

**BY-LAWS  
OF THE  
LOCKWOOD PEDESTRIAN SAFETY DISTRICT  
ADVISORY BOARD  
BILLINGS, MONTANA**

***Third Draft***

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Prepared By:  
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Lockwood, Montana

**BY-LAWS**  
**LOCKWOOD PEDESTRIAN SAFETY DISTRICT**

Functions, duties and responsibilities of the Lockwood Pedestrian Safety District Advisory Board of Yellowstone County, Montana hereinafter referred to as the Lockwood Pedestrian Safety District are as follows:

**ARTICLE I – LOCKWOOD PEDESTRIAN SAFETY DISTRICT**  
**ADVISORY BOARD**

**SECTION 1 NAME**

The name of this committee shall be the Lockwood Pedestrian Safety District (LPSD) Advisory Board of Yellowstone County, Montana.

**SECTION 2 PURPOSE**

The purpose of the Lockwood Pedestrian Safety District Advisory Board is to advise the Board of County Commissioners, Yellowstone County Board of Planning, and all departments and boards of the County with regard to non-motorized transportation matters within the boundaries of Yellowstone County Special District No. 1 for Lockwood Area.

**SECTION 3 MEMBERSHIP**

The Board shall be composed of ten (10) members to serve three (3) year terms. The County Commissioners will appoint ten members. The committee members may include, but not be limited to, representatives of bicycling organizations; organizations concerned with transit, smart growth and healthy communities; educational organizations concerned with safety such as the Lockwood Schools Parent Teachers Association, SAFE KIDS; a representative of business organizations in Lockwood; interested private citizens concerned with walking and bicycling opportunities, such as commuting or recreating, people with disabilities, the aging community, and high school students. A representative from the Sheriff's Department and the Bicycle/Pedestrian Coordinator or a staff person from the City-County Planning Division or County Public Works Department may serve as staff liaisons to the board.

**SECTION 4 ORGANIZATION**

A Chair shall be elected at the first scheduled meeting of the calendar year by a quorum of the Lockwood Pedestrian Safety District Advisory Board membership

present at a duly called meeting. Term of office will be one year or until a successor is elected.

## **OFFICERS OF THE BOARD**

1. Chair - The Chair will be elected by current members at the first annual meeting. The Chair shall preside at all meetings of the Lockwood Pedestrian Safety District Advisory Board, call special meetings as needed and prepare an agenda.
2. Vice Chair - A Vice Chair will be elected by current members at the first annual meeting to act during the absence of the elected chair.
3. Secretary – A secretary will be elected to record meeting minutes and distribute correspondence as required.

## **ARTICLE II – DUTIES**

### **SECTION 1 DUTIES OF THE BOARD**

The Lockwood Pedestrian Safety District Advisory Board has the duties to:

1. Ensure an open and transparent forum, open to the public, for creating recommendations to County Commissioners and public officials for allocation of annual district revenues and related matters within the boundaries of the special district.
2. Make recommendations on capital projects, transportation improvement plans, bicycle and pedestrian programs, subdivision regulations and other county programs and projects, insofar as they relate to non-motorized transportation and safety. County staff and officials shall provide appropriate plans and other materials for review by the board within a timely manner;
3. Advise in the development and implementation of county non-motorized transportation plans and the development of long-range transportation plans;
4. Make recommendations to the County Commissioners, and Planning Board to improve the institutional and professional responsiveness of the County to promote non-motorized transportation and pedestrian safety;
5. Advise the Bicycle and Pedestrian Coordinator regarding school programs to promote operator awareness – including children, youth and adults about walking, bicycling and driving – and activity through education and public information programs and enforcement;
6. Make recommendations to the County Commissioners, and

- Planning Board regarding design standards for all types of bicycle and pedestrian facilities. Make recommendations regarding design improvements for existing bicycle and pedestrian facilities;
7. Make recommendations to the County Commissioners, and Planning Board regarding bicycle and pedestrian planning as it relates to facility selection, cost and safety impacts;
  8. Make recommendations regarding prioritization of bicycle and pedestrian facilities needed in the district;
  9. Consult and advise government agencies to promote bicycling and pedestrian activity as viable forms of urban transportation and to reduce dependence on private automobiles as a primary mode of transportation;
  10. Advise Lockwood School District to provide effective linkages between walking, bicycling and transit. Explore opportunities for transit within and between the District and the City of Billings.

### **ARTICLE III - MEETINGS**

#### **SECTION 1 MEETINGS**

The Lockwood Pedestrian Safety District Advisory Board shall hold regular meetings on the first Wednesday of the month at 7:00 pm. When a regularly scheduled meeting is cancelled, a publically available cancellation notice will be sent to all the members. Special meetings of the Lockwood Pedestrian Safety District Advisory Board may be called with no less than six (6) days notice, or less time when approved by a majority of the Board.

All regular meetings will be noticed at the Yellowstone County Courthouse no less than 6 days prior to the meeting date of the Lockwood Pedestrian Safety District Advisory Board. All meetings shall be open to the public in accordance with the Montana State Open Meeting Law. Notice of the meetings shall be distributed to reach all interested and affected members of the community.

Each member shall inform the Chair at least one day before the meeting of their inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at their usual place of work or residence, or by announcement at a meeting attended by that person, the Chair may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term.

## **SECTION 2 QUORUM FOR COMMITTEE MEETINGS**

A quorum shall consist of a simple majority of the voting members in attendance, in person or via teleconferencing, listed in the regular membership section of these bylaws including the Chair or designated representative. Roberts Rules of Order will be followed in all meetings.

## **SECTION 3 REPORTING ON MEETINGS**

A member of the Lockwood Pedestrian Safety District Advisory Board will act as Secretary to record the minutes and attendance, prepare required reports, notify members of meetings, and such other duties as required by the Lockwood Pedestrian Safety District Advisory Board. Only the date, time, attendance, order of business, abbreviated discussions and final decisions of the Lockwood Pedestrian Safety District Advisory Board will be reported in the minutes.

## **ARTICLE IV ADOPTION AND AMENDMENT OF ARTICLES**

### **SECTION 1 HOW ADOPTED**

These articles may be adopted by a majority of the Lockwood Pedestrian Safety District Advisory Board at a duly called LPSD meeting.

### **SECTION 2 HOW AMENDED**

These articles may be amended by a majority of the Lockwood Pedestrian Safety District Advisory Board at a duly called meeting in which a discussion of the By-laws is a published agenda item.