

**LOCKWOOD PEDESTRIAN SAFETY DISTRICT ADVISORY BOARD  
YELLOWSTONE COUNTY, MONTANA  
BYLAWS 2<sup>nd</sup> Edition 2025**

**INTRODUCTION**

On March 11, 2014, after a referendum in favor of the creation of a special district to improve pedestrian safety in the Lockwood area of Yellowstone County, the Yellowstone County Board of County Commissioners created the Lockwood Pedestrian Safety District, also known as Yellowstone County Special District No. 1. Resolution No. 2014-14. The purpose of the District is to improve pedestrian safety in the area. Preceding the creation of the District there had been two unfortunate pedestrian deaths in the area. The authority to create the District was Sections 7-11-1001 through 7-11-1035 of the Montana Code Annotated. The District is funded through a mill levy on the land in the area.

To assist the Board of County Commissioners manage the District, it created the Lockwood Pedestrian Safety District Advisory Board. The purpose of the Board is to provide advice to the officials of Yellowstone County as to pedestrian safety issues in the area, such as what are the issues and how the issues could be mitigated.

In 2015, the Board enacted its first edition of bylaws as to its operation. Attached are a copy of the first edition of the bylaws. In 2025, the Board decided to enact new bylaws, a second edition of bylaws as to its operation. Below are the bylaws adopted by the Board.

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

**SECTION 1 NAME**

The name of this board shall be the Lockwood Pedestrian Safety District Advisory Board of Yellowstone County, Montana.

**SECTION 2 PURPOSE**

The purpose of the 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 the District.

**SECTION 3 MEMBERSHIP**

The Board shall be composed of seven (7) members to serve three (3) year terms. The County Commissioners shall appoint the seven members. The board 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 Office 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**

At the first scheduled meeting of the calendar year the Board shall elect its officers; a chair, a vice chair and secretary. The officers shall serve a one-year term 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 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 duties of the Board are 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 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 Board shall hold regular meetings on the first Wednesday of the month at 7:00 pm. When a regularly scheduled meeting is cancelled, a publicly available cancellation notice will be sent to all the members. Special meetings of the 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. All meetings shall be open to the public in accordance with the open meeting laws of Montana. 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 meeting. Such an absence shall be considered an excused absence. If any 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 member, the chair may call such absences to the attention of the Board which may then recommend to the Board of County Commissioners that it request the member resign and, if the member resigns, appoint another person to serve out the unexpired term of the member requested to resign.

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

A majority of members constitutes a quorum for the purposes of conducting business. Action may be taken by a majority vote of members present. With the consent of the Board a member may appear at a meeting by telephone or audio video link. Roberts Rules of Order shall be followed by the Board.

### SECTION 3 REPORTING ON MEETINGS

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

## ARTICLE IV ADOPTION AND AMENDMENT OF BYLAWS

### SECTION 1 HOW ADOPTED

These bylaws shall be adopted by a majority of the Board at a meeting.

### SECTION 2 HOW AMENDED

These bylaws may be amended by a majority of the Board at a meeting at which the bylaws are an agenda item.

### SECTION 3 TERM

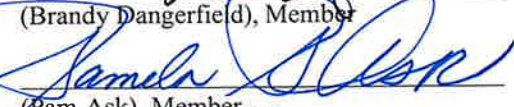
These bylaws shall continue until superseded by new bylaws.

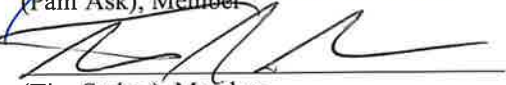
### Lockwood Pedestrian Safety District Advisory Board

  
(Travis Smith), Chair

  
(Nicholas Pancheau), Member

  
(Brandy Dangerfield), Member

  
(Pam Ask), Member

  
(Tim Sather), Member

Adopted by the Advisory Board on (11/5/2025).

### Yellowstone County Board of County Commissioners

\_\_\_\_\_  
Mark Morse, Chair

\_\_\_\_\_  
Michael J. Waters, Member

\_\_\_\_\_  
Chris White, Member

ATTEST:

\_\_\_\_\_  
Jeff Martin, Clerk and Recorder

Adopted by the Board of County Commissioners on (       )

### Attachment

Bylaws First Edition (2015)