

# **BY-LAWS OF THE New Hampshire Complete Streets Advisory Committee**

## **Article I - Committee Name and Function**

### **Section 1 - Name**

The Committee shall be called the “New Hampshire Complete Streets Advisory Committee” and shall be referred to herein as CSAC.

### **Section 2 - Purpose**

The purpose of CSAC is to advise the Commissioner of the New Hampshire Department of Transportation (NHDOT) on policies, programs and recommendations to support bicycling, walking, and transit as safe, convenient, economically and environmentally beneficial forms of transportation and recreation. CSAC is also envisioned to serve as a forum for exchange of information, ideas, and resources related to bicycling, walking and transit among NHDOT, other state agencies, local and regional planners, and community organizations.

### **Section 3 - Mission Statement**

This mission of CSAC is:

“To support bicycling, walking and transit as safe, convenient, and sustainable forms of transportation that increase New Hampshire’s livability, increase economic activity, and improve public and environmental health. We seek to improve the state through education, public outreach, collaboration, policy and construction.”

### **Section 4 - Function**

CSAC will work with the NHDOT and other participating State agencies in cooperative efforts to:

1. Encourage/Promote/Support bicycling and walking for transportation, recreation, and health and environmental purposes within the State of New Hampshire.
2. Represent the interests of bicyclists, pedestrians, and transit riders in advising the NHDOT Commissioner on all matters pertaining to related infrastructure and its planning, design, accessibility, use, and investment.
3. Develop education initiatives focused on bicycle, pedestrian and transit rider safety; safe sharing of the road by all road users; as well as the livability, economic, environmental, and health benefits related to bicycling, walking, and taking transit.
4. Promote compliance with, and enforcement of, traffic laws related to bicycling and walking.
5. Evaluate the needs and initiatives of bicyclists, pedestrians and transit riders.

6. Promote safe accommodation of bicyclists and pedestrians in the engineering, construction and maintenance of transportation facilities.
7. Promote expanded communication between units of NHDOT working on active transportation and access to transit, as well as expanded communication among multiple State agencies working on related projects.

## **Section 5 - Endorsements**

The CSAC, in its efforts to promote multi-modal activities, may lend its name in approval of certain activities, but shall not permit the use of its name to approve, endorse, nor in any way indicate support for specific commercial sponsors of said activities nor for specific products.

## **Article II - Membership**

The NHDOT Commissioner will appoint members of CSAC. Public, private and nonprofit organizations with missions relating to bicycling, walking and transit will be invited to participate.

The representatives of the state agencies shall act as resources and liaison between CSAC and their agencies. They are expected to participate in discussion and planning and, in so doing, support the accomplishment of committee purposes.

Each organization/agency will have one representative voting member.

Membership of CSAC shall include up to 16 members and may be, but not limited to, members from the following:

NHDOT Bicycle and Pedestrian Staff  
Regional Planning Commission – Urban/Metropolitan Planning Organization (MPO) representative  
Regional Planning Commission – Rural representative  
Bike-Walk Alliance of NH (BWANH) representative  
Rail Trail organization representative  
Bike industry representative  
Transit Provider or Transit Association representative  
Bicycle club representative  
NH Department of Environmental Services representative  
NH Department of Natural and Cultural Resources representative  
NH Department of Health and Human Services representative  
NH Department of Business and Economic Affairs representative  
Municipal representative  
At-Large representatives (three positions)

Non-voting member:

The Federal Highway Administration (FHWA) Division Bicycle and Pedestrian Contact

### **Article III - Term of Service**

The term of service for members of CSAC shall be for two (2) years. Members can serve four (4) consecutive terms, for a total of eight (8) years. Members representing State agencies will be considered permanent members of CSAC without term restrictions.

The member appointments from the organizations listed below will end December 31<sup>st</sup> on even years:

Regional Planning Commission – Rural representative  
Rail Trail Organization  
Bicycle club representative  
At-Large representative A  
Transit provider or Transit Association representative

The member appointments from the organizations/ agencies listed below will end December 31<sup>st</sup> on odd years:

Regional Planning Commission – Urban/MPO representative  
Bike-Walk Alliance of NH (BWANH) representative  
Municipal representative  
Bike industry representative  
At-Large representatives (B & C)

### **Article IV - Meetings**

#### **Section 1 - Regular Meetings**

CSAC shall meet at least six (6) times per year. Unless otherwise noticed by the Chair, meetings will be held at the NHDOT office, 7 Hazen Drive, Concord, NH.

Meetings are open to the public, and meeting information will be posted according to RSA 91-A, Access to Government Records and Meetings.

#### **Section 2 – Minutes**

CSAC will keep permanent minutes of its meetings. The minutes shall include the attendance of its members and its resolutions, findings, recommendations, motions, and other actions. Minutes will be made available according to procedures outlined in RSA 91-A, Access to Government Records and Meetings.

#### **Section 3 - Agenda**

The agenda shall consist of such matters as set by the Chairperson and CSAC members. Any CSAC member may request that any item be placed upon the agenda prior to or at the time of the review of the agenda at the start of a meeting. Agendas will be made available according to procedures outlined in RSA 91-A, Access to Government Records and Meetings.

#### **Section 4 - Quorum**

A quorum consisting of a majority of the CSAC members then currently appointed shall be required to conduct the business of the CSAC. Any existing vacancy shall not be counted in the calculation of a quorum. Members present at a duly called or held meeting at which a quorum is present may conduct business until adjournment, notwithstanding the withdrawal of enough members to have less than a quorum.

#### **Section 5 - Controlling Vote**

Action of CSAC shall be taken upon majority vote of the members present. Each member present shall be entitled to one vote. In the case of amendments to the bylaws a 2/3 vote of the members present is required.

#### **Section 6 – Special Meetings**

Special meetings may be called by any member, with the approval of sufficient additional voting members of CSAC to form a quorum. A 7-day written/electronic notice to each member of CSAC is required before a special meeting can be held. At a special meeting, no business shall be transacted other than that specifically stated in the notice for a special meeting.

A call to CSAC to attend an offsite visit or function will not constitute a meeting with or without a quorum, as a regular or special meeting.

The chairperson shall determine if an annual meeting is needed.

### **Article V - Subcommittees**

Subcommittees may be established by CSAC majority vote and the BPTAC CSAC Chair shall have the authority to appoint ad hoc committees.

#### **Section 1 – Subcommittee Membership**

Once a subcommittee is approved, recommended members for the subcommittee shall be presented by CSAC members and appointed by the Chair. Whenever possible, each subcommittee shall have one sitting CSAC member.

#### **Section 2 – Subcommittee Structure**

A subcommittee will have at least a Chair and may have a Vice Chair depending on subcommittee size. The Chair of CSAC will coordinate the selection of the Chair through consensus of the CSAC or subcommittee members. Monthly progress reports shall be submitted by the subcommittee Chairs to the CSAC Chair. Funding or advisory requests by the subcommittees shall be submitted to the CSAC Chair in a form deemed appropriate by the CSAC Chair.

### **Section 3 – Term of Subcommittee**

The subcommittee will remain in place until that time its purpose/deliverable is deemed completed by the CSAC, or is dissolved by recommendation by a majority of the CSAC. A subcommittee may continue after deliverables completed upon approval of the CSAC. The CSAC Chair is responsible for providing updates of subcommittee activities and status as required, and shall speak on behalf of subcommittee activities.

### **Article VI - Duties of Chair and Vice Chair**

#### **Chair**

The duties of Chair, or the Vice Chair, in absence of the Chair, shall be to preside at meetings and serve as a spokesperson for CSAC. The Chair also sets committees (standing or ad hoc) for specific tasks as needed.

#### **Vice Chair**

In the absence of the Chair, the Vice Chair shall exercise the powers and perform the duties of the Chair. The Vice Chair shall succeed the Chair in the event of vacancy of the Chair.

### **Article VII - Election of Officers (Chair and Vice Chair)**

The nomination and election of the Chair and Vice Chair shall occur during the regular October meeting of the CSAC. A slate of officers may be prepared by a nominations committee, appointed by the Chair, or nominations may be made by CSAC members. In the event of two or more candidates for one office, there shall be a secret written ballot.

Election shall be by a majority of the members of the CSAC. In the event of a vacancy in the offices of Chair or Vice Chair, the vacancy shall be filled by a nomination and election at the next regular meeting following the meeting at which the vacancy has been announced.

The term of office of the Chair and Vice Chair shall be for two (2) years, with a maximum of two (2) consecutive terms, or four (4) years possible. Removal of the Chair or Vice Chair will be subject to the Commissioner's discretion.

### **Article VIII - Filling of Vacancies**

CSAC vacancies shall be filled and reappointments made by the Commissioner of the NHDOT. Recommendations to fill said vacancies or to renew term appointments may be made by the Chair or through an ad hoc committee appointed by the Chair. For filled vacancies, the remaining term will be served by the replacement.

### **Article IX – NHDOT Staff**

The Commissioner of the NHDOT shall have the authority to employ staff to work with CSAC. CSAC and staff are to provide ongoing long-term leadership such that CSAC's potential is realized. NHDOT Bicycle Pedestrian Program staff will be the primary contact between the

CSAC and the NHDOT regarding bicycle, pedestrian and transit related issues. NHDOT bicycle and pedestrian staff will serve as advocates to both CSAC and the NHDOT. NHDOT Bicycle and Pedestrian staff responsibilities shall include, but not be limited to, taking minutes, making announcements, and meeting with the Chair to establish administrative functions, meetings and agendas.

**Article X - Attendance at Meetings**

Any member not in attendance at 50 percent or more of the scheduled committee meetings within a given calendar year, without notifying the committee of the expected absence, will be subject to replacement upon CSAC’s recommendation.

**Article XI – Conflicts of Interest**

Whenever a member has a financial or personal interest in any matter coming before the CSAC, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the CSAC to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

**Article XII – Bylaws Review and Amendment**

A subcommittee shall review these bylaws at least every two years. These bylaws can be amended by a 2/3 majority at any regular meeting of the CSAC by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the CSAC members with the notification of the meeting.

**Article XIII – Duration of CSAC**

The CSAC will continue for as long as the NHDOT Commissioner deems necessary or desirable. The NHDOT Commissioner shall have the authority to dissolve the CSAC upon determination that it is in the best interest of the NHDOT that the CSAC be dissolved. The NHDOT Commissioner may review the CSAC’s activities and make changes in their role or function as needed.

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