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DATE: July 5, 2023

TO: Pedestrian & Bicycle Advisory Committee

FROM: Bjorn Gripenburg, MCRP, Project Manager

SUBJECT: Recommendation to Elect a New Chair and Vice Chair (Effective August 2023)

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### **RECOMMENDATION**

It is recommended that the Pedestrian and Bicycle Advisory Committee elect a new Chair and Vice Chair (effective August 2023).

### **BACKGROUND & DISCUSSION**

The Pedestrian and Bicycle Advisory Committee traditionally elects a new Chair and Vice Chair at its first regular meeting following City Council's appointments of committee members. The Chair and Vice Chair should be prepared for a slight increase in time commitment outside of meetings and responsibility during meetings.

The Chair is expected to spend approximately 1-2 hours meeting with staff each month to review and provide input on upcoming agenda items. Additionally, the Chair is responsible for managing meetings, including introducing agenda items and facilitating committee and public comments on agenda items. The Vice Chair is expected to fulfill the Chair's responsibilities in the Chair's absence.

Committee members may nominate themselves or others for these roles, then elect the new Chair and Vice Chair by a motion and vote.