

DRAFT
Walk Bike Glendale Rules of Governance
As adopted on October 7th, 2013

In 2011 the City of Glendale adopted the [Safe and Healthy Streets Plan](#). Walk Bike Glendale (WBG) formed out of a collective interest to continue the work that was started under that plan and began meeting regularly in 2011. WBG was instrumental in the adoption of the [2012 Bicycle Transportation Plan](#) and has continued to work to make Glendale a city where everyone feels safe to walk and bicycle. Walk Bike Glendale holds regularly scheduled steering committee meetings.

Article 1: Name and Geography

Walk Bike Glendale (WBG) is a local chapter of the Los Angeles County Bicycle Coalition (LACBC), created pursuant to Section 5.17 of the LACBC bylaws.

Walk Bike Glendale hereafter referred to as the Chapter, will serve all LACBC members within the local jurisdiction(s) of Glendale and La Crescenta.

Article 2: Mission

Walk Bike Glendale advocates for vibrant and safe places to walk and bike, promotes walking and bicycling as fun and sustainable alternatives to driving, educates to increase safety on our streets, and inspires the community to get involved and make a difference.

Article 3: Membership

All LACBC members served by the Chapter may become Chapter Members. Members of the Chapter must be a member of LACBC in good standing.

Article 4: Steering Committee

4.1 The Chapter shall have a volunteer Steering Committee to conduct the Chapter's business and promote its mission. Actions of the Chapter shall be approved by a majority vote of the Steering Committee members present at a duly noticed meeting.

4.2 Members may join the Steering Committee upon satisfying all of the following requirements:

- (i) Attend two Chapter meetings.
- (ii) Be a member of LACBC and the Chapter in good standing.
- (iii) Be elected by a vote of the Steering Committee or a unanimous vote from the chapter officers.

4.3 Steering Committee member terms will last for one year. Steering Committee members may serve an unlimited number of consecutive terms.

4.4 Steering Committee members may be removed by a two thirds vote of the Steering Committee.

4.5 Steering Committee members will be expected to:

- (i) Contribute \$200 annually to support the actions of the Chapter. This can be done in the following ways:
 - a) Bring in at least \$200 worth of memberships or donations.
 - b) Personally donate \$200.
 - c) Contribute the equivalent amount in professional services (graphic design, legal services, etc.) towards the development of the Chapter. The scope of professional services rendered in lieu of fund raising shall be determined by a vote of the Steering Committee.

- (ii) Must take responsibility for leading or co-leading at least one of the following responsibilities:
 - a) Plan and execute a walking/biking oriented event
 - b) Plan and execute a fundraising event
 - c) Lead an advocacy campaign
 - d) Lead a Public Education Campaign

- (iii) Steering Committee members must attend a majority of annual meetings to maintain their seat on the Steering Committee.

Article 5: Officers

5.1 The Steering Committee shall nominate and approve by a vote the following Chapter Officers (Steering Committee members may be appointed to multiple positions):

- (i) Chair: The Chair shall be the chief executive officer of the Chapter. The Chair will be responsible for scheduling regular meetings of the Chapter and communicating meeting times and dates to Chapter members and the Steering Committee.
- (ii) Vice Chair: The Vice Chair shall support the Chair and in the absence of the Chair, the Vice Chair shall have the same rights as the Chair.
- (ii) Secretary: The Secretary shall keep the written record of the proceedings of Chapter and Steering Committee meetings and report meeting minutes to the LACBC Board or its delegate.
- (iii) Treasurer: The Treasurer shall record and report all Chapter financial transactions to the LACBC Board or its delegate within a reasonable amount of time.
- (iv) Authorized Representative: The Steering Committee shall appoint an Authorized Representative to act as a liaison to the LACBC Board and/or its delegate and to represent the Chapter at the Regional Caucus.
- (v) New Titles: Ad hoc officers may be determined by the Steering Committee.

5.2 Officer terms will last one year, unless otherwise specified by the Steering Committee. At the conclusion of the Officer's term, the Steering Committee may move to re-elect the Officer for subsequent terms.

5.3 Officers may be removed by a two thirds vote of the Steering Committee.

5.4 Vacant positions may be filled at any Chapter meeting.

Article 6: Meetings

6.1 The Chapter shall hold a minimum of three publicly noticed meetings per year open to all LACBC members. Notice shall at a minimum include the LACBC Board or its delegate AND two of the following at least 72 hours in advance of the meeting:

- (i) Posting on a publicly accessible Chapter website
- (ii) Posting on a widely accessible social media page
- (iii) Emailing to a distribution list of Chapter members

6.2 Meeting minutes shall be submitted to the LACBC Board or its delegatee within 10 days of the meeting.

Article 7: Amendments

These Chapter Rules of Governance may be altered, amended, or repealed and new Rules of Governance adopted by concurrence of both:

- (i) Two-thirds of the Steering Committee
- (ii) The LACBC Board

Article 8: Dissolution of the Chapter

As a committee of LACBC, upon dissolution of the Chapter, all assets assigned to the Chapter, including funds, equipment, and intellectual property, shall be returned to and remain with LACBC.

The Chapter logo, equipment and assets purchased through fundraising activities by the chapter, funds raised by the chapter excluding membership fees, and any intellectual property developed by the chapter for the use of the chapter shall remain with the chapter upon dissolution.