

## Indianapolis Mayor's Bicycle Advisory Council

*Indianapolis is a bicycle friendly city. Its bicycle network is a fundamental component of the transportation system, providing safe, convenient, and healthy opportunities for citizens to integrate bicycling into their daily lives.*

The Indianapolis Mayor's Bicycle Advisory Council (IMBAC) serves in an advisory capacity to local government on projects, policies and issues related to bicycle recreation, transportation and safety in Indianapolis. The Council works to support the efforts of the City of Indianapolis to provide a safe and connected bicycling environment.

Core functions of the IMBAC include, but are not limited to the following:

- Review and make recommendations on planning documents prepared by/for the city that affect bicycling. These plans include, but are not limited to, the Comprehensive Plan, the Connectivity Plan, Neighborhood Plans, etc.
- Review and provide recommendations on capitol improvement projects that affect bicycling
- Encourage citizen participation in identifying problem areas for bicyclists, the review of existing facilities and the planning and implementing of new projects and programs
- Offer input and insight on bicycle issues that arise in the city
- Review plans and policies that affect bicyclists and impact accessibility/connectivity throughout the city
- Support/assist the city in the implementation of the Indianapolis Bicycle Master Plan

The IMBAC membership should reflect geographic, profession, cultural, economic, gender, age and community diversity as much as possible. IMBAC strives to represent the different interests of the bicycling community such as commuting, health, education, recreation, mountain biking, advocacy groups, and the biking industry (retail shops, tours, messengers and delivery). A current list of IMBAC members will be maintained on the Bikeways page of the city website.

All meetings of the IMBAC are open to the public. Minutes will be posted to the Bikeways page on the city website.

The IMBAC has a Chairperson and a Secretary who serve a term of six months. Their duties and responsibilities are as follows:

### Chair

- Set Agenda
- Send out relevant correspondence/agenda before meeting, preferably one week in advance
- Call for approval of previous month's minutes
- Preside over meeting
- Schedule/cancel meetings as appropriate
- Follow-up on any action items
- Author letters of support with guidance from committee as necessary

### Secretary

- Take minutes and make sure they are published to Bikeways page of City website after approval
- Coordinate with Chair and set agenda for upcoming meeting
- Become Chair at end of 6 month term as Secretary

All members of the IMBAC will be required to serve as Secretary then Chair of the IMBAC Committee

\*A member can request in writing and exemption from serving in the Secretary and Chair role under compelling circumstances but this must be approved by the Secretary and Chair of the IMBAC.

IMBAC meetings are structured as follows:

- Meetings called to order
- Approval of previous month's minutes
- Project updates
- Discussion about current events if necessary
- Committee Reports when applicable
- Agenda items
- Adjourn

Role of the IMBAC members:

- Attend meetings regularly
- Provide feedback/comments on bicycling issues discussed at meetings
- Disseminate information from IMBAC to their representative organization and stakeholders
- Be prepared at meeting by reviewing all correspondence sent prior to the meeting
- Provide input/expertise to help city with the implementation of the Bicycle Master Plan
- Report to IMBAC any bicycling related activities you or your organization participate in that impact bicycling on a city-wide level. These activities include education, encouragement, enforcement, evaluation, equity.

Role of the City's Bicycle and Pedestrian Coordinator at the IMBAC Meetings:

- Provide list of bicycle projects being considered by city to review for feasibility and prioritization where appropriate
- Ensure that bicycle projects in design phase are vetted through the Engineering Committee for review and recommendations
- Update IMBAC on any policies that affect bicycling being considered by city
- Keep IMBAC informed of any city bicycle related activities such as safety programs, education campaigns, etc.
- Prepare a yearly report to be presented to IMBAC and other interested organizations on progress made in the implementation of the Bicycle Master Plan
- Act as a liaison between IMBAC and city on bicycling issues
- Make sure that Bicycle Friendly City Applications is reviewed by and has the final draft approved by the IMBAC (subcommittee can be formed for the purpose of working on the application)

The IMBAC has the following committees which meet as needed but not less than once per year:

**Education/Encouragement:** This committee works with city consultants and advocacy organizations to ensure consistency in messaging on safety issues and to provide support and expertise to encourage and educate on more and safer cycling.

**Enforcement:** This committee will coordinate with police on enforcement targeted at both cyclists and motorists to address key safety issues and to pursue known “trouble” locations. Enforcement committee works with advocates and city on opportunities to change laws that would make for a safer bicycle/driver experience.

**Evaluation/Equity:** Work with city and other organizations to ensure that the next level of Bicycle Friendly designation is applied for when applicable; that formal bicycle counts take place on a regular basis and reported at the national level; and work to ensure that bicycle infrastructure is installed equitably across the city.

**Engineering:** Reviews all city bicycling projects for feasibility and to make recommendations to design when necessary. Make recommendations to city on project priority and recommend potential bicycling infrastructure projects when feasible.

Each fall, the IMBAC will establish a work plan for the upcoming year to aid the city in implementing the Bicycle Master Plan. The work plan will address issues that will be a priority for the year. At the end of each year, the IMBAC will issue a short report on their activities over the course of the year and what items were accomplished by IMBAC in the yearly workplan. This report will also be published on the Bikeways page of the City website.