

RIDE + WALK ADVISORY COMMITTEE
BYLAWS, ROLES, AND RESPONSIBILITIES

ARTICLE I - NAME

The name of this organization shall be the Ride+Walk Advisory Committee (hereinafter "RWAC").

ARTICLE II - PURPOSE

The purpose of the RWAC shall be:

1. To promote the development and maintenance of bicycle and pedestrian facilities in Warsaw, Winona Lake, and Kosciusko County.
2. To promote the 5 E's (Engineering, Education, Encouragement, Enforcement, and Evaluation/Planning) through planning, programs, and other initiatives.
3. To execute the plans and vision laid forth in the Bicycle and Pedestrian Master Plan.

ARTICLE III - MEMBERSHIP

Section 1. Composition. The RWAC shall consist seventeen (17) members. Representatives shall be responsible for communicating their agency's position and interests concerning matters of the committee. Membership shall consist of the following representatives:

- Governmental Units (7)
 - *City of Warsaw*
 - Parks & Recreation Department - 1 representative
 - Planning Department - 1 representative
 - Public Works Department - 1 representative
 - *Town of Winona Lake* - 1 representative
 - *Kosciusko County* - 1 representative
 - *Warsaw Community Schools* - 1 representative
 - *Law Enforcement* - 1 representative
- Not-for-Profit and Advocacy Units (6)
 - *KCV Cycling Club* - 2 representatives
 - *Kosciusko Runners Association or Pedestrian Advocacy Group* - 2 representatives
 - *OrthoWorx* - 1 representative
 - *Chamber of Commerce* - 1 representative
- Private/Other Units (4)
 - Examples: Hospital, CVB, Colleges, Bicycle Shops, Interested Citizens

Section 2. Terms of Membership. Terms of membership for the RWAC shall be for four (4) years. There shall be no term limits if a member is in good standing with the committee. In the initial year, terms shall be staggered as follows:

- **Governmental Units (7)**
 - *City of Warsaw*
 - Parks & Recreation Department - 2 years
 - Planning Department - 4 years
 - Public Works Department - 3 years
 - *Town of Winona Lake* - 4 years
 - *Kosciusko County* - 3 years
 - *Warsaw Community Schools* - 2 years
 - *Law Enforcement* - 1 year
- **Not-for-Profit and Advocacy Units (6)**
 - *KCV Cycling Club* - 4 years, 2 years
 - *Kosciusko Runners Association or Pedestrian Advocacy Group* - 3 years, 1 year
 - *OrthoWorx* - 3 years
 - Chamber of Commerce - 1 year
- **Private/Other Units (4)**
 - 4 years, 3 years, 2 years, 1 year

Section 3. Voting. Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members. Voting by proxy or absentee ballot shall not be permitted.

Section 4. Committee Chairperson. The RWAC Chairperson shall be appointed by the Mayor of the City of Warsaw. The Chairperson shall serve a four year term that coincides with the current Mayor's term of office. There shall be no term limit for a Chairperson in good standing.

Section 5. Subcommittees. Subcommittees shall exist for the areas of Projects, Partners, and Public. The executive committee shall appoint subcommittee chairs to oversee and execute subcommittee functions.

Section 6. Executive Committee. Executive Committee members shall be appointed or terminated by the Mayor of the City of Warsaw and shall consist of five RWAC members, including the chairperson, another governmental representative, two not-for-profit/advocacy representatives, and one representative from either the private/other group. The executive committee shall meet as necessary. Decisions shall be made by a majority vote of members present.

Section 7. Compensation and Reimbursement. No member shall receive compensation or reimbursement for expenses in regard to his or her service on behalf of the RWAC.

Section 8. Resignation and Termination of Membership. Any member may resign by filing a written resignation with the Chairperson of the RWAC.

Membership attendance and constructive involvement are crucial to achieving the goals of the RWAC. If, at any time, a member's attendance or involvement are deemed to be detrimental or not conducive to the goals of the RWAC, the executive committee may choose to terminate a member's involvement.

Section 9. Vacancies. The executive committee shall make a recommendation for replacement members to the RWAC. The RWAC shall vote to approve or deny the recommendation for the replacement member. The replacement member shall complete the unexpired term.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings. Regular meetings shall be scheduled at least bi-monthly. The RWAC Chairperson may cancel or schedule additional meetings as deemed necessary.

Section 2. Special Meetings. Special meetings of the RWAC may be called by the Chairperson. Subcommittees shall meet as necessary.

Section 3. Place of Meetings. The RWAC shall designate a place within Warsaw or Winona Lake as the place of any meeting.

Section 4. Quorum. A quorum shall consist of one more than half of the membership.

ARTICLE V - COMMITTEE ROLE AND RESPONSIBILITIES

The RWAC shall be an advisory body to the City of Warsaw, Town of Winona Lake, Kosciusko County, and any other entity directly involved in bicycle and pedestrian efforts. The fundamental responsibility of the RWAC shall be to advise and make recommendations on engineering, education, encouragement, enforcement, and evaluation/planning. The committee's role which defines and supports this basic charge includes, but is not specifically limited to, the following:

- *Projects:* Propose, review, and implement bicycle and pedestrian projects. Plan, prioritize, and recommend future projects. Monitor project usage, recommend and implement policy changes, and monitor implementation of the Master Plan.
- *Partners:* Develop programs, partnerships, and tools for encouraging bicycling and walking in the community. Work with law enforcement to promote bicycle and pedestrian safety through enforcement of motorized and non-motorized users. Seek and secure funding opportunities
- *Public:* Education - Develop programs and tools for educating the public on bicycle and pedestrian skills, safety, and laws. Promote the projects, programs, and activities of the RWAC. Seek and secure funding opportunities.

ARTICLE VI - STATEMENT OF NONDISCRIMINATION

The RWAC shall not discriminate in any manner against any person by reason of race, color, sex, age, sexual orientation, and national origin, or disability, religious, or political affiliation.

ARTICLE VII - DURATION AND REVIEW OF THE RWAC

The RWAC shall continue for as long as the Mayor of the City of Warsaw deems necessary or desirable. The Mayor shall have the authority to dissolve the RWAC upon determination that it is in the best interest of all parties involved that the RWAC be dissolved.

ARTICLE VIII - AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any regular meeting of the RWAC by a two-thirds vote of the total membership, provided that the proposed amendment is submitted in writing at the previous meeting.