

Bike Edina Task Force Bylaws

Section 1: Introduction

The bylaws outlined below are the approved procedures of the Bike Edina Task Force. 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 Task Force members.

Section 2: Mission and Business Address

The mission of the Bike Edina Task Force (BETF) is to advance bicycling in Edina by:

- Advocating for a complete bicycle transportation network that serves cyclists of all ages and abilities, safely and conveniently;
- Serving as a voice and resource for city staff and elected officials, school district, and the 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.

The business office for the Bike Edina Task Force is the Chairperson's home address. The email for the Bike Edina Task Force is bikeedina@gmail.com.

Section 3: Membership

Membership Composition

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

Regular Members: The Bike Edina Task Force shall be comprised of no less 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 Task Force membership application and attend two regular Bike Edina Task Force meetings before being considered for membership. New members shall be appointed by majority vote of members present and voting at the meeting at which the appointment is considered.

Terms of Membership

Terms of membership shall be no more than three years. At the end of each term, a member may request reappointment by forwarding a written request to the Chairperson at least two weeks prior to the October meeting. The Chairperson shall bring the request forward at the October meeting. Reappointment requires a majority vote of members present and voting at the meeting at which the reappointment is considered.

Contact Information

Bike Edina Task Force 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. It is the responsibility of members to ensure the contact information as it appears on the roster is up to date.

Responsibilities

Bike Edina Task Force members are expected to be present and adequately prepared for all meetings and to actively participate in meeting discussions. Members are also expected to participate in subcommittee meetings and other activities. Members who are unable to complete assigned tasks should notify the Chairperson as soon as possible.

Attendance

Attendance is expected at all regularly scheduled Bike Edina Task Force 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.

Resignation

A member may resign from the Bike Edina Task Force by notifying the Chairperson in writing.

A member shall be deemed to have resigned if the member:

- Fails to attend three consecutive meetings without notifying the Chairperson that he/she will be absent.
- Misses more than half of the regular meetings in a calendar year, regardless of whether the member notified the Chairperson of the absences.

The Chairperson shall notify members in writing of their resignation by attendance failure or removal.

Members who have resigned due to attendance failures may request reappointment. Reappointment may be to the remainder of the member's existing term, or to a new term.

Removal

A member may be removed by a majority vote of members present and voting at the meeting at which the removal is considered.

Member Vacancy

A member vacancy may be filled for the remainder of an unexpired term or for a new term.

Section 4: 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 Task Force 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.

Annual Meeting

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

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

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 Task Force 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.

Motions and Voting

A simple majority of voting members present and voting will decide all motions before the Bike Edina Task Force. 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 members prior to the next scheduled meeting.

Public Participation

Members of the public may attend regular meetings of the Bike Edina Task Force 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 5: Officers

Election

The Bike Edina Task Force shall elect a Chairperson at the annual meeting. The Chairperson shall serve a one-year term and is eligible for re-election.

The Bike Edina Task Force may elect a Vice Chairperson and/or Secretary at the annual meeting. The Vice Chairperson and Secretary shall serve one-year terms and are eligible for re-election.

Duties of Chairperson

The Chairperson may make and second motions and vote on all motions. The duties of the Chairperson include but are not limited to those specified above and:

- Lead the meeting in accordance with the agenda and facilitate discussion on agenda items;
- Invoke a reasonable time limit for speakers;
- Ensure that the bylaws are followed and actions properly taken;
- Maintain meeting decorum;
- Extend meetings or schedule special meetings as necessary;
- Cancel meetings;

- Facilitate the development of an annual work plan;
- Develop an annual calendar of anticipated agenda items for each month;
- Consult with members regarding attendance issues;
- Encourage active participation by Bike Edina Task Force members and members of the public.

The Vice Chairperson performs the duties of the Chairperson in his/her absence. If both the Chairperson and Vice Chairperson are absent, an acting chairperson may be assigned in advance by the Chairperson or, if the Chairperson is not available, by the Vice Chairperson, or at the meeting by a majority vote of members.

Section 6: Subcommittees

BETF may establish subcommittees to address specific areas of interest. Before establishing a subcommittee, BETF 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 BETF. The chairperson shall be a regular member of BETF.

Subcommittees should meet between BETF meetings to advance their work. BETF 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 BETF chair no less than one week before each regular BETF meeting.

A subcommittee may be disbanded at any regular BETF meeting by a majority vote of regular members.

Section 7: Communication

Bike Edina Task Force members are encouraged to share their work with members of the public within the guidelines noted in the paragraph below.

The Chairperson shall be the spokesperson for the Bike Edina Task Force and represent the views of the Bike Edina Task Force, as voted on and discussed by the membership, to the media, elected officials and other organizations. Members should direct all inquiries about Bike Edina Task Force business to the Chairperson. The Chairperson may delegate the duties of spokesperson to other member(s).

Section 8: Financial Transactions

All financial expenditures by the Bike Edina Task Force must relate to the Bike Edina Task Force mission. All expenditures must be approved in advance by a majority of voting members. The Chairperson is responsible for ensuring that all approved expenditures or reimbursements meet the criteria above. Expenditures that do not meet the criteria above will not be reimbursed.

Section 9: Conflict of Interest

Members may not use their position on the Bike Edina Task Force for personal benefit. The interests of the Bike Edina Task Force must be the first priority in all decisions and actions. Any member who has a financial interest in, or who may receive a financial benefit as a result of, any Bike Edina Task Force action or decision must disclose this fact as a conflict of interest. A member who has disclosed a conflict of interest should abstain from discussion and voting on a matter.

Section 10: Nondiscrimination / Equal Opportunity Statement

In conducting Bike Edina Task Force 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.