

**Minneapolis Bicycle Advisory Committee Bylaws**  
**Adopted February 23, 2011**  
**Amended September 23, 2020**

1. The Chair, Vice Chair, Secretary, and any other officers (together, the “executive committee”) will be selected by the membership.
2. The Bicycle Advisory Committee will meet at least monthly. Regular meeting dates, times, and locations will be set by the membership.
3. Standing subcommittees may be established with an affirming majority vote. Any member may join a standing subcommittee or attend its meetings. All members are encouraged to join at least one standing subcommittee and regularly attend its meetings.
4. Quorum is 1/2 of membership.
5. Regular absences make it difficult for the committee to meet quorum and conduct business. For members appointed by the City and Park Board, three (3) unexcused absences from regular meetings during a calendar year is cause for removal. A member may be removed by a two-thirds vote, by a majority vote when previous notice has been given, or by a vote of the majority of the entire membership.
6. Members resign by sending a written notice to board staff. Staff then notify the executive committee.
7. The Bicycle Advisory Committee will be staffed by the Department of Public Works. Minutes detailing agenda items discussed and specific actions taken will be taken by the Secretary and made available to the public via the City of Minneapolis website and/or Legislative Information Management System.
8. Periodic reports, at a minimum annually, will be submitted by the Chair or Vice Chair to the Transportation and Public Works Committee.
9. Bicycle Advisory Committee meetings will be open to the public and conducted in accordance with Open Meeting Law (MN Statute Chapter 13D).
10. Agendas will be set by the executive committee in consultation with Public Works, posted online a minimum of 24 hours in advance of regularly scheduled meetings, and approved by the membership. When possible, the agenda and any related attachments will be posted online earlier (3 business days in advance).
11. The membership will follow Robert’s Rules of Order.