



**BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)  
THURSDAY, MAY 14, 2026  
BPAC MEETING AT 6:00 PM  
RICHARDSON LIBRARY, SPRING CREEK ROOM  
2360 CAMPBELL CREEK BLVD., SUITE 500, RICHARDSON, TX 75082**

**Closed Executive Session Authorized**

As authorized by Section 551.071 (2) of the Texas Government Code, this meeting may be convened into closed Executive Session to seek confidential legal advice from the City Attorney on any listed agenda item.

**Meeting Information**

This Committee meeting will be audio recorded. The audio recording and transcript will be available as soon as possible after the meeting, generally within 24 hours on the City website at [www.cor.net/CITY](http://www.cor.net/CITY).

1. CALL TO ORDER
2. PUBLIC COMMENTS
3. APPROVAL OF THE MINUTES
4. REVIEW AND DISCUSS THE DRAFT RULES OF ORDER AND PROCEDURE
5. CONSIDER A REQUEST BY THE RICHARDSON BICYCLE COALITION TO PRESENT AT A FUTURE MEETING
6. PRESENTATION ON ACTIVE TRANSPORTATION PLAN PROGRESS REPORT
7. PRESENTATION ON ACTIVE TRANSPORTATION AND COMPLETE STREET PERFORMANCE MEASURES
8. PRESENTATION ON STATUS OF ACTIVE TRANSPORTATION INITIATIVES
  - A. BIKE MONTH
  - B. SAFETY UPDATES
  - C. SAFER STREETS RICHARDSON
  - D. INFRASTRUCTURE PROJECTS
9. REPORT ON ITEMS OF COMMUNITY INTEREST

*The Committee will have an opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of Richardson; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of Richardson that was attended or is scheduled to be attended by a member of the Committee or an official or employee of the City of Richardson; and announcements involving an imminent threat to the public health and safety of people in the City of Richardson that has arisen after posting the agenda.*
10. ADJOURN

I CERTIFY THE ABOVE AGENDA WAS POSTED ON THE BULLETIN BOARD AT THE RICHARDSON CITY HALL ON FRIDAY, MAY 8, 2026, BY 5:00 PM.



NORMA MENDOZA  
ADMINISTRATIVE SECRETARY

ACCOMMODATION REQUESTS FOR PERSONS WITH DISABILITIES SHOULD BE MADE AT LEAST 48 HOURS PRIOR TO THE MEETING BY CONTACTING THE ADA COORDINATOR, VIA PHONE AT (972) 744-4168, VIA EMAIL AT [ADACoordinator@cor.gov](mailto:ADACoordinator@cor.gov), OR BY APPOINTMENT AT 2360 CAMPBELL CREEK BLVD., SUITE 525, RICHARDSON, TEXAS 75082.

**MINUTES**  
**BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)**  
**THURSDAY, MARCH 12, 2026**  
**BPAC MEETING AT 6:00 PM**  
**RICHARDSON LIBRARY, SPRING CREEK ROOM**  
**2360 CAMPBELL CREEK BLVD., SUITE 500, RICHARDSON, TX 75082**

**1. CALL TO ORDER**

Chairperson Chance called the meeting to order at 6:00 p.m. with the following members present:

Bill Chance	Chair
Brenda Hard-Wilson	Vice Chair
Diane Litke	Member
Matthew Martin	Member
Richard Wezensky	Member
Keith Kockler	Member (Assistant Chief, Richardson PD)
Mark Nelson	Member (Director of Transportation & Mobility)

The following members were absent:

Patricio Gallo	Ex-Officio Member (DART)
Thomas Crane	Ex-Officio Member (Richardson ISD)
Mandi Murphy	Ex-Officio Member (Plano ISD)
Kevin Kokes	Ex-Officio Member (NCTCOG)

The following staff members were also present:

Daniel Herrig	Mobility Program Manager
Norma Mendoza	Administrative Secretary

**2. PUBLIC COMMENTS**

Mark Witte, 1810 Centenary Drive, Richardson, was present.

Marcus Batson, 3474 Heritage Place, Richardson, was present.

Mark and Marcus provided the BPAC members with a copy of their presentation. They represent the Richardson Bicycle Coalition.

**3. APPROVAL OF THE MINUTES**

**Board/Commission Action**

Chairperson Litke moved to approve the minutes as presented. Chairperson Martin seconded the motion. A vote was taken and approved unanimously.

**DRAFT**

#### **4. REVIEW AND DISCUSS THE WEST SPRING VALLEY PEDESTRIAN IMPROVEMENTS PROJECT**

Daniel Herrig, Mobility Program Manager, reviewed this item. He provided background information starting with adoption of the Regional Pedestrian Safety Action Plan (PSAP) in 2021 through the current construction of improvements made in 2025-2026. He explained the types of crosswalk signal types that have been installed. The types are: Pedestrian Hybrid Beacon (PHB) and the Rectangular Rapid Flashing Beacon (RRFB).

#### **5. REVIEW AND DISCUSS ACTIVE TRANSPORTATION COMMUNICATIONS**

Daniel Herrig provided background information on existing methods the City is communicating with the public regarding active transportation initiatives. He requested feedback from the committee on a potential Active Transportation Newsletter. Content information could include project updates, safety and education, and community events and engagement. The committee made comments recommending moving forward to investigate developing a newsletter.

#### **6. REVIEW AND DISCUSS BUS STOP DESIGN ALONG BIKE LANES**

Daniel Herrig provided background on the evaluation of bikeways with bus stops. Based on national best practices, Mr. Herrig outlined three bus stop configurations along bikeways: bus boarding islands, shared boarding areas, and curbside bus stops. Next steps are to continue coordination with DART and evaluate appropriate bus stop treatments on future bikeway projects.

#### **7. PRESENTATION ON STATUS OF ACTIVE TRANSPORTATION INITIATIVES**

Daniel Herrig outlined national Bike Month upcoming in May. Several initiatives are planned including National Ride a Bike Day (May 3), Bike to School Day (May 6), Citywide Bike Rodeo (May 9), Bike to Work Week (May 11-17), and Bike to Work Day (May 15).

For the second year, volunteer sign-ups are open to conduct the Counting People initiative. This will occur May 1 through June 30. Some updates were made to the process based on lessons learned in year one.

In October 2025, the City submitted the Bike Friendly Business Designation application. On February 2026, the League of American Bicyclists announced that Richardson was recognized as a Silver-level Bicycle Friendly Business. It is the highest designation for a Government Agency in North Texas.

TXDOT is working with local communities to develop regional frameworks to provide safe, thoughtfully designed, well-maintained facilities for bicyclists. TXDOT is open for comments on ideas for biking along roadways and trails. See <https://txdotdallasdistrictbikeplan.com/>

City Council was briefed on Safer Streets Richardson on February 16. Next steps are to draft a plan for Council Review and consideration in the spring/summer of 2026.

**DRAFT**

Staff are drafting a report regarding an ADA Transition Plan. Anticipate completion in spring 2026.

Daniel Herrig provided an update on all the active transportation infrastructure projects. Projects highlighted included the Cotton Belt Trail and Glenville Drive reconstruction.

## **8. REPORT ON ITEMS OF COMMUNITY INTEREST**

Daniel Herrig reported on items of community interest. He reported that DAXBOT is a company that uses robots to assess sidewalks and trails for ADA compliance.

Recent news coverage in Burlison:

<https://www.youtube.com/watch?v=wqbEDrayjMc>

<https://www.arlnow.com/2025/12/30/arlington-robot-sidewalk-inspectors-get-mixed-reviews>

## **ADJOURNMENT**

With no further business, the meeting was adjourned at 7:30 p.m.

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BILL CHANCE  
BOARD CHAIR

ATTEST:

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NORMA MENDOZA  
BOARD SECRETARY

**DRAFT**



**RICHARDSON**

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**T E X A S**

**Bicycle and Pedestrian Advisory Committee  
RULES OF ORDER AND PROCEDURE**

**THE COMMITTEE RULES OF ORDER AND PROCEDURE  
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## **1. AUTHORITY**

### **1.1 RULES AND REGULATIONS**

The Committee shall adopt such rules and regulations as it deems best to govern its actions and meetings, subject to the City of Richardson Code of Ordinances, general laws of the state, the City Charter, and any other action of the City Council.

### **1.2 CHAIR AND VICE CHAIR**

Pursuant to the Code of Ordinances, Section 2-103, the City Council shall appoint a Chair and Vice Chair. The Chair presides over the meetings. In the absence of the Chair, the Vice Chair will preside over the meetings. In the absence of both the Chair and Vice Chair, the committee shall select another member to preside over the meetings.

The Chair is the presiding officer and shall vote on all matters coming before the Committee unless there is a Conflict of Interest pursuant to Chapter 171 of the Local Government Code requiring recusal. The Chair shall have no power of veto.

The Chair shall have the authority to preserve order at all Committee meetings, enforce the rules of the order, and determine the order of business in accordance with the posted agenda.

### **1.3 COMMITTEE MEMBER PARTICIPATION IN COMMUNITY ACTIVITIES**

From time to time, Committee members may choose to participate in community activities, other committees, and events. When a committee member engages in these types of activities, the member is representing themselves as an individual rather than acting on behalf of the Committee.

## **2. COMMITTEE MEETINGS**

### **2.1 ESTABLISHING THE MEETING AGENDA**

The committee liaison shall establish meeting agendas based on the policy direction and goals of the City Council and specific items of business that require action by the Committee pursuant to the Code of Ordinances Section 2-104.

To ensure alignment with the Committee's direction and goals, any request from a community group to present on a specific topic shall require Committee approval. The Committee must take formal action to place such presentations on a future meeting agenda.

### **2.2 REGULAR MEETINGS**

The Committee shall comply with the Texas Open Meetings Act regarding the posting of an agenda and the holding of meetings. The Committee shall meet bi-monthly or as determined by the Committee pursuant to the Code of Ordinances Section 2-103. A majority of those present and voting shall be required for a determination of any matter before the Committee for any recommendation to be made to the City Council.

### **2.3 EXECUTIVE SESSIONS**

The Bicycle and Pedestrian Advisory Committee may meet in a closed Executive Session in accordance with the Texas Open Meetings Act, at any time during any meeting, workshop or anytime otherwise authorized by State law under the following three provisions.

- a.** Texas Government Code Section 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING. A governmental body may not conduct a private consultation with its attorney except:
  - (1) when the governmental body seeks the advice of its attorney about:
    - (A) pending or contemplated litigation; or
    - (B) a settlement offer; or
  - (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
  
- b.** Texas Government Code Section 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS- (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). This section allows closed door discussion to discuss information provided by a potential business prospect that plans to expand or locate to the City and to discuss an executive development incentive for the business prospect or project.
  
- c.** Texas Government Code Section Sec. 551.076. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS- deliberation of (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit.

Committee members may not disclose the nature of discussion from a closed Executive Session unless required by State law. Disclosure of the discussion from a closed Executive Session is a violation of the City's Code of Ethics.

### **2.4 VIDEOCONFERENCE CALL MEETINGS**

Pursuant to City Council [Resolution 23-32](#), videoconference calls are not authorized for City boards and committees.

### **2.5 RECORDINGS OF MEETINGS**

Bicycle and Pedestrian Advisory Committee meetings will be audio-recorded and posted on the City's website, except for an authorized closed executive session.

### **3. RULES OF CONDUCT**

#### **3.1 GENERAL PROCEDURE/CITY CHARTER**

These rules, consistent with the City Charter and any applicable City ordinance, statute, or other legal requirement, shall govern the proceedings of the Bicycle and Pedestrian Advisory Committee.

#### **3.2 AUTHORITY OF THE PRESIDING OFFICER**

Subject to appeal to the full Committee, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of the business of the Committee by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

Any member of the Committee may move to require enforcement of the rules, and the affirmative vote of a majority of the Committee shall require the presiding officer to act.

#### **3.3 CHAIR TO FACILITATE MEETINGS**

In the role of presiding officer, the Chair will assist the Committee in maintaining focus on agenda discussions and deliberations and ensuring the efficiency of the meeting.

#### **3.4 OBTAINING THE FLOOR, ORDER OF SPEAKERS, AND COMMITTEE COMMENTS**

The Chair has been delegated the responsibility to control the debate, the order of speakers, and to ensure each Committee member has an opportunity to speak. Both voting members and non-voting, ex-officio members have an opportunity to speak and make comments.

- a. Any member of the Committee wishing to speak must first obtain the floor by being recognized by the Chair. The Chair must recognize any Committee member who seeks the floor when appropriately entitled to do so.
- b. Speakers will generally be called upon in the order of the request to speak as indicated by raising their hand.
- c. With the concurrence of the Chair, a Committee member holding the floor may address a question to another Committee member, and that Committee member may respond while the floor is still held by the Committee member asking the question. A Committee member may opt not to answer a question while another Committee member has the floor.
- d. No Committee member is entitled to be called on to speak a second time on the same subject until all Committee members have had the opportunity to speak.
- e. Committee members will govern themselves as to the length of their comments or presentation and shall be mindful of other Committee members' right to speak. Committee members should avoid repetitive comments and be concise.

- f. Committee members will limit their comments to the subject matter, time, or motion being currently considered by the Committee.

### 3.5 MOTIONS

Motions may be made by any voting member of the Committee, including the Chair or the then presiding officer, provided that before the Chair or the then presiding officer offers a motion, the opportunity for making a motion should be offered to other members of the Committee. Any voting member of the Committee, other than the person offering the motion, may second a motion. Ex-officio members and non-voting members shall not make motions nor second a motion.

#### a. Procedures for Motions

The following is the general procedure for making motions:

- i. A Committee member who wishes to make a motion should request to speak as indicated by raising their hand and being called on by the Chair or presiding officer.
- ii. A Committee member who wishes to second a motion should request to speak as indicated by raising their hand and being called on by the Chair or presiding officer.
- iii. Once the motion has been properly made and seconded, the Chair shall open the matter for any further discussion, offering the first opportunity to the moving party and, thereafter, to any Committee member properly recognized by the Chair.
- iv. Once the matter has been fully discussed and the Chair calls for a vote, no further discussion will be allowed.
- v. When a motion is on the floor, and an amendment is offered, the amendment should be acted upon prior to acting on the main motion. No motion of a subject different from that under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.

#### b. Examples of Motions

The following motions are examples of possible motions. Committee members may word motions in any common manner provided such motions and intended action are clear. The Chair or the presiding officer will confirm that each of the Committee members understands the motion prior to calling for a vote on the motion.

##### **Motion to Approve or Deny**

A motion to approve or deny is a proposal to take a specific action. The maker of the motion may state “I move to approve/deny Agenda Item # as presented” or may state the recommended motion (under State law, certain motions require specific language in which case staff will provide the specific motion in the packet that the specific language must be used), or such person may state the agenda caption although it is not necessary.

### **Motion to Approve with Amendments**

A motion to approve a specific action may include amendments recommended by the Committee, city attorney, or staff. The maker of the motion may state, “I move to approve Agenda Item # with the following amendment(s)..” or state the recommended motion or the agenda caption with the amendment included.

### **Withdrawal of Motion**

A withdrawal of motion indicates a motion may be withdrawn or modified by the Committee member who originally made the motion at any time prior to its passage. If a motion is withdrawn, the Committee members who originally made the motion, or another Committee member, may then make a motion to be seconded by another Committee member.

### **Motion to Refer or Postpone**

The Committee may not be able to complete its discussion of an agenda item, may require the City staff to provide further information, or require the matter to be reconsidered by another applicable board. In such event, the Committee may postpone consideration of the agenda item to a date and time certain or a subsequent meeting. (or, for example, until such time as City staff can provide the requested information)

## **3.6 VOTING**

### **a. Ex-Officio Members**

Ex-officio committee members shall not vote on any matters according to the Code of Ordinances Section 2-103 which defines the composition of the committee and roles of members.

### **b. Abstention**

Committee members shall vote on all matters coming before the Committee unless there is a Conflict of Interest pursuant to Chapter 171 of the Local Government Code requiring recusal.

- i.** If a Committee member abstains because of a legal conflict of interest, such Committee member is not counted as present for quorum purposes and is not deemed to be “voting” for purposes of determining whether there has been a “majority vote of those voting and present.”
- ii.** When the Chair or a Committee member abstains because of a legal conflict of interest, the Chair or such Committee member must file an affidavit with the Administrative Secretary stating the nature and extent of the conflict prior to the discussion of the applicable agenda item. The Chair shall briefly state, on the record, the nature of the conflict of the Committee member. State law requires the inclusion of this information in the public record. A Committee member with a legal conflict of interest shall excuse themselves from the meeting room for that portion of the meeting and may return once the Committee has completed its discussion and any action upon the applicable agenda item.

### **c. Tie Votes**

A tie vote results in no action. In such an instance, any member of the Committee may offer another motion for further consideration and action. If there is not an affirmative vote or the required vote for passage of such motion, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the decision appealed stands as decided by the decision-making person or body from which the appeal was taken, unless otherwise provided by State law.

## **3.7 NON-OBSERVANCE OF RULES**

These rules are intended to expedite and facilitate the transaction of the business of the Committee in an orderly fashion and shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the validity of any action taken by the Committee.

## **4. PUBLIC COMMENTS**

### **4.1 VISITORS FORUM/PUBLIC COMMENTS**

This portion of the Committee meeting is set aside for members of the public to address the Committee on any topic in which the subject matter is within the jurisdiction of the Committee.

### **4.2 PUBLIC COMMENT CARDS**

- a.** All speakers shall complete a Public Comment Card and submit it to the Administrative Secretary prior to speaking.
- b.** All comments will be heard in the order they are received.
- c.** Public Comment Cards may also be submitted by those who do not wish to speak but desire their comments to be a part of the record. A person may indicate such person's comments and support or opposition for an agenda item on a Public Comment Card.

### **4.3 TIME LIMITS**

- a.** All speakers are limited to a maximum of five minutes each.
- b.** A maximum time of 30 minutes at the beginning of the meeting will apply for all public speakers.
- c.** The Chair has the authority to extend or limit any of the time allocations based on the complexity of the item/topic and the number of persons wishing to speak on the item/topic with consideration to equal time for all sides of the matter and efficiency of the meeting.

### **4.4 REPETITIOUS COMMENTS/DESIGNATION OF SPOKESPERSON**

- a.** A speaker shall not present the same or substantially the same items or arguments to the Committee repeatedly or be repetitious in presenting their oral comments.

- b. In order to expedite matters and avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever any group of individuals wishes to address the Committee on the same subject matter, those individuals are encouraged to designate a spokesperson to address the Committee. The Chair has the authority to extend the time allocation for a designated spokesperson.

#### **4.5 DISPLAY AND DISTRIBUTION OF MATERIALS AT THE COMMITTEE MEETINGS**

- a. Speakers are prohibited from displaying materials or information. Written materials may be provided for the Committee at the meeting. Nine copies shall be provided to the Administrative Secretary as the speaker approaches to speak. Copies will be distributed to the Committee and City Staff after the meeting unless distribution is requested by the Chair during the speaker's comments. All such materials presented will be retained by the Administrative Secretary as part of the record in accordance with the requirements of State law.
- b. Petitions will only be acknowledged in accordance with the City Charter or State law. Otherwise, petitions will be accepted with a Public Comment Card and noted for the record.

#### **4.6 NO COMMITTEE DELIBERATION**

Comments should be directed to the Chair and the Committee. The Texas Open Meetings Act prohibits the Committee from discussing or taking action on items that are not posted on the agenda. The Chair or City staff may provide specific factual information, recite an existing policy, refer the matter or speaker to a City staff person, or schedule the item for discussion on a future agenda in response to the public comments.

#### **4.7 WAIVER OF RULES**

Any of the foregoing rules may be waived or suspended by a majority vote of the Committee present when it is deemed that there is good cause to do so, based upon the particular facts and circumstances involved.

#### **4.8 NON-EXCLUSIVE RULES**

These rules are not exclusive and do not limit the inherent power and legal authority of the Committee, or of its presiding officer, to govern the conduct of the Committee meetings as may be considered appropriate from time to time, or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the Committee.

##### **i. Decorum**

All Committee meeting attendees shall maintain appropriate decorum and may be subject to removal from the meeting for disruptions or any security concerns.

##### **ii. Maximum Occupancy**

Maximum occupancy as designated by the Fire Marshal will be observed for all Committee meetings. Alternative viewing of the meeting will be accommodated when possible.

## **5.0 PROCEDURES ADMINISTRATION**

### **5.1 BIENNIAL REVIEW OF THE COMMITTEE RULES OF ORDER AND PROCEDURE**

The Committee will review and revise the Committee Rules of Order and Procedure as needed, biennially.

### **5.2 ADHERENCE TO PROCEDURES**

During the Committee discussions, deliberations, and proceedings, the Chair has been delegated the primary responsibility to ensure that the Committee, staff, and members of the public adhere to the Committee's adopted procedures.

### **5.3 CITY ATTORNEY AS PROCEDURE ADVISOR**

The City Attorney assists the Chair and the Committee as a resource and as an advisor for interpreting the Committee's adopted rules and procedures.

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