copy of the agenda for every regular meeting of the Kent Bicycle Advisory Board shall be sent to each member not less than seven (7) days prior to the date of the meeting at which such agenda is to be considered.

(B) Application Forms. Forms to be used for making applications to be on the Board will be made available on the City website.

(C) Minutes and Records. Minutes of all public meetings shall be kept and made part of a permanent public record along with applications made under provisions of law and the complete files of proceedings and actions taken in connection therewith.

The Secretary shall provide the Board with a set of minutes of the previous month's meeting which shall be sent to each Kent Bicycle Advisory Board member no later than seven (7) days prior to the next regular meeting of the Kent Bicycle Advisory Board. These minutes shall be considered for approval by the Kent Bicycle Advisory Board at its next regularly scheduled public meeting and upon approval shall become part of the official record of the action of the Board.

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8. Recording of Minutes

Minutes of all regular and special public meetings of the Kent Bicycle Advisory Board shall be kept.

9. Temporary Committees

The Chair of the Kent Bicycle Advisory Board shall have full power to create temporary committees of one or more members and to appoint the members of such committees, charged with such duties as examination, investigation, and inquiry relative to one or more subjects of interest to the Board. No temporary committee shall have the power to commit the Board to the endorsement of any plan or program without its submission to the full body of the Board.

10. Amending By-Laws

These by-laws may be amended at any Kent Bicycle Advisory Board meeting by a majority of members of the Kent Bicycle Advisory Board. All amendments to the by-laws shall be submitted to the Mayor and City Council for their information.

11. Posting Agendas, etc.

The following shall be posted on the City website and/or in a conspicuous place in City Hall:

- (A) The agenda and meeting location shall be posted at least 24 hours prior to the next meeting.
- (B) Such other matters as requested by the Board, the Chair, or the Secretary.

12. Code of Conduct

- (A) Prohibited Acts. Members of the Kent Bicycle Advisory Board are prohibited from:
 - (1) Acting in a manner which would result in inefficiency, neglect of duty, misfeasance or malfeasance in office.
 - (2) Acting in a manner to intentionally disrupt Board proceedings.
 - (3) Missing 25% or more of the regularly scheduled meetings and workshops in a 12-month period without such absence being excused by the Board.
 - (4) Using his or her position to secure special privileges or exemptions for himself, herself, or others.
 - (5) Directly or indirectly giving or receiving or agreeing to receive compensation, gifts, rewards, or gratuities from any source, except the City of Kent, for a matter connected with or related to the services as a member of the Kent Bicycle Advisory Board, unless otherwise provided by law.

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- (B) Violation of Code of Conduct: Whenever a member violates a provision of this Code of Conduct, the Board may reprimand said member by motion or by written document and/or may send a recommendation to the Mayor for dismissal from the Board, which recommendation shall contain a statement setting forth the violation or violations alleged to have occurred as well as the facts relating to said violation or violations.

KNOW ALL PERSONS BY THESE PRESENT:

That the undersigned Secretary of the Kent Bicycle Advisory Board does hereby certify that the above and foregoing by-laws have been duly adopted by the members of said Board as the by-laws of said Board.

ATTEST:

BY: Melvin I Robert Date: 6/26/17
Secretary
President
Kent Bicycle Advisory Board
6.26.17
7/31/17
secretary