

NJ Bicycle Pedestrian Advisory Council (NJBPAAC)

Bylaws, Refocusing & SHSP/BPAC Alignment

March 9, 2021

OVERVIEW

- Purpose:
 - Review/Refine NJBPAC Focus
 - Amend Bylaws
 - Focus work of subcommittees to support SHSP bike/ped implementation actions
 - Work Plan template and process
 - Next Steps

OVERVIEW (FROM JUNE 2020)

- **Purpose:** Review/Refocus NJBPAC
- **Methods:**
 - Conducted four virtual roundtable discussions in late May/early June with 20+ participants from various governmental entities and related organizations (primarily SMEs)
 - Research findings on BPAC best practices and more current info on state BPACs (five other states)

FEEDBACK FROM ROUNDTABLE DISCUSSIONS

- BPAC Core Mission
- Subcommittees
- Executive Council
- Overlapping Groups

BPAC STRENGTHS + OPPORTUNITIES

*“How do we **seize the current opportunity** with bicycling expanding? We need to get ourselves more connected.*

*“We need **consistent messaging** throughout the State.”*

*“ It is good to have **other state agencies, MPOs, Counties** involved to discuss hot spots, best practices, issues that are coming up...”*

*“ Here is the strength of BPAC...it’s the only meeting that has **big players sitting in the room that are supporters of the little players...**”*

*“What if this was a **place to benchmark/track efforts throughout the State** and to provide/receive updates on implementation efforts?”*

*“BPAC should be a **central coordination spot.**”*

FEEDBACK ON CORE MISSION



Suggests one-way relationship; leaves out other agencies/entities/groups

*“To **advise NJDOT** on policies, programs, research and priorities to advance cycling and walking as safe and viable forms of transportation and **recreation** throughout the State for users of all ages and abilities.*



Minimizes role of walking/biking as essential exercise/activity (COVID-19)

What is missing?

- Equity
- Public health
- Resiliency
- Panel of experts/important role in information exchange and best practices sharing
- Other groups that collaborate with NJDOT (other State agencies, MPOs, TMAs...)

June 2020 BPAC

BPAC SUBCOMMITTEES

STRENGTHS AND CHALLENGES

- **Accomplishments:** Bike Ped Master Plan input, changing driver's education test and creating pedestrian-scale lighting materials. Discussions/presentations on bike/ped counts and methodologies. Also period input on VTC research efforts.
- **Infrastructure** is a particular strength of BPAC/Subcommittees
- **Behavioral side/educational-safety messaging needs** to be more coordinated and unified via collaboration within/beyond current BPAC
- Difficult to set **priorities** and produce actionable **results without direction**
- Don't know what happens to **work products** once they go to NJDOT
- More **direction and support** would help Subcommittees

EXECUTIVE COUNCIL

FEEDBACK

- No clear roles for Executive Council members unless they are Subcommittee Chairs
- Refocus the chair's role → engage the Council/facilitate discussion to coalesce ideas into recommendations
- Encourage more collaboration/coordination
 - *“You are in a room full of great heads with a great diversity of people but little discussion happens.”*
- More focus on Subcommittee work rather than presentations

BEST PRACTICE GUIDANCE

- Prior research (2006 VTC Report/2012 Advocacy Advance)
- Recent insights from current State BPACs (CA, WA, MA, NH, OR)

BPAC MISSION/ROLE

- Provide guidance to officials/staff/entities who make decisions that impact bicycling and walking (such as BPMP, capital projects, SHSP)
- Act as historians/track progress over time & trace evolution of best practices
- Provide a process for for providing input
- Experts who advise, brainstorm, create, collaborate and maintain partnership across governmental entities and groups who are focused on safety

Oregon BPAC: "...to advise...on priorities, issues, projects and funding needs to improve biking and walking in Oregon. OBPAC members are stewards of the Oregon Bicycle and Pedestrian Plan (OBPP) implementation, with a focus on the goals of safety, equity, and connectivity. OBPAC informs and advocates for effective decision making and innovation solutions to ensure the OBPP vision is achieved."

ENHANCE BPAC EFFECTIVENESS

- Clarify purpose/mission + ensure representation reflects this
- Create/follow an Annual Work Plan that identifies priorities and resources
- Hold regular meetings
- Structure so it doesn't overwhelm Subcommittee chairs' time
- Maintain/update By-laws to ensure BPAC remains focused and effective

BPAC SHOULD NOT...

- Endorse candidates
- Narrowly focus on members' pet causes
- Lose sight of the big picture
- Focus on presentations at the expense of actions

UPDATE BPAC MISSION + RESPONSIBILITIES

- Advisory roles and resource sharing
- Coordination re: resource allocation, priorities, implementation efforts
- Experts who advise NJDOT and other state, regional and local agencies/entities and who benefit from the input of those entities
- Equity/Public Health/Resiliency: refine mission
- Link to BPMP/SHSP Implementation: BPAC track/develop metrics/report back annually

EXPAND BPAC EXECUTIVE COUNCIL

- Review best practices examples and identify additional seats to reflect updated Mission + Responsibilities
 - Additional state agencies (DCA, Tourism, others?)
 - Seat for TMAC representative
 - Seats for other allied groups/partners, such as: Sustainability emphasis, Equity, Health
 - NJDOT Local Aid, Director/Assistant Commissioner seats

MEETING FREQUENCY & FORMAT

- Refine content and format
- Clarify voting – what specific actions require formal voting vs. consensus?
- Review meeting frequency

IMPROVE SUBCOMMITTEES

- Specific tasks that flow from Annual Work Plan/NJDOT Priorities
- Facilitate more opportunities for information exchange and for BPAC to hear back from NJDOT
- Schedule regular Subcommittee meetings halfway between BPAC meetings

NEXT STEPS

- Update Mission + Responsibilities
- Refine Council membership to mesh with mission + responsibilities
- Combine/refocus/support Subcommittees (include SHSP efforts)
- Update bylaws

BYLAW EDITS

- Updated 10/28/2020 based on BPAC input
- NJDOT management review of updates
- BPAC must vote to adopt amendments

2.2 Goals

1. To stay abreast of best practices in bicycle and pedestrian safety, education/outreach, design, **implementation and policy.**
2. To foster a collaborative, collegial culture that supports coordination, resource sharing and shared action.
3. To develop and incorporate an equity framework that guides the Council's membership, structure, and work.
4. To collaborate with public, non-profit and private partners to support efforts to **eliminate** deaths and serious injuries **to vulnerable roadway users in New Jersey.**

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10/28/2020 DRAFT

3.2 Terms of Office

Council members shall serve up to two- (2) year term and may be reappointed for one (1) additional consecutive term **unless there are staff limitations that require longer terms.** Members may continue to serve until their successors have been appointed. Vacancies occurring for reasons other than expiration of terms shall be filled at the request of the Chair by noticing the respective entity/agency so that an appointee can be identified for the remainder of the unexpired term. Appointees filling an unexpired term are eligible for appointment for two (2) additional full terms.

5. To promote the public health, **economic** and environmental sustainability benefits of active transportation in educational programs and outreach efforts.

EXEC COUNCIL + SUBCOMMITTEES

- Specific tasks that flow from Annual Work Plan/Priorities
- Subcommittees
 - Infrastructure + Design
 - Legislative + Policy
 - Safety
- Consultant/VTC resources will be aligned to support/research/assist with specific tasks
- 6 BPAC Meetings per year (2 will focus on Work Plan updates)

WORKPLAN (YEAR 1)

- Driven by DOT priorities re: SHSP Implementation Actions
 - CS Implementation (**Safety Subcommittee**)
 - Bike/Ped Safety at Transit in Areas of Transportation Inequity (**Safety Subcommittee**)
 - Improve Design Guidance at Intersections for Vulnerable Users (**Design Subcommittee**)
 - Bike Ped Data Collection (**Design Subcommittee**) ?
 - Best practices/barriers for Automated Speed Enforcement and Vulnerable Road User Laws (**Legislative and Policy Subcommittee**)
 - Expanding StreetSmart across New Jersey (**Legislative and Policy Subcommittee**) ?
 - Equity best practices research on BPACs (**Executive Council**)
- Collaboration between Subcommittee Chairs and OBPP to help with Work Plans

WORKPLAN TEMPLATE

Subcommittee:

Action:

Subcommittee Lead

Description

VTC/Consultant Support

Deliverable

Completion Milestones/Date

Comments

Administrative Support – meeting summaries, action item tracking, etc.
Annual Report – summary of tasks, deliverables for the year

SHSP SYNERGY

- Subcommittee Chairs /SHSP Action Leaders coordination
- Clarify tasks/efforts for BPAC Subcommittees to undertake, support and review
- Consultant/VTC support for Subcommittee work efforts, tracking action items, preparing meeting summaries, and coordination

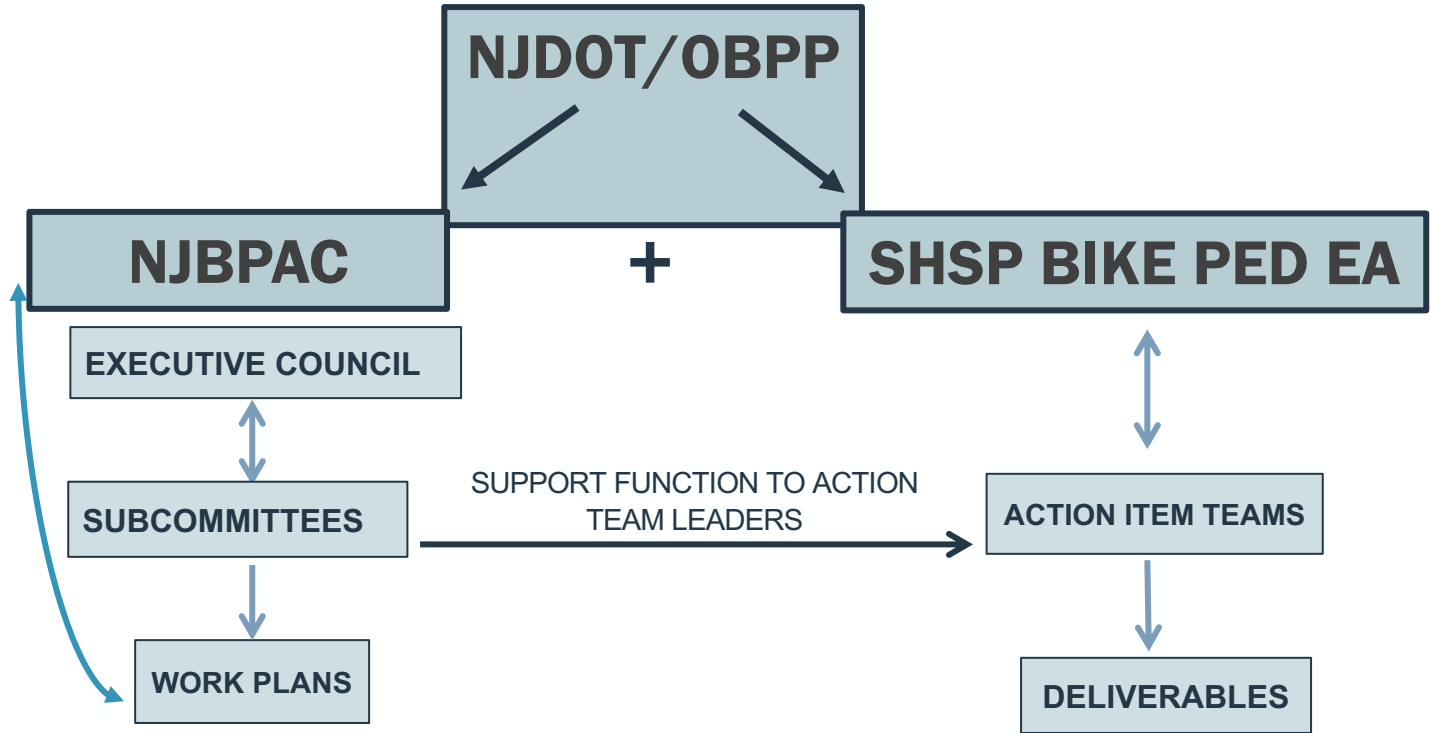
ENHANCE BPAC EFFECTIVENESS (BEST PRACTICES)

- Clarify purpose/mission + sharpen SHSP/BPAC alignment
- Create/follow an Annual Work Plan that identifies priorities and resources
- Structure so it doesn't overwhelm Subcommittee chairs' time
- Maintain/update By-laws to ensure BPAC remains focused and effective

UPDATE BPAC MISSION + RESPONSIBILITIES

- Coordination re: resource allocation, priorities, implementation efforts
- Experts who advise NJDOT and regional and local agencies/entities
- Equity/Public Health/Resiliency: re-think mission to emphasize these connections
- Link to BPMP/SHSP Implementation: BPAC support/help with BP EA/report back annually
- Strengthen connection between Council and Subcommittees and clarify roles

Big Picture – BPAC + SHSP SYNERGY



NJDOT / OBPP

BPAC EXECUTIVE COUNCIL

VTC SUPPORT (BPRC)



SAFETY SUBCOMMITTEE - JENNIFER

DESIGN SUBCOMMITTEE - BETSY

POLICY/LEGISLATIVE SUBCOMMITTEE - SONIA

Admin Support BPRC

Admin Support BPRC

Admin Support BPRC

SHSP Action 1.A.1.b (E. Bremer-Nei, NJDOT) CS Policy Best Practices

Safety Subcommittee: Brainstorm examples (NJ counties, local) and support research.

SHSP Action 1.F.1.c/2.c (A. Jefferson, NJTPA) Transit/Equity/ Inventory/Recs

Safety Subcommittee: Support methodology and inventory template; review assessment.

SHSP Action 1.B.1.a (P. Farley, CCC TMA) Int. Design Guidance

Design Subcommittee: Support design guidance analysis, review research on design guidance current practices.

SHSP Action 3.A.1.b. (R. Oduro, NJDOT) Bike Ped Data Collection

Design Subcommittee?

Action 1.B.1.a (J. Rapp, NJDOT) VRU/Automated Speed Enforcement

Policy/Leg Subcommittee: Provide research to date (lit review); identify any additional examples; other support as needed.

Action 1.C.4.a (K. Hamas, NJTPA) Street Smart Campaign Expansion

Policy/Leg Subcommittee: Support as needed, as requested.

NEXT STEPS

- Subcommittee Chairs and NJDOT work plan development - March
- NJDOT management reviews Bylaws - March
- BPAC Executive Council adopts Bylaws – May?
- Work Plans finalized and presented at May BPAC Meeting?