

## TEMPLATE FOR CREATION OF A CITY COMMITTEE

Name of Committee	<b>Bicycle Facility Maintenance Policy Workgroup of the Pedestrian-Bicycle Motor Vehicle Commission</b>
Purpose or Charge to Committee	<b>Develop a written street, path, bridge/tunnel and bicycle parking maintenance policy.</b>
Standing (ordinance) or Ad Hoc (resolution or written order)	<b>Not Applicable. Workgroup composed solely of existing Pedestrian-Bicycle Motor Vehicle Commission members</b>
Number of voting members (recommend to be odd number)	<b>3</b>
Alternates and priority of voting	<b>1 Votes only if a voting member is not in attendance</b>
Assigned positions for members (Alders, stakeholder representatives)	<b>None. All members are existing members of the Pedestrian-Bicycle Motor Vehicle Commission</b>
Term of non-Alder appointment if not 3 years	<b>3 years for Pedestrian-Bicycle Motor Vehicle Commission citizen members</b>
Identify City agency to staff committee (confirm staff availability)	<b>Traffic Engineering staffs the Pedestrian-Bicycle Motor Vehicle Commission and can staff this workgroup</b>
Fiscal Impact	<b>Staff time to attend meetings, take minutes, develop materials, etc.</b>
For ad hoc committees, identify date or event upon which committee will expire	<b>Workgroup will expire when the policies identified in the charge are developed and accepted by the agencies involved and the Pedestrian-Bicycle Motor Vehicle Commission</b>
Any special exceptions to standard rules (e.g., does the Chair vote?)	<b>None</b>
Will alternates be elevated to full seats upon vacancy of the full seat? Y or N (Particularly relevant to neighborhood steering committees.)	<b>Yes</b>