

Lewes Bicycle & Pedestrian Advisory Committee By-Laws

1. The Lewes Bicycle & Pedestrian Advisory Committee (LBPAC) shall function and operate according to the resolution adopted by the City of Lewes on November 9, 1998.
2. All members of the LBPAC shall serve without compensation.
3. Any member of the LBPAC may be removed for cause by the Mayor with the approval of a majority of the City Council.
4. Vacancies in the LBPAC other than by term expiration shall be filled for the unexpired term by the Mayor, subject to approval by a majority of City Council.
5. A quorum shall consist of three (3) members of the LBPAC.
6. The officers of the LBPC shall consist of a Chairman, Vice Chairman and Secretary. Duties will include:
 - Chairman
 - a. Preside at all meetings.
 - b. Present an agenda.
 - c. Present all recommendations of the LBPAC to the Mayor and Council in a timely manner.
 - Vice Chairman
 - a. Act for the Chairman in his or her absence.
 - Secretary
 - a. Keep the minutes and records of all meetings of the LBPAC.
 - b. Act as Chairman in the absence of both the Chairman and Vice Chairman.
7. An annual organizational meeting shall be held at the first regularly scheduled meeting in January of each year.
8. The member receiving the majority vote for each position on the LBPAC shall be declared elected and shall serve for one (1) year.
9. Meetings will be held seasonally every other month beginning in January. Typically: in **September** after Labor Day; in **January** after the Christmas/New Year Holidays and in **April** before Memorial Day. A midsummer meeting may be called if any member or members believe that a specific problem or hazard warrants appropriate cause for such a meeting.
10. All meetings shall be open to the public.
11. An agenda shall be submitted to the City Manager's Office at least two (2) weeks in advance of the regularly scheduled meeting of the LBPAC.
12. The LBPAC shall maintain minutes of all meetings.
13. The LBPAC may employ experts, clerks and such other assistance that its fiscal budget permits.