

Bylaws and Operating Procedure  
Of the  
Louisville Metro Governments  
Complete Streets Coalition

**ARTICLE 1. NAME and AUTHORIZATION**

**Section 1.1: Name**

The name of this Coalition or Committee shall be the Louisville Metro Governments Complete Streets Coalition (CSC).

**Section 1.2: Authorization**

This committee is created to meet the obligations of various portions of Metro's Complete Streets Ordinance. **AN ORDINANCE AMENDING ORDINANCE 15, SERIES 2008, THE COMPLETE STREETS POLICY AND ADOPTING THE POLICY AS AN AMENDMENT TO PLAN 2040, THE COMPREHENSIVE PLAN (CASE NO. 19AREAPLAN0001).**

**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 Government by leveraging community input. The Complete Streets Coalition will allow for a more complete picture of the needs of the public. Ultimately this committee will lead to more efficient use of funds and fewer traffic deaths on Louisville 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 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 her own discretion.
2. **To discuss** crashes bicycle, pedestrian, & vehicular deaths within Louisville City Limits. Determine if any complete streets design elements could prevent future similar injuries. Suggestions shall be presented during **presentations to Metro Council.**
  - a. The coalition shall vote on these instances to determine
  - b. Identify councilmember and other reps wherein the crash happened and send resolutions identifying that these issues can be mitigated to an extent through
3. To present the findings and suggestions of the CSC to the Louisville Metro Council at least once a quarter.

## **ARTICLE 3. MEMBERSHIP**

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

The members of the committee must either: live within the Louisville Metro area; work for a governing transportation entity; or routinely use the transportation systems of Louisville Metro Government. The members of the committee will represent the diversity of Louisville Metro in personhood, professional experience, and viewpoints.

Yearly, a full list of members will be presented by the chair of the CSC to Metro Council and the Director of Public Works.

In order to remain a member in good standing, members must attend 75% of meetings on a yearly basis. 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 14 members of the committee. The committee shall be composed of 11 Citizen Members, 1 representative of the Public Works Transportation Team, 1 representative from advanced planning and sustainability, and 1 representative from KIPDA.

When recruiting and choosing new members there should be an intentional decision to choose individuals whom represent a diverse set of goals for the roadway usage. The goal will be to create a balanced representation of individuals whose primary professional objective or advocacy objective is that of automobile, bicycles, or pedestrians.

### **Section 3.2: Term of Membership**

Initial terms of membership will be staggered to ensure that institutional knowledge is kept within the committee. 4 of the citizen representatives will commit to 2 years, 4 of the citizen representatives will commit to 3 years, 2 will commit to a 1 year term.

After the initial membership terms have expired Members shall commit to at least two years on the committee. The member can then opt to leave the committee if they choose to do so, otherwise they can passively commit to another two years of service.

Appointed 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 3.3: Vacancies**

If a vacancy is created for any reason, a search committee will be assigned to locate a replacement.

### **Section 3.4: Removal of Members**

A CSC member may be removed upon the grounds of malfeasance or nonfeasance, or if a does not meet the obligations set forth in Section 3.1 of these Bylaws. A recommendation for removal is made by the CSC Chair and affirmed by a majority vote of CSC members. The CSC chair shall promptly inform Metro Council and the Director of Public Works of any changes in committee membership.

## **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.

### **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.

At every June meeting, the CSC shall appoint all general members to the CSC. At which point members shall express interest in filling any vacant officer roles. All members will then vote on the two elected officers and whomever receives the largest number of votes shall serve in the position. If no members express interest in filling any vacant officer roles, a nominating committee shall be formed.

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

#### **Section 4.3.1: Governmental Co-Chair**

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 the monthly agenda.
- Responsible for the creation of the complete streets checklist and presenting to the committee.

#### **Section 4.3.2: Citizen Representative Co-Chair**

The Co-Chair at large shall:

- Serve as the replacement in case of the absence of the Chair ;
- Serve as the first replacement in case of the absence of the Secretary;
- Assist on an as needed basis with the functions of the Chair;
- Serve as the community representative at any meetings which the CSC should be represented.

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

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

- Record the minutes and attendance;
- Track attendance of CSC meetings;
- Prepare letters and other correspondence which are produced from the CSC.

## **Article 5. MEETINGS & 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, 1<sup>st</sup> Floor Conference Room or online using an accessible format. The CSC will meet at least once a month.

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

Any member of the committee can request that either Co-Chair can call a special meeting. The Co-Chairs can deny or accept the request.

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

All members of the committee besides the Governmental Co-Chair will hold voting rights in the CSC.

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

Any member may make a motion for a vote on any issue, provided it is seconded and is with 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 CSC.

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

All meetings shall be open to the public. A short amount of time will be allowed to hear public input when motions are seconded during the committee's operation and before the conclusion of the meeting adequate time will be given for the public to discuss items not on the agenda.

### **Section 5.6: Quorum**

A quorum shall consist of at least 9 members of the committee. 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. Specific issues of ongoing importance could be as broad as a bicycle subcommittee or as specific as a specific street renovation. The formation of a 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 Complete Streets Committee 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.

Regular meetings may be scheduled at minimum twice a year, but as often as often as the Subcommittee Chair desires. In order to remain in good standing, the subcommittee must meet once a year.

### **Section 6.3: Membership**

The chair of any subcommittee must be an active member of the CSC. 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.

### **Section 6.4: Dissolution**

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

## **Article 7. GENERAL PROVISIONS**

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

The bylaws shall be altered after being voted on by the full committee.

### **Section 7.2: Technical Support**

The Department of Public Works shall facilitate any technical support needed by the committee.

### **Section 7.3: Robert's Rules of Order**

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