This Bicycle Pedestrian Advisory Commission was established by the Milpitas City Council on June 19, 1990.

Section 1. Purpose

The purpose of the Milpitas Bicycle Pedestrian Advisory Commission (BPAC) is to serve as an advisory body to the City Council on matters having to do with modifying or expanding the City’s non-motorized transportation systems. Its intent shall be to provide information that will ultimately result in safe and convenient routes throughout the City that connect to other cities. The Commission will promote safety education and awareness of all forms of non-motorized transportation modes with the intent of promoting all forms of alternative transportation.

Section 2. Membership

The Bicycle Pedestrian Advisory Commission is composed of five (5) regular members and two (2) alternate members appointed by the Mayor and approved by the City Council. All members and alternates shall be Milpitas residents or residents within the boundaries of the Milpitas Unified School District. In addition, the City Council may appoint a Council liaison to serve on the Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Commission members is three years, or until reappointed or a successor is appointed. The term of office for alternates is two years, or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of BPAC may be removed from office by a majority vote of the City Council at a regularly scheduled City Council meeting.

Members and alternates may apply for reappointment by submitting a letter or e-mail of interest by mail or electronic transmittal to the Mayor with a copy to the Commission Chair one month prior to the expiration of his/her term of office. Any member or alternate of the Commission who wishes to resign should submit a letter of resignation by mail or electronic transmittal to the Mayor with a copy to the Commission Chair.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment.

Section 5. Officers

A Chair or Vice Chair will be selected annually at the first meeting of the calendar year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair, the Vice Chair will preside. In the absence of both the Chair and Vice Chair, the member with the longest continuous service on the Commission will preside.
Section 6. Meetings

The BPAC shall hold regular meetings on a bi-monthly basis in which the commission shall hold meetings six (6) times each year on dates as determined by the Commission. All meetings shall be open to the public. Should a scheduled meeting occur on a holiday, the meeting will be deferred to the same day of the following week or to a date agreed upon by a majority of Commissioners. Special meetings of BPAC may be called by a majority of the members, the Chair, or the City Council. Notice of any special meeting shall be given as required by law. Except as otherwise provided by these Bylaws, BPAC will follow the latest edition of Roberts Rules of Order for the orderly conduct of meetings.

Section 7. Quorum

Any three (3) members of the Commission shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to five (5) members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdiction.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide BPAC with such information and staff assistance as BPAC may from time to time request subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the BPAC and submit such reports as said BPAC may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any regular BPAC meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Bicycle Pedestrian Advisory Commission the 4th day of April, 2002.

PASSED AND ADOPTED by the Milpitas City Council on the 19th day of August, 2003.

PASSED AND ADOPTED by the Milpitas City Council on the 16th day of January, 2007.

PASSED AND ADOPTED by the Milpitas City Council on the 2nd day of June, 2009.

PASSED AND ADOPTED by the Milpitas City Council on the 5th day of March, 2013.

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December 9, 2015

Mr. Samuel Usal
1416 Sonoma Drive
Milpitas, CA 95035

Dear Mr. Usal:

Since your appointment on May 6, 2014 by the City Council to serve on the Milpitas Bicycle Pedestrian Advisory Commission, you have not attended any BPAC meeting since that time. Per Commission By-laws, you are required to attend all meetings unless excused in advance. No one on City staff nor the Commission has ever heard from you. Below is the applicable section of the BPAC By-laws:

Section 3. Term of Office and Removal

The term of office for Commission members is three years, or until reappointed or a successor is appointed. The term of office for alternates is two years, or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of BPAC may be removed from office by a majority vote of the City Council at a regularly scheduled City Council meeting.

Members and alternates may apply for reappointment by submitting a letter or e-mail of interest by mail or electronic transmittal to the Mayor with a copy to the Commission Chair one month prior to the expiration of his/her term of office. Any member or alternate of the Commission who wishes to resign should submit a letter of resignation by mail or electronic transmittal to the Mayor with a copy to the Commission Chair.

The City requests you to confirm that you are not interested in serving on the Commission. Inform Mayor Jose Esteves and myself in writing (via e-mail would be fine). Alternately, you may return this letter by completing the bottom portion and mailing it back in US postal mail or via e-mail. If I do not hear back from you by December 28, the City Council will vote to remove you from the Commission as Alternate Member.

Sincerely,

Mary Lavelle, City Clerk
mlavelle@ci.milpitas.ca.gov

c: Mayor Jose Esteves
    Steven Chan, BPAC staff liaison

I, Samuel Usal, no longer wish to serve on the City of Milpitas Bicycle Pedestrian Advisory Commission as Alternate Member, so I hereby resign, as of the date signed below.
BOARDS AND COMMISSIONS

Boards and commissions are established by the City Council. The purpose of boards and commissions is to provide advice to the Mayor and Councilmembers to aid in its decision making and to handle matters within its area of expertise. Boards and commissions should submit their recommendations to the City Council in writing. Once the City Council has reached a decision after due consideration of a matter, it is inappropriate for a board or commission to criticize or attempt to change a council decision. A list of staff members who serve as primary staff contact to each commission is included as Appendix E.

No member of any board or commission may be a member of any other board or commission or hold any paid position with the City, unless otherwise approved by the City Council. In order to be eligible for an appointment to any board or commission, a person must be a resident of the City, unless otherwise provided by law.

The members of each board or commission are appointed by the Mayor or by the Councilmembers in accordance with the governing law. The number of members, length of terms, time of appointment and method of appointment differ. The accompanying chart, set forth in Appendix E sets forth the composition of each commission. Members are subject to removal by a vote of three Councilmembers. Board and commission members are appointed to serve for one term at a time. Terms continue until a successor is appointed and qualified.

From time to time the City Council may establish non-compensated citizen committees or task forces of limited duration to focus on specific topics.

Procedures for Making Appointments and Reappointments.

Any person desiring to be considered for an appointment to any city board or commission must complete an application indicating on which board or commission he or she desires to serve. Applications may be made on an on-going basis. Applications are considered current for one year from the date received. The process for selection of commissioners is set forth in Appendix E.

Any appointees must comply with appropriate provisions of law regarding disclosure of financial interests, if applicable. It is the policy of the City Council not to appoint any person to a board or commission who would have continually recurring conflicts of interest requiring abstentions, or an excessively high percentage of such situations.

Appointments are for a single term. At the conclusion of this term, after consideration of the member's record (including attendance), an individual may be reappointed for a second term.

Vacancies in any board or commission are filled by appointment in the same manner as original appointment. When a vacancy occurs leaving an unexpired portion of the term, any appointment is for the unexpired portion of the term. The City Council may remove a commissioner and declare the position vacant if the commissioner misses three consecutive regular meetings or more than one-third of the regular meetings within any twelve month period, or is removed by majority vote of the City Council.