



BIKE EDINA

Bylaws

Section 1: Introduction

The bylaws outlined below are the approved procedures of the Bike Edina working group. Proposed bylaw amendments should be announced one meeting prior to voting on the proposed change. Bylaw amendments require the approval of a majority of voting Bike Edina working group members. Approved bylaws amendments shall be forwarded to the Edina Transportation Commission (ETC) for review and approval. Amendments take effect upon approval by the ETC.

The ETC bylaws shall govern questions of procedure in any matter not addressed in these bylaws, as applicable.

Section 2: Establishment

The City Council has established the Bike Edina working group as a standing working group of the ETC. The purpose of the Bike Edina working group is to support the mission of the ETC and advise the City on bicycling-related issues.

Section 3: Mission

The mission of the Bike Edina working group is to advance bicycling in Edina by:

- Advocating for a complete bicycle transportation network that serves cyclists of all ages and abilities, safely, comfortably, and conveniently;
- Serving as a voice and resource for city staff and elected/appointed officials, school district, and community on bicycling-related issues;
- Furthering public awareness and acceptance of bicycling as a fun, safe, convenient, healthy, and sustainable mode of transportation and form of recreation, year around; and
- Working collaboratively with other organizations to advance our vision for a progressive bicycle-friendly community where everyone can integrate cycling into their daily lives.

Section 4: Membership

Membership Composition

The Bike Edina working group shall be comprised of regular (voting) and student (nonvoting) members.

Regular Members: The Bike Edina working group shall be comprised of no fewer than five and no more than 15 regular members. Regular members shall be 18 years of age or older and reside or work in the City of Edina. Regular members are voting members.

Student Members: Student members shall be 15 years of age or older and reside or attend school in Edina. Student members are nonvoting members.

New Members

Prospective members should complete a Bike Edina working group membership application and attend two regular Bike Edina working group meetings before being recommended for appointment. A recommendation requires a majority vote of Bike Edina working group members.

Contact Information

Bike Edina working group members are required to provide a mailing address and phone number or email address to the Chairperson. The Chairperson or designee will keep a roster of current members and provide a copy of that roster to each member and to the ETC Chairperson or designee. It is the responsibility of members to ensure the contact information as it appears on the roster is up to date.

Attendance

Attendance is expected at all regularly scheduled Bike Edina working group meetings and subcommittee meetings. If a member cannot attend a meeting, he or she should notify the Chairperson as soon as possible. The Chairperson shall keep of record of each members' attendance.

Any member who misses three consecutive regularly scheduled Bike Edina working group meetings or who fails to attend at least half of the regularly scheduled meetings in a calendar year shall be deemed to have resigned. The Chairperson shall notify members in writing of their resignation by attendance failure. Members who have resigned due to attendance failure may request reappointment.

Section 5: Meetings

Meeting Notice

The Chairperson shall send a notice of each regular meeting via email to each member at the address shown on the membership roster. It is the responsibility of members to verify the meeting schedule.

Regular Meetings

Regular meetings of the Bike Edina working group shall be held the second Thursday of the month, at 7:30 p.m., in City Hall unless otherwise announced. A regular meeting may be canceled by the Chairperson or majority vote of members when there is insufficient business, lack of quorum, lack of meeting space, conflict with a holiday, inclement weather, or in the event of a community emergency. Notice of the cancellation will be emailed, if possible and timely, to all members.

Annual Meeting

In October of each year, or, if the October meeting is canceled, the first regularly scheduled meeting thereafter, the Bike Edina working group will hold an annual meeting to:

- Elect officers for the coming year,
- Review and update bylaws as necessary,
- Affirm the regular meeting schedule for the upcoming year, and

- Approve an annual work plan

Quorum

A simple majority of voting members constitutes a quorum for any meeting. If at any meeting a quorum is not achieved or maintained, no votes may be taken on Bike Edina working group business. The Chairperson may adjourn a meeting if a quorum is not achieved within 15 minutes of the meeting start time, or if a quorum is not maintained.

Meeting Agendas

Meeting agendas will be prepared by the Chairperson. Members may request that items be added to the agenda; however, the addition of such items is at the discretion of the Chairperson or subject to approval by a majority of voting members. The meeting agenda and related materials will be emailed to each member no less than three working days before the meeting.

Meeting Proceedings

During regular meetings, business will be conducted in the order listed below. The order of business may be changed with the support of a majority of the voting members.

- Call to order
- Approval of agenda
- Action items
- Discussion items
- Next steps
- Adjournment

Motions and Voting

A simple majority of voting members present and voting will decide all motions before the Bike Edina working group. At the request of a member, a roll call vote will be taken when there is a divided vote on any item. A tie vote on any motion will result in a failure of that motion to pass.

Meeting Minutes

Minutes shall be recorded at each meeting. Minutes shall be reviewed by the Chairperson and distributed to Bike Edina working group members and the ETC staff liaison prior to the next scheduled meeting.

Public Participation

Members of the public may attend regular meetings of the Bike Edina working group held at City Hall or other public location. Members of the public may participate in discussion on agenda topics; however, the Chairperson may limit participation by members of the public in the interest of time.

Section 6: Officers

Chairperson

The ETC shall appoint a member of the Commission to serve as Chairperson of the Bike Edina working group.

Co-Chairperson, Vice Chairperson, and Secretary

The Bike Edina working group may elect a Co-Chairperson, Vice Chairperson, and/or Secretary at the Annual Meeting or at any other time to fill a vacancy. The Co-Chairperson, Vice Chairperson and Secretary shall serve one-year terms and are eligible for re-election.

Section 7: Subcommittees

The Bike Edina working group may establish subcommittees to address specific areas of interest. Before establishing a subcommittee, the Bike Edina working group shall define the purpose of the committee and the general scope of work. Subcommittees shall include two or more regular members and may include student and community members. Subcommittee members shall be approved by the Bike Edina working group. The chairperson shall be a regular member of the Bike Edina working group.

Subcommittees should meet between Bike Edina working group meetings to advance their work. Bike Edina working group members are expected to participate on subcommittees and to attend all subcommittee meetings. For the purposes of this section, a meeting may be conducted by email.

The subcommittee chair shall forward action or discussion items to the Bike Edina working group chair no less than one week before each regular Bike Edina working group meeting.

A subcommittee may be disbanded at any regular Bike Edina working group meeting by a majority vote of regular members.

Section 8: Nondiscrimination / Equal Opportunity Statement

In conducting Bike Edina working group business, no member shall discriminate against any individual on the basis of race, color, creed, religion, age, national origin, gender, gender identification, sexual orientation, sexual identity, marital status, reproductive status, disability, or status with regard to public assistance.