

Pedestrian Bicycle and Traffic Safety Advisory Committee (PBTSAC) Member Handbook

About the PBTSAC

The Pedestrian, Bicycle, and Traffic Safety Advisory Committee (PBTSAC) is a group of citizens, elected officials, and government representatives focused on pedestrian, bicycle, and motorist safety issues in Montgomery County. The PBTSAC generally meets on the fourth Thursday of the month, bimonthly. The PBTSAC must meet as often as necessary to perform its duties, but not less than 4 times each year.

The purpose of the Pedestrian, Bicycle and Traffic Safety Advisory Committee (PBTSAC) is to:

- Advise the County Executive and County Council on the status of the implementation of the Pedestrian Safety Initiatives such as Vision Zero Initiative and policies such as the newly adopted Montgomery County Safe Streets Act of 2023.
- Advise elected officials on the priorities and needs for pedestrians and bicyclists.
- Identify issues relevant to pedestrian and bicycle safety that need to be addressed.

PBTSAC Board Members

The PBTSAC has 17 members and must appoint a Chair and Co-Chair. All members of the PBTSAC are voting members. The first term of each public member is 3 years, and they can apply for reappointment for an additional 3 years. After an appointment to fill a vacancy before a term expires, the successor serves the rest of the unexpired term.

Public Members

Public Member Name	Public Member Appointment Date/ Term Detail
Christopher Arndt (Boyd's Resident, Bicycle Advocate)	10/10/2023 (First Term expires on 10/10/2026)
Myles Davenport (Silver Spring, Resident)	10/10/2023 (First Term expires on 10/10/2026)
Issa Haddad (Damascus Resident)	10/10/2023 (First Term expires on 10/10/2026)
Sanjida Rangwala (Silver Spring Resident)	7/31/2019 (Second Term expires on 10/10/2026)

Public Member Name	Public Member Appointment Date/ Term Detail
Clay Tamburri (Silver Spring Resident)	10/10/2023 (First Term expires on 10/10/2026)
Tricia Umeh (North Bethesda Resident, Representing People with Disabilities)	10/10/2023 (First Term expires on 10/10/2026)
Sonia-Moore Williams (Silver Spring Resident)	7/31/2019 (Second Term expires on 10/10/2026)
Vacant	
Vacant	

Municipal, County, and State Agency Representatives

Agency Representative Name	Agency
Captain Warren Jensen Director – Traffic Operations Division	Police Department*
Christopher Conklin Director, MCDOT	Department of Transportation*
Vacant	One Director of the Regional Services Centers*
Vacant	Maryland Municipal League (MML) representative*
Natali Fani-González Councilmember representing District 6	County Council

Agency Representative Name	Agency
Stephen Aldrich, PE Planner IV – Transportation	County Planning Board (M-NCPPC)**
Vacant	Montgomery County Public Schools (MCPS)**
Joseph Moges Senior Safety Officer, MDOT SHA	State Highway Administration (MDOT SHA)**

* Executive must appoint a representative from these departments and MML;

**The Executive must invite a representative from M-NCPPC, MCPS and MDOT SHA.

Member and Staff Roles

Chair/ Co-Chair

Chair

- The PBTSAC must designate a member as Chair for one two-year term.
- The PBTSAC meets at the call of the Chair. The Committee must meet as often as necessary to perform its duties, but not less than four (4) times each year.
- The PBTSAC Chair sets the meeting agenda with input from Committee members and co-chair.
- The Chair and Co-Chair should establish the agenda, facilitate the meeting, and comply with parliamentary procedure. The Chair may (via staff) send member attendance violation letters, and the new member recommendation memo to the County Executive.
- Annual Report: By November 1 each year, the Committee must submit to the Executive and the Council an annual report on its functions, activities, accomplishments, and plans and objectives.

Co-Chair

- The Committee must select a Co-Chair who will work with the chair to develop the meeting agenda and serve as the Acting Chair when the Chair is unable to participate in the meeting.

Committee Staff Roles

- Staff should manage the Board, Committee and Commission’s administrative functions: member orientation, membership records, attendance, recruitment process, training compliance, and the BCC’s compliance with County law, policies and procedures, and Open Meetings Act, and Americans with Disabilities Act.

Public Member Roles

- Attendance: Unless the law provides another method, a Committee Member who misses more scheduled meetings or hearings than the allowed absences i.e., two (2), or who misses three (3) consecutive meetings, is automatically removed. Members must notify the Chair and/or PBTSAC staff if they are unable to attend a meeting.
- Required Training: All Members must take the three (3) required training modules listed below. These trainings must be completed and certifications [upload completion certifications to the BCC website](#) within 90 days after a member's appointment is confirmed by the County Council.
- Remaining Active:
 - Recommend to the Chair, Co-Chair, or staff future agenda items. See the annual calendar below for opportunities to make an impact on budget and legislative items.
 - Ask questions – you are likely not the only one with the same question.
 - Participate in the discussion. Raise your hand to get into the queue.
 - Read plans that are relevant to the PBTSAC such as the [Vision Zero Action Plan](#), [Pedestrian Master Plan](#), [Bicycle Master Plan](#).

Required Member Trainings

- [Maryland Open Meeting Act Training](#)
- [Parliamentary Procedure Training](#)
- [Ethics Training](#)

Agenda and Meeting Notice

By County law, the PBTSAC meeting notice and agenda must be published within five (5) business days after the BCC has determined the agenda and at least two (2) calendar days before the meeting.

Determining a Quorum and Voting

A quorum is established when there are 9 out of the 17 voting members present at the meeting. Vacant positions are counted towards the quorum. Votes are decided by a simple majority. Vote counts are recorded in the meeting minutes.

Meeting Minutes

The State Open Meetings Act requires public bodies to keep written minutes of all meetings for five years. The minutes should be prepared as soon as practicable and, except for minutes of a closed session, should be open to public inspection during ordinary business hours. The Chair of the committee must designate the appropriate person to record the minutes of the meetings. The original minutes must be posted on the Committees website and kept in the official files of the committee. Minutes should include the names of those in attendance; the date, time, and place of the meeting; any items considered during the meeting; all actions taken; and any recorded votes taken.

General Information

Board and Commission Link: <https://www.montgomerycountymd.gov/boards/policy.html#administration>

PBTSAC Website: https://www.montgomerycountymd.gov/DOT-PedSafety/PBTSAC/PBTSAC_History.html

Budget, Legislative, and Event Calendar

The following are major events each year. In general, PBTSAC should provide any budget priorities in the spring, legislative priorities in the summer, and then monitor the process throughout the fall and winter.

Date	Event
Early January (Jan 10, 2024)	Start of Maryland General Assembly Legislation Session
January 15	County Executive releases Recommended Capital Improvement Program (CIP) budget
March 15	County Executive releases Recommended Operating budget
Early April (April 8, 2024)	End of Maryland General Assembly Legislative Session
All April	National Distracted Driving Awareness Month
Spring (typically April – May)	Citizen Advisory Board Budget Forums
All May	National Youth Traffic Safety Month
1 st Wednesday in May	Bike to School Day
3 rd Friday in May	Bike to Work Day
May – September	Early drafting of General Assembly bills
Late May	County Council votes on final Capital and Operating budgets
July 1	Start of County and State fiscal years
1 st Wednesday in October	Walk to School Day
All October	National Pedestrian Safety Month / “Walktober” in Maryland
Summer / Fall	Capital and Operating Budget Forums

Meeting Topics

The following are past meeting topics for consideration in future agendas.

- Updates from on-going pedestrian, bicycle, and traffic safety projects from municipal, county, and state staff.
- Updates on Vision Zero Action Plan implementation.
- Updates on crash trends.
- Develop and transmit committee priorities for the County Government's operating and capital budgets.
- Develop and transmit committee priorities for County and State policies and legislation. (Note: comments on State policies and legislation must be approved by the Office of Intergovernmental Relations, so plan ahead!)