

# **Bylaws And Operating Procedure Of The Louisville/Jefferson County Metro Government's Complete Streets Coalition**

## **ARTICLE 1. NAME AND AUTHORIZATION**

### **Section 1.1: Name**

The name of this Body shall be the Louisville/Jefferson County Metro Government's ("Louisville Metro's") Complete Streets Coalition (the "Complete Streets Coalition", the "Coalition" or "CSC").

### **Section 1.2: Authorization**

This Coalition is created to meet the obligations of various portions of Louisville Metro's Complete Streets Ordinance (Ordinance No. 061, Series 2022). It is also part of Louisville Metro's Comprehensive Plan.

## **ARTICLE 2. PURPOSE AND FUNCTIONS**

### **SECTION 2.1: Purpose**

To increase accessibility, coordination, equity, and transparency in the transportation and mobility systems of Louisville Metro by leveraging community input. The Complete Streets Coalition will allow for a more complete picture of the needs of the public. Ultimately this Coalition will lead to more efficient use of funds and fewer traffic deaths on Louisville Metro streets.

### **SECTION 2.2: Functions**

1. The Complete Streets Coalition shall review a Complete Streets Checklists, discuss the completeness of the checklist with public works staff, and either confirm compliance with the Complete Streets Checklist or elevate it to the Director of Public Works. The Director of Public Works shall then direct the project forward at his/her own discretion.
2. To present the findings and suggestions of the CSC to the Louisville Metro Council's Public Works Committee at least once a quarter.
3. To the extent Louisville Metro desires, the Complete Streets Coalition shall help prioritize funds and assist in the public project selection process. This project prioritization and selection process shall take a data driven approach and strongly consider serious injuries and roadway deaths.

## **ARTICLE 3. MEMBERSHIP**

### **Section 3.1: General Membership Requirements**

1. The members of the Coalition must either: live within the Louisville Metro area; work for a governing transportation entity; or routinely use the transportation systems of Metro. The members of the Committee will represent the diversity of Louisville Metro in personhood, professional experience, and viewpoints.
2. Yearly, a full list of members will be presented by the chair of the CSC to Metro Council and the Director of Public Works.
3. To remain a member in good standing, members must attend 75% of meetings on a yearly basis. Members should alert either chair at least seven calendar days prior to any planned or foreseen absences. However, if a member is the chair of a subcommittee their obligation to remain a member in good standing is decreased to 50% of meetings.

### **Section 3.2: Composition of Committee Membership**

There shall be 15 voting members of the committee. The committee shall be composed of 15 Citizen Members, 1 representative of the Public Works Transportation Division, 1 representative from Louisville Metro's Advanced Planning and Sustainability Division, 1 representative from the Transit Authority of River City (TARC), and 1 representative from Kentuckiana Regional Planning and Development Agency (KIPDA).

### **Section 3.3: Initial Membership Selection**

The initial membership will be chosen by the Director of Public Works and shall be affirmed by the Public Works Committee of Louisville Metro Council in accordance with the Complete Streets Ordinance.

### **Section 3.4: Term of Membership**

After the initial membership terms expire, members may choose to leave the Coalition or seek an additional term, which must be approved by Metro Council per the Complete Streets Ordinance. While initial membership terms are of varying length to ensure staggered renewal dates, all future terms shall run for three (3) years from the date of confirmation by Metro Council.

Appointed members, or ex officio members, from government agencies may not remove themselves from the committee without authorization from their supervisor and must provide a replacement member from their agency. If the agency wishes to remove all representation from the CSC, then adequate notice must be given to the CSC Chair and the Bylaws shall be amended to represent any changes.

### **Section 3.5: Vacancies**

When vacancies are created, the Director of Public Works shall select a qualified replacement, who must be approved by Metro Council per the Complete Streets Ordinance. If a member leaves the Coalition during their term, the replacement shall serve out the remainder of the leaving member's term before beginning their own, full three (3) year term.

### **Section 3.6: Removal of Members**

A CSC member may be removed upon the grounds of malfeasance or nonfeasance, or if they do not meet the obligations set forth in Section 3.1 of these Bylaws. A recommendation for removal is made by the **Citizen Representative Co-Chair** or **Governmental Co-Chair** and affirmed by a majority vote of CSC members.

## **Article 4. OFFICERS**

### **Section 4.1: Officers Defined**

The officers shall consist of 2 co-chairs and one secretary. The Governmental Co-Chair of the CSC shall be appointed by the Director of Public Works and must be a member of the Complete Streets team within Louisville Metro Public Works' Transportation Division. The Citizen Representative Co-Chair shall be elected by all voting members of the committee. The Secretary shall be elected as well.

### **Section 4.2: Election of Officers**

The Governmental Co-Chair will be appointed by the Director of Public Works.

Citizen Representative Co-Chair and Secretary shall be elected by a majority vote of the CSC.

Elections for the role of Citizen Representative Co-chair and Secretary shall occur on an annual basis at the first meeting of the CSC in each calendar year. Members may nominate themselves or another member for each officer role. If no members express interest in filling an officer role, a nominating committee shall be formed.

All members will then vote on the two elected officers and whomever receives a majority of votes shall serve in the position. If no individual receives a majority of votes (over 50% of voting members) then the lowest voted individual shall be removed from the running and another vote will be taken. This process will be repeated until the officers are chosen.

If either officer role becomes vacant at a time other than the first meeting of the year, the CSC shall hold officer elections at its next meeting. If only one officer role becomes vacant, the member serving in the non-vacant role may choose to keep their current role, withdraw from their current role, or to run for the vacant role.

### **Section 4.3: Officer Duties**

#### **Section 4.3.1: Governmental Co-Chair (GCC)**

The Governmental Co-Chair of the Committee shall be responsible for overseeing the committee. This chair shall:

- Engage members on the formation of subcommittees;
- Coordinate the logistics of the meeting space;
- Create and disseminate meeting agendas;
- Be responsible for the creation of the complete streets checklist and presenting to the committee;
- Offer informational and logistical support for voting members of the CSC;

- Keep track of the budget should the CSC be awarded funds;
- Not have a vote on items before the CS, other than amendments to the Bylaws;
- Report CSC membership needs to the Director of Public Works

Additionally, LMG will provide a replacement if the governmental co-chair cannot attend a meeting of the CSC.

#### **Section 4.3.2: Citizen Representative Co-Chair (CRC)**

The CRC shall:

- Serve as the first replacement in case of the absence of the Secretary;
- Serve as the moderator for all full committee meetings;
- Assist on an as-needed basis with the functions of the GCC;
- Serve as the community representative at any meetings which the CSC should be represented;
- Be able to make motions, serve on subcommittees, and take all other actions as non-officer members

#### **Section 4.3.3: Secretary**

The secretary will assist in the general functioning of the committee, and shall:

- Record the minutes;
- Track attendance of CSC meetings;
- Serve as moderator if the Citizen Representative Co-Chair is absent ;
- Prepare letters and other correspondence which are produced from the CSC;
- Be able to make motions, serve on subcommittees, and take all other actions as non-officer members

### **Article 5. MEETINGS AND GENERAL RULES**

#### **Section 5.1: Regular Meetings**

Meetings will be held monthly and will be open to the public. The meetings will be hosted at the Metro Development Center, 444 S 5<sup>th</sup> Street, Louisville, KY 40202, and/or online using an accessible format. The location may vary if members vote on a change of location. The CSC will meet at least once a month.

#### **Section 5.2: Special Meetings**

Any member of the committee may request that either Co-Chair call a Special Meeting. The Co-Chairs may deny or accept the request. All members of the committee must be alerted and given at least 5 calendar days to respond to a Special Meeting request.

#### **Section 5.3: Voting Rights**

All members of the committee besides the governmental representatives will hold voting rights in the CSC. Members representing government agencies, including Louisville Metro Government, shall not

have voting rights in the Complete Streets Coalition, expect that the Governmental Co-Chair shall have a vote on any amendments to the Bylaws.

#### **Section 5.4: Voting Procedures**

Any member may make a motion for a vote on any issue, provided it is seconded and is within the purposes set forth in Article 2 of these bylaws. Each voting member shall have one vote. A majority vote of the current voting members shall be sufficient for approval of matters coming before the CSC.

#### **Section 5.5: Meetings Open to the Public**

All meetings shall be open to the public. When an item is called for discussion, a Metro representative shall present the item. Public comment on the item will then be permitted for up to 3 minutes per individual and up to 5 speakers based on order of arrival, followed by discussion by the members of the CSC. Additionally, the CSC will provide a means by which members of the Public may request to comment on CSC-related topics to the Coalition. Such comments shall be scheduled at the end of the next available CSC meeting after the request is received, provided the request is received at least ten (10) days in advance of the next scheduled meeting. Otherwise the comments shall be scheduled at the subsequent meeting. Such commenters shall be given at least five (5) minutes to present their comments to the CSC.

#### **Section 5.6: Quorum**

A quorum shall consist of 8 voting members and a representative from Louisville Metro Public Works. The secretary shall be responsible for affirming that a quorum is represented. A quorum is required for any official business of the committee.

### **Article 6. SUBCOMMITTEES**

#### **Section 6.1: Formation**

Subcommittees to address ongoing issues will be formed on an as needed basis. The formation of subcommittees will be voted on following Roberts Rules of Order during a general meeting of the CSC.

#### **Section 6.2: Functioning**

Any subcommittee will receive minimal administrative support from the CSC. The CSC can provide guidance on procedural issues, very small budget items such as pens and paper at the discretion of the chair, as well as advice on general topics on occasion. No final action may be taken by a subcommittee, and any proposed changes or courses of action from a subcommittee must be presented to the full CSC for review and approval.

#### **Section 6.3: Types of Subcommittees**

There shall be two types of subcommittees: formal Standing Subcommittees and informal Work Group Subcommittees.

#### **Section 6.4: Membership**

Members of the CSC may participate in any subcommittee, but it is not required that they do so. Members must meet the requirements set by the chair of the committee.

Members of the Complete Streets Coalition will have an opportunity to volunteer for any subcommittee during full a CSC meeting when the subcommittee is former. After formation, the CSC may vote on adding members.

### **Section 6.5: Dissolution**

A Work Group subcommittee shall be dissolved by the CSC if it is inactive for one full calendar year. It is at the discretion of the Complete Streets Coalition to dissolve or continue the subcommittee due to inactivity.

A Standing subcommittee also may be dissolved if they have achieved the goal which they were formed to achieve. The CSC may dissolve a subcommittee at any time, based on their own judgment.

### **Section 6.6: Work Group Subcommittees**

Work Group Subcommittees shall be less formal than Standing Subcommittees. Their purpose is to deal with CSC issues that are likely to be resolved within a year or are seen by the CSC as short-term and unlikely to reoccur.

### **Section 6.7: Standing Subcommittees**

Standing Subcommittees shall be more formal than Work Group Subcommittees. Their purpose is to deal with CSC issues that are likely to span multiple years, are likely to reoccur, or are seen by the CSC as needing long-term input and oversight. Membership shall be determined at the first annual meeting of each calendar year after the election of Officers. Standing Subcommittees shall meet on an as-needed basis to discuss items under their purview as they may arise from time to time.

#### **6.7.A. Bylaws Standing Subcommittee**

The Bylaws Standing Subcommittee's role is to discuss potential changes to the Bylaws and present recommendations on such changes to the full Coalition.

## **Article 7. GENERAL PROVISIONS**

### **Section 7.1: Changing Bylaws**

The bylaws may be altered by a 2/3 majority vote of a quorum of the voting members of the Complete Streets Coalition.

### **Section 7.2: Order of Business**

The standard Order of Business for a meeting of the CSC shall be as follows:

Call meeting to order

Elect Officers (if first meeting of the calendar year or otherwise needed)  
Approve minutes from last meeting  
Call old business  
Call new business  
Staff Updates (if any)  
Citizen comments (if any)  
Adjourn

### **Section 7.3: Technical Support**

The Department of Public Works shall facilitate any technical support needed by the Coalition. Further non-voting members can and should support the activities of the committee when requested.

### **Section 7.4: Robert's Rules of Order**

Robert's Rules of Order will designate procedures governing this Coalition and any subcommittees in the absence of any direction from these Bylaws.