

TRAFFIC AND TRANSPORTATION COMMISSION

BYLAWS

ARTICLE I - THE COMMISSION

- SECTION 1 NAME: The name of the Commission is the "Traffic and Transportation Commission".
- SECTION 2 OFFICES: The offices of the Commission are located in the Engineering Services Section of the Development and Engineering Services Department.
- SECTION 3 DUTIES OF THE COMMISSION: Duties of the Traffic and Transportation Commission shall be as set forth in Article VI, Chapter 2 of the Salinas Municipal Code.
- A. To study and recommend to the City Council and City Manager ways and means of improving traffic flow and safety on existing streets and public property within the City. The studies and recommendations shall include such matters as channelization of traffic, location of traffic control devices, speed zones, traffic islands and parking time limits.
 - B. To render advice on the safe use of all public streets, crosswalks, sidewalks, alleys, parking lots, curb parking and other parking areas within the City.
 - C. Working in conjunction with other community interest groups to prepare and recommend adoption of municipal off-street public parking improvements.

ARTICLE II - OFFICERS

- SECTION 1 TITLES: The officers of the Commission are a Chairperson, Vice-Chairperson and Secretary.
- SECTION 2 CHAIRPERSON: The Chairperson will preside at meetings of the Commission.
- SECTION 3 VICE-CHAIRPERSON: In the absence of the Chairperson, the Vice-Chairperson will preside at meetings of the Commission.
- A. In the absence of the Chairperson and Vice Chairperson the Commission members present, if enough to constitute a quorum, shall designate a presiding (Acting) Chairperson for the meeting.

- SECTION 4 EXECUTIVE SECRETARY: The Executive Secretary is the executive officer of the Commission and will carry out the administrative detail of the Commission. As Executive Secretary, he/she will appoint a Recording Secretary who will keep the records of the Commission, will act as Secretary of the meetings of the Commission, will record all votes, and will prepare the agenda and minutes of Commission meetings. He/she will serve as technical advisor to the Commission, and will provide necessary research and fact finding services. The Executive Secretary also serves as Traffic Engineer for the City, and as such, is appointed or removed by the City Manager in the same manner as other City employees.
- SECTION 5 ELECTION OF OFFICERS: Annually at its first meeting after July 1, the Commission will elect from among its members a Chairperson or Vice-Chairperson to serve for a term of one (1) year.
- SECTION 6 TERM LIMIT OF OFFICE: Commissioners shall not serve a consecutive term as Chairperson or Vice-Chairperson.
- SECTION 7 VACANCIES: If the office of Chairperson becomes vacant, the Commission will elect a successor from its membership at the next regular meeting and such election will be for the unexpired term of office.

ARTICLE III - MEETINGS

- SECTION 1 REGULAR MEETING PLACE: Commission meetings will be held in the Council Chambers, unless otherwise designated in advance by the Secretary. All meetings shall be open to the public.
- SECTION 2 REGULAR MEETINGS: Meetings will be held once each month unless cancelled by the Commission Secretary due to lack of business or issues for the agenda or failure to achieve a quorum. Regular meetings will be held at the regular meeting place of the Commission on the second Thursday of each month at 7:00 p.m., unless this day is a legal holiday in which case it will be held on the next succeeding Thursday, or alternate date designated by the Commission.
- It shall be the practice of the Traffic and Transportation Commission to conclude meetings by 10:00 p.m.. If the Commission desires to extend the meeting past 10 p.m., said Commission must approve the extension by a majority vote of the Commission members present.
- SECTION 3 SPECIAL MEETINGS: The Chairperson or four (4) members of the Commission may call a special meeting of the Commission provided that at least 48 hours notice is given prior to the meeting.

SECTION 4 QUORUM: The powers of the Commission are vested in the Commissioners in office from time to time. Four (4) Commissioners will constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time until a quorum is obtained. Action shall require a simple majority of the Commissioners present at the meeting at which the minimum quorum outlined above exists. Action will require 3 votes where 4-5 Commissioners are in attendance; and 4 votes where 6-7 Commissioners are in attendance.

SECTION 5 CONFLICT OF INTEREST: Any member who believes herself/himself to have a conflict of interest in any matter before the Commission shall so indicate prior to discussion of the matter and shall step down from the platform during such discussion and subsequent voting.

SECTION 6 ORDER OF BUSINESS: At the regular meeting of the Commission, business will be conducted in the following order:

1. ROLL CALL
2. WRITTEN COMMUNICATIONS RECEIVED BY STAFF
3. PUBLIC COMMUNICATIONS (FOR ITEMS NOT ON THE AGENDA)
4. BUSINESS
 - A. CONSENT AGENDA
(INCLUDING APPROVAL OF MINUTES FROM PREVIOUS MEETINGS)
 - B. CONSIDERATION ITEMS
 - C. INFORMATION ITEMS
5. COMMISSIONER COMMENTS/REPORTS
6. ATTENDANCE AT NEXT MEETING/ADJOURNMENT

All official actions shall be entered in the minutes of each meeting, said minutes to be prepared by the Secretary and shall have minute order approval by Commission.

SECTION 7 MANNER OF VOTING: Voting on matters coming before the Commission will be by voice vote unless there is a division of opinion, in which case the voting will be by roll call and the ayes and noes entered in the minutes.

SECTION 8 RULES OF ORDER: Robert's Rules of Order will govern those aspects of Commission proceedings not specifically provided for in these bylaws.

SECTION 9 REQUESTS AND CONSIDERATIONS: All requests and/or considerations related to this Commission shall be made in writing not later than ten working days prior to the time of the regularly scheduled meeting.

- A. An agenda will be prepared by the Secretary and will be adhered to with the exceptions that items may be taken up out of order for the convenience of those in attendance.

- B. An agenda will be published and distributed to interested parties at least seventy-two (72) hours in advance of all Commission meetings.

SECTION 10 Each Commissioner will be required to attend a minimum of 75% of all scheduled regular and special meetings held within a calendar year. Further, a Commissioner shall be absent from no more than three consecutive regular and special meetings. A violation of either of these attendance requirements will invoke enforcement procedures, which may include the following:

- A. The Commission may, after due consideration, recommend or not recommend removal of the Commissioner to the appointing Council member; or
- B. The Commission member may be removed from office upon an affirmative vote of a majority of the members of the City Council pursuant to Salinas City Code Section 2-26."

ARTICLE IV - AMENDMENTS TO BYLAWS

SECTION 1 PROCEDURE: The bylaws may be amended as necessary by the Commission. The proposed amendment must be approved by a majority of Commissioners, meeting the Quorum requirements of Article III Section 4, in order for the amendment to be placed on the agenda for the following meeting. Majority vote on the amendment at the following meeting, with the Quorum requirements of Article III Section 4 being met, will place the amendment in the Bylaws.

Adopted April 14, 1988
Amended March 8, 1990
Amended August 15, 1991
Amended October 13, 1994
Amended August 12, 1999
Amended April 14, 2005