

Active Transportation Committee bylaws

Adopted by the Hennepin County Active Transportation Committee July 21, 2025

Mission

The Hennepin County Active Transportation Committee (ATC) mission is to advise, promote and expand opportunities for safe and convenient bicycling, walking and rolling for transportation, commuting and recreation in Hennepin County.

Bylaws

Roles

- Provide expertise and multiple perspectives on biking, walking, and rolling around the county.
- Advise Hennepin County leaders and staff and other governmental city and agency staff and public on current plans, policies and projects.
- Guide the implementation of transportation plans pertaining to active transportation, taking into account Hennepin County's Climate Action Plan and Disparity Reduction and Diversity Equity and Inclusion initiatives.
- Utilize ATC adopted guiding principles; safety, network continuity and network connectivity (Link or direct to full list). These principles should be reaffirmed as necessary and were most recently adopted at the June 22, 2021, Hennepin County Board of Commissioners meeting.

Responsibilities

Meeting times:

- The ATC will meet monthly.
- Meeting dates, times, and locations will be set by the membership.

Attendance:

- Quorum will be half of voting membership.
- All ATC meetings are open to the public.

- Three (3) unexcused absences from regular meetings during a calendar year may result in a recommendation of membership termination to the appointing commissioner.

Agendas and staffing:

- The ATC will be staffed by Hennepin County Public Works.
- The Chair, Vice Chair or Co-Chairs, and any other officers will be selected by the committee biennially (or as needed) with the appointment of members.
- Agendas will be set by Public Works staff, in consultation with the Chair and Vice Chair or Co-Chairs and distributed to committee members as far in advance of the meeting as possible.
- Agendas will be approved by the members at the onset of the meeting.
- ATC members will be encouraged to participate in all meeting agenda items and attend field visits as applicable.
- The ATC will provide a summary of activities to the Hennepin County Board of Commissioners on a periodic basis.

Membership

Members

Each district will be represented by two voting members, preferably one with a bicycling focus and one with a walking and rolling focus to serve a three-year term.

Appointment will occur through an open application process and staff will submit all applications received to the commissioners for appointment.

Members should reflect the breadth and diversity of Hennepin County and represent and serve as a liaison to their local community and community groups, as well as represent the greater concerns of people bicycling, walking and rolling within Hennepin County.

The committee includes non-voting representatives from Minnesota Department of Transportation, Three Rivers Park District, Minneapolis Park and Recreation Board, the Metropolitan Council (including Metro Transit), Hennepin County Public Works. The roles of the Active Transportation Committee include:

- Help build the county's multimodal infrastructure to expand opportunities for people biking, walking and rolling in Hennepin County.
- Share your experience and knowledge of biking, walking and rolling to multimodal projects as they are being planned.
- Officially advise the county's commissioners and staff on matters relating to people biking, walking and rolling.

Terms

Terms are appointed for a length of three years. Committee members elect a chair and vice-chair biennially.

Current members will be invited to reapply, but a full call for applications and evaluation shall occur.

Terms for members are staggered. Seats for the Hennepin County ATC will be up for reappointment every three years beginning on the years below, unless otherwise filled to a mid-term vacancy:

- District 1: 2028
- District 2: 2028
- District 3: 2026
- District 4: 2026
- District 5: 2027
- District 6: 2026
- District 7: 2027

Ground rules and decision-making

The committee follows Robert's Rules of Order.

Documentation

Minutes, supporting documents, and resolutions will be recorded by Public Works staff and posted on the Hennepin County website.

Resolutions will be communicated to the Board of Commissioners via the Chair and in coordination with Public Works staff.

Definitions

Bicycling

A bicycle is a vehicle as defined by 2019 Minnesota Statutes 169.222. Bicycles include conventional two-wheeled bicycles, three or more wheeled bicycles, tandem bicycles, recumbent, adaptive bicycles and cargo or utility bicycles and similar human powered or electric motor assisted vehicles. Bicycling represents travel for transportation, commuting and recreation. The interests of in-line skaters, roller skiers and scooters are also included under this definition of 'bicycling' due to speed.

Walking and rolling

Walking is the act of travel by foot. Rolling refers primarily to mobility assistance devices such as wheelchairs, motorized wheelchairs, assistive devices for persons with vision or auditory needs, mobility assistance scooters and similar. For the purposes of this definition rolling also constitutes strollers and

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micromobility devices (skateboards, hoverboards, and similar). Walking and rolling may represent travel for transportation, commuting and recreation.

Active transportation

Active transportation is any self-propelled, human-powered mode of transportation, such as walking or bicycling.