

BYLAWS OF THE LOUISIANA COMPLETE STREETS ADVISORY COUNCIL

ARTICLE I COUNCIL NAME AND FUNCTION

This Council shall be known as the Louisiana Complete Streets Advisory Council as created by Louisiana Revised Statute 48:22.1, and shall hereinafter be referred to as “The Council”.

In furtherance of the Louisiana Complete Streets Policy Objective to develop a comprehensive, integrated, connected transportation network for Louisiana that encourages and safely accommodates all users, regardless of age, ability, or mode of transportation, The Council shall:

- A. Work with the Department, through its Complete Streets Steering Group, to adopt and maintain an up to date Complete Streets Policy that balances the access, mobility, health and safety needs of all users of the transportation system.
- B. Assist with the implementation of the Complete Streets policy and procedures by identifying opportunities for institutional change, including the development of performance measures and by monitoring progress through review of the annual progress report.
- C. Educate and engage interested citizens and stakeholders about Louisiana’s Complete Streets Policy

ARTICLE II MEMBERSHIP

The membership of The Council shall consist of a representative appointed by each of the following organizations:

- A. The Department of Transportation and Development.
- B. AARP Louisiana.
- C. The Center for Planning Excellence.
- D. The Federal Highway Administration.
- E. A member appointed by a majority of the metropolitan planning organizations.

The Council will also include up to eight members that represent:

- F. Research centers based at universities in Louisiana that are interested in the Complete Streets Policy.
- G. Other interested Complete Streets advocacy groups.

Adopted 8/12/2015; Revised 3/9/2016; Revised 7/23/2018, Revised 3/14/2019

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The selection of additional members shall reflect a balance of professional expertise, personal experience and geographic reach across the state. All members shall have equal status.

Membership applications will be accepted biennially in October of even years by the Council. Representatives of (A) The Department of Transportation and Development, (B) AARP Louisiana, (C) The Center for Planning Excellence, (D) Federal Highway Administration and (E) A member appointed by a majority of the metropolitan planning organizations shall select up to eight (8) additional members to fill vacancies for representatives as referenced above.

This selection process shall occur after the last regular meeting of the year. Individual members will be confirmed at the first regular meeting of the year. If vacancies still exist, then applications can be accepted until all thirteen positions are filled.

The terms of office shall be for two calendar years, beginning January 1 and ending December 31 of the following year. Members may be appointed for unlimited consecutive terms.

Any Council Member not in attendance at the majority of the regular Council meetings may be subject to replacement upon the Council's recommendation. Remote participation is permitted for attendance with advance notice to the chairperson. The Committee may vote to replace or remove a member for lack of attendance at any time.

In the event of a resignation, a replacement member will be nominated and selected based on similar professional expertise, personal experience and geographic reach to finish the term of the vacant seat.

ARTICLE III OFFICERS

The Council shall elect from its membership a Chairperson. The duties of the Chairperson shall be to preside at meetings and serve as a spokesperson for the Council.

The Council shall also elect from its membership a Vice Chairperson to share the leadership responsibilities of the Chairperson and to preside at meetings in the Chairperson's absence.

The Council may elect additional officers as it considers necessary or appropriate.

ARTICLE IV COMMITTEES

Committees may be established by the Chairperson or by majority vote of the Council.

Adopted 8/12/2015; Revised 3/9/2016; Revised 7/23/2018, Revised 3/14/2019

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ARTICLE V MEETINGS

CONDUCTING MEETINGS

At least four (4) regularly scheduled meetings shall be held annually.

NOTIFICATON

The date, time, place, and agenda of each regularly scheduled meeting shall be posted by the Louisiana Department of Transportation and Development on its website at least ten (10) days in advance of each meeting.

QUORUM

The presence in person of a majority of the council members shall constitute a quorum to do business. A Quorum shall consist of a majority of all voting members present for all business transacted.

VOTING

Members may vote by phone or by proxy with advance notice to the Chairperson.

AGENDA

The agenda shall consist of such matters as set by the Chairperson. Any Council member may request that an item be placed upon the agenda in advance of the meeting, or may request a motion for changes to the agenda once the meeting has been called to order.

STAFF ROLE

The DOTD Complete Streets Steering Group Chair shall provide resources to work with the Council. Resources may include, but not be limited to taking minutes, make announcements, prepare agendas, arrange meeting space, host information on DOTD's website and background materials for the Council's consideration and facilitating group activities.

ARTICLE VI BYLAWS

AMENDMENTS

In the case of an amendment to the bylaws, a 2/3 vote of the members is required.

EFFECTIVE DATE

These bylaws shall be become effective upon adoption by the Council.

Adopted 8/12/2015; Revised 3/9/2016; Revised 7/23/2018, Revised 3/14/2019

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In the event that any provision of these bylaws is contrary to law, such provision shall be considered null and void and the matters so provided for shall be controlled by applicable law, however, the validity of all other provisions herein shall not be affected thereby.

Adopted 8/12/2015; Revised 3/9/2016; Revised 7/23/2018, Revised 3/14/2019

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