

## Bike Easy Policy and Design Committee

### Goals/Responsibilities:

- Help determine Bike Easy external policy positions, i.e. Bike Easy's official stance on a proposed piece of legislation (Note: Internal Bike Easy policy is the jurisdiction of the Governance Cmte)
  - o Make policy recommendation to Board of Directors
    - Responsible for writing policy positions, letters, and statements with research citations and supporting evidence
  - o Provide forum for members of the public and others to propose specific policies or initiatives to Bike Easy
- Create street design recommendations
  - o For specific street projects, create detailed design mockups and recommendations for state and local government
  - o Develop and maintain detailed vision for connected network of bikeways in Greater New Orleans
- Make strategic advocacy action recommendations to Bike Easy staff
- Hold occasional "Policy Forums" or other events to solicit feedback from the larger community

### Meetings:

- Regular meetings: Monthly, specific day TBD
- Forums: 1-2 annually

### Leadership:

- Chaired by Board Member or Lead Volunteer with established Bike Easy relationship
- Supported by Executive Director

### Members:

10 Members serve annual terms following the calendar year (note: For the first cycle, terms will be for the remainder of 2017 and all of 2018, then the cycle will transition to one-year terms)

- Members apply by submitting short explanation of desires for serving/cover letter, and it is recommended that applications include a resume
- Members can be nominated by someone else who writes a letter of recommendation explaining the person's qualifications for service
  - o Bike Easy reserves the right to invite/select members via other appropriate means as well (i.e. face-to-face conversation)
- Members are selected by Bike Easy ED and Board Governance Committee and then approved by the Bike Easy Board of Directors (in accordance with Bike Easy Board Member elections)
- Minimum 3 Bike Easy Board Members
- Policy and Design Committee member selection must follow Bike Easy Internal Equity Policy (still being developed)
- Annual application period will be concurrent with Bike Easy Board of Directors application and selection period, with any other open positions being filled as needed

### Community Engagement:

- All members of the public are welcome at all meetings to provide input throughout, and there will be a standing agenda item at the end of each meeting for anyone to bring up new business.

- Anyone can propose agenda items/topics for Policy and Design Committee meetings via email at any time to the Executive Director and/or Committee Chair. If the proposal fits within the Strategic Plan, it will be officially included in an upcoming meeting agenda.
- The occasional Policy Forums will be focused specifically on garnering public input.

Structure:

- Agenda to be set by Executive Director and Committee Chairperson based on input from staff, board, volunteers, and the public. Agendas will be distributed 1 week before the meeting.
- Meetings may include presentations from outside groups or individuals
- For mid- and long term projects, updates/feedback will be discussed at meetings
- Many assignments/tasks will be done outside of Committee meetings by individuals or small groups, and smaller ad hoc meetings may be scheduled as needed
- All projects must be in alignment with the strategic plan
- Number of items on the agenda should not exceed committee capacity