



**Alameda County Public Works Agency
Unincorporated County Bicycle and Pedestrian Advisory Committee (UCBPAC)**

MEETING PROCEDURES

- I. Open and Public Meetings.** All UCBPAC meetings shall be open and public. UCBPAC meetings will be chaired and facilitated by Public Works Agency staff as assigned by the Director. Public comment shall be allowed at all UCBPAC meetings. The time allotted for comments by a member of the public in the general public comment period or on any agenda item shall be up to 3 minutes per speaker at the discretion of the Agency Facilitator.
- II. Regular Meetings.** UCBPAC will hold regular meetings on a quarterly basis on the fourth Thursday from 6:00 P.M. to 7:30 P.M. on the months of March, June, September, and December. Meeting dates and times may be changed or cancelled. The June meetings will be held in-person either at the Castro Valley Library or the San Lorenzo Library. March, September and December meetings will be held virtually.
- III. Quorum.** For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members at the time a decision is made. No actions will be taken at meetings with less than 50 percent plus one member present. Items may be discussed and information may be distributed on any item even if a quorum is not present; however, no action can be taken, until the Committee achieves a quorum.
- IV. Special Meetings.** Special meetings may be called by the Agency Facilitator or by a majority of the members on an as-needed basis. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Special meetings shall be concerned with studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Special meetings will be held virtually or in-person. If in-person, the meeting will be held either at the Castro Valley Library or the San Lorenzo Library.
- V. Agenda.** All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Suggested items for a regular meeting agenda may be submitted by any member to the Agency Facilitator for consideration. Every agenda shall include provision for members of the public to address the UCBPAC. Copies of the agenda, with supporting material and the past meeting minutes, shall be e-mailed to members. The agenda is posted at least 72 hours before a Regular meeting and at least 24 hours before a Special meeting at the Agency [Bicycle and Pedestrian Master Plan website](#).



- VI. Roberts Rules of Order.** The rules contained in the latest edition of “Roberts Rules of Order Newly Revised” shall govern the proceedings of the UCBPAC thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process and to the extent that these actions are consistent with these meeting procedures.
- VII. Meeting Conduct.** UCBPAC members shall conduct themselves during meetings in a manner that encourages respectful behavior and provides a welcoming and safe environment for each member and staff member characterized by an atmosphere of mutual trust and respect. Members shall work with each other and staff to respectfully, fairly, and courteously deal with conflicts if they arise.