



Killeen-Temple Metropolitan Planning Organization Active Transportation Advisory Committee (ATAC) Bylaws

Background

In 2011, Killeen-Temple Metropolitan Planning Organization (KTMPPO) Transportation Planning Policy Board (TPPB) recommended actions to promote pedestrian and bicycle improvements throughout the region. In 2016, the Bicycle Pedestrian Advisory Committee (BPAC) was established to improve bicycle and pedestrian facilities in the KTMPPO region by identifying and recommending best practices and policies for cyclists and walkers.

Since its inception, BPAC has been vital in promoting regional livability by advocating for active transportation, enhancing connectivity, and boosting economic vitality. By championing safe transportation options, BPAC supports residents' social and physical well-being, improves quality of life, benefits the environment, and fosters community engagement in the planning process.

In 2024, BPAC changed its name to the Active Transportation Advisory Committee. The name change reflects a broader focus on all modes of active transportation and aligns with the commitment of TxDOT's Active Transportation Plan to promote inclusive, multimodal transportation networks.

Article I

Name

The name of this committee, previously known as the Bicycle and Pedestrian Advisory Committee (BPAC), shall now be officially changed to the Active Transportation Advisory Committee (ATAC).

Active transportation includes any form of human-powered movement and low-speed electric assist devices. This category covers activities such as walking, cycling, electric bicycles, tricycles, scooters, electric scooters, wheelchairs, electric wheelchairs (scooters), skates, and skateboards, among others.

Article II

Purpose

The Active Transportation Advisory Committee, hereafter referred to as ATAC, shall advise the KTMPO TPPB and Technical Advisory Committee (TAC) on planning and developing infrastructure, policies, and strategies that prioritize and encourage active transportation in the region, including, but not limited to biking, walking, paddle craft, and equestrian activities. ATAC will ensure that both non-motorized and low-speed electric modes of travel are integrated into broader transportation strategies. The committee does this by:

- Recommending and advising on the development of active transportation master plans and studies to be undertaken by the MPO and/or transportation partners.
- Providing input to TAC and TPPB during the scoring and evaluation of active transportation projects submitted to KTMPO for funding consideration.
- Identifying and providing education and technical assistance on funding options that support active transportation projects.
- Promoting public interest and awareness of bicycle and pedestrian planning in the KTMPO area and beyond, collaborating with local clubs and agencies, and participating in regional activities during National Pedestrian Safety Month and National Bike Month.
- Advocating for the enhancement of amenities and secondary infrastructure by encouraging businesses and local chambers of commerce to support the installation of benches, bike racks, and public restrooms, as well as the integration of green spaces or trees, thereby fostering a more convenient, accessible, and inviting environment for cyclists and pedestrians.

Article III

Membership

The ATAC shall be comprised of governmental agency staff, non-governmental organizations and citizens in the KTMPO region who express an interest in active transportation. Membership should reflect the diversity of active transportation modes as outlined in **Articles I and II** and the interests affected by transportation policy decisions, ensuring that planning considerations are approached from a comprehensive and inclusive perspective.

succession planning and broaden involvement by providing an off-ramp for those wishing to step down.

Vacancies

Vacancies are defined as positions on the ATAC that are not filled. Vacancies on the ATAC will not count against the quorum.

Ex-officio Membership

ATAC allows ex-officio membership from organizations who bring valuable expertise and perspective to the committee's discussions and activities. Ex-officio membership may be requested in writing to the ATAC Chair or KTMPO staff at any time. Ex-officio members are non-voting. Organizations eligible for ex-officio membership include:

- Federal Highway Administration
- Independent School District (ISD)
- Municipal ADA Accessibility Service
- Medical Facility
- Other Organizations with Active Transportation Interests

Article IV

Meeting Frequency

Meetings will be called on a schedule to be determined by a majority vote of the members as necessary, with at least four public meetings per year.

Method of Calling the Meetings

The KTMPO staff, or chairperson can schedule meetings at their discretion or upon request. Additionally, if needed, not less than one-third of the members can also request a meeting.

Meeting Notices

The KTMPO staff will be responsible for all meeting notices and publicity. Specifics about the meeting (such as date, time, location, and agenda) must be provided to each ATAC member in writing and to the public in accordance with the provisions of the Texas Open Meetings Act. ATAC members should be notified of scheduled meetings at least three days before the meeting takes place. This rule does not apply to emergency meetings. All ATAC meetings must be open to the public, allowing community members to attend and observe. Each meeting agenda must include a designated time for public comments, giving members of the public an opportunity to speak and share their input during the meeting.

The ATAC voting membership consists of representatives from the following agencies, and active transportation interests. Membership will be limited to 20 and members may be individuals or represent a group. Eligible members must reside in Bell, Coryell or Lampasas County.

Bicycle	3 representatives
Walking	2 representatives
Equestrian	1 representative
Municipalities	6 representatives
County Government	1 representative
Fort Cavazos	1 representative
TxDOT Waco District	1 representative
Public Transit	1 representative
Youth	1 representative
Other Active Transportation Interests: • Trail Enthusiast • Tourism Boards • Chambers of Commerce • ADA Advocacy Group • Running Events • Paddle Craft	3 representatives

Proxies

Members may designate in writing to KTMPO staff, a proxy to attend meetings in their place. Members unable to attend meetings are encouraged to designate a proxy or send someone in their place to assist with information exchange and activity coordination.

Nomination Process

The nomination process for ATAC membership will be as follows:

- Municipal and county representatives will be appointed in writing by the mayor, judge, or their designated representative.
- Organizations or individuals wishing to secure a voting position on the ATAC may submit a written request to the chairperson or KTMPO staff, outlining the individual they propose to represent their organization's transportation interests, what that interest is, and their potential contribution. The ATAC members will review each nomination and make a recommendation to the TPPB for approval.

Term of Office

While there are no term limits, members are asked to submit a written recommitment to ATAC annually at the third quarter meeting, to encourage fresh perspective, support

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Meeting Facilities

The KTMPO staff shall be responsible for arranging and securing meeting facilities.

Date and Time of Meetings

The KTMPO staff shall consult with the membership to determine a date and time for the meeting that is convenient for the majority of members.

Meeting Minutes

KTMPO staff shall be responsible for recording and maintaining attendance records and minutes of the ATAC meetings.

Quorum

A quorum for meetings will consist of fifty percent plus one (51%) of the voting membership.

Voting members who attend meetings via videoconference with their camera on will be considered "present" and counted toward the quorum. They will also be allowed to participate in discussions and vote on agenda items.

Attendance

Absence from three (3) consecutive Committee meetings without prior notice or the presence of a proxy may be considered grounds for removal from the committee at the discretion of the KTMPO Director.

Voting

Each ATAC member, or proxy, shall have the right to exercise one vote in all individual proceedings of the ATAC. A simple majority vote of the quorum will be sufficient to authorize action.

Voting will be conducted openly, either by show of hands, or verbally. The KTMPO staff or their representative will verify the credentials of the members.

Non-Discriminatory

There shall be no discrimination in any respect in selection of members or any activity of ATAC due to race, color, sex, religion, handicap/disability, age, or national origin.

Article V**Chairperson**

The Chairperson shall be chosen by a majority vote of the members present at the election with a quorum established. The Chairperson shall perform the duties usually assigned to the office, such as preside over all meetings of this committee; be an ex-

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officio member of any subcommittee formed within this body; and vote as a regular member of the committee.

Vice Chairperson

The Vice Chairperson shall be chosen by a majority vote of the members present at the election with a quorum established. In the absence of, or in the case of the inability of the Chairperson to act, it shall be the duty of the Vice Chairperson to perform all the duties of the Chairperson.

Both the Chairperson and the Vice Chairperson shall serve **one** (1) year terms and may not succeed in those offices more than once.

The term of office shall run from October 1st of the year of the election through September 30th of the following year.

Election

The officer election will take place annually at the September meeting or during the third quarter meeting.

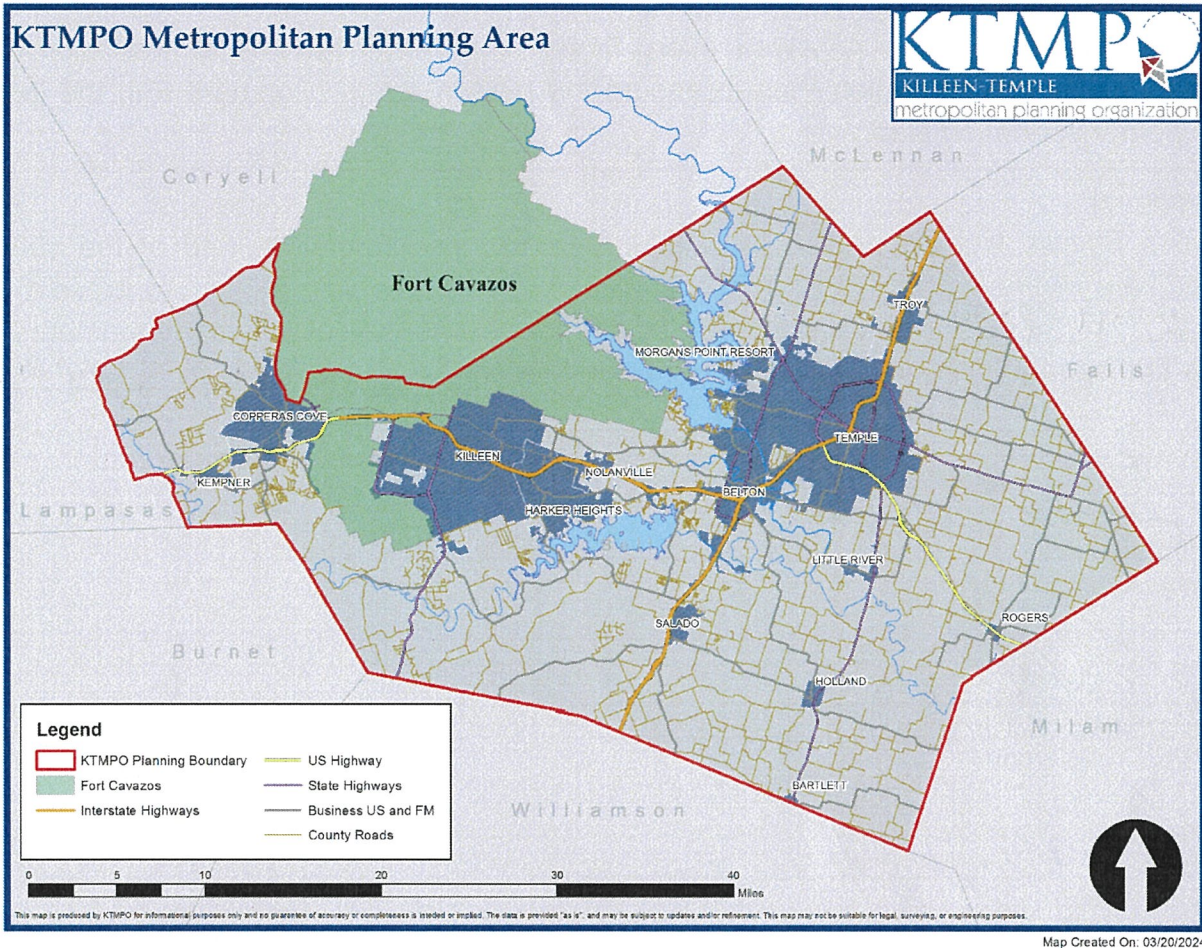
Special Election

If the Chairperson is unable to serve, the Vice Chairperson shall assume the office of Chairperson and call a special election at the next regular or special meeting to fill the office of Vice Chairperson for the remaining portion of the term or as agreed upon by a quorum. Should the Vice Chairperson be unable to serve, the Chairperson shall call a special election at the next regular or special meeting to fill the office of Vice Chairperson for the remaining portion of the term. If both the Chairperson and Vice Chairperson are unable to serve, the KTMPO staff representative or designee shall call a special election at the next regular or special meeting to fill these vacancies for the remaining portion of the term or as agreed upon by a quorum.

Article VI

Amendments to the Bylaws

These bylaws may be amended by a simple majority of the ATAC membership provided that official notice of the proposed amendment is included in the agenda packets in advance of the scheduled meeting and a quorum is established; and approved by the KTMPO Policy Board on their own motion or in response to recommendations forwarded by the Active Transportation Advisory Committee.



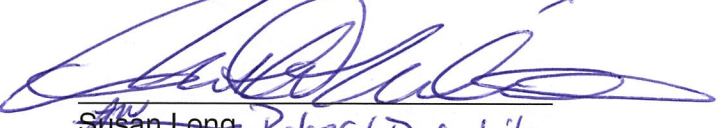
Required Review

These bylaws shall be reviewed every 5 years, within 6 months of the approved Metropolitan Transportation Plan to ensure the bylaws are in alignment with the long-range transportation plan.

Approval

These Bylaws were approved by a majority plus one affirmative vote of the voting members of the Active Transportation Advisory Committee with a quorum present on 12-11-2024 and by a majority plus one affirmative vote of the voting members of the Transportation Planning Policy Board with a quorum present on 1-22-2025


Geary McCabe
ATAC Chairperson


~~Susan Long~~ Robert D. Whitson
TPPB Chairperson


Uryan Nelson
KTMPO Director