

**BYLAWS
CITIZENS ADVISORY TRAFFIC COMMISSION
CITY OF SALEM OREGON**

**Article 1
PURPOSE STATEMENT**

The Citizens Advisory Traffic Commission (CATC) shall be an advisory body, which functions to advise the Public Works Director and City Council (Council) upon request of Council, on all matters related to traffic and parking control within the City's transportation system (*Salem Revised Code* Chapter 5).

**Article 2
ORGANIZATION AND MEMBERSHIP**

The CATC consists of nine voting members appointed by Council. The appointed members will serve three-year terms. No appointed member shall serve more than two consecutive terms.

The City Traffic Engineer or Assistant City Traffic Engineer shall act as a non-voting secretary to the Commission.

**Article 3
ELECTION OF OFFICERS**

At the first regular meeting each year, members shall elect a Chair and Vice Chair.

**Article 4
REGULAR MEETINGS**

Annually in January, the Commission shall adopt a tentative meeting schedule for the year.

**Article 5
SPECIAL MEETINGS**

The Commission Chair, the Public Works Director, or the Directors designee may call special meetings.

**Article 6
QUORUM**

A quorum shall consist of a simple majority of the number of filled positions on the commission. A quorum is necessary to transact business. A majority vote of the members present shall be required to carry a motion, proposal, or resolution.

**Article 7
PARLIAMENTARY PROCEDURES**

Roberts Rules of Order, Revised, will govern procedures of the CATC.

Controversial traffic issues, as determined by the CATC, shall be referred to Council with the recommendation and report of the CATC within 30 days from the date of the hearing, unless the

Public Works Director grants additional time. Advisory decisions made by CATC shall be considered controversial if three or more of the quorum votes in opposition. CATC recommendations shall be through the Director of Public Works to the City Manager to the Council.

Article 8
ADVISORY COMMISSION

In actions proposed by the Chairperson, unanimous consent thereto shall have the effect of a motion duly carried, without the necessity of a formal vote.

Under no circumstances is any member to take any action or make any statement committing the commission as a whole unless given authority to do so by the vote of the commission.

The action of the majority vote of the commission shall be deemed the position of the commission as a whole and shall be carried forward as such to Council.

If any member(s) disagrees with the commission's position and wishes to express an independent viewpoint to Council, the Chair shall be notified in advance.

Article 9
COMMUNICATIONS

Agendas of the CATC shall be sent to all individuals and groups that have so requested, at the same time that agendas are made available to the CATC members.

All written communications to outside groups shall be sent out over the signature of the Public Works Director or an officer of the commission, so officially designated.

Official actions of the commission or recommendations to Council shall be forwarded directly to the Council with a copy to the City Manager.

Article 10
APPEARANCE OF INTERESTED CITIZENS

The Commission shall allow for at least two opportunities for receiving public testimony during its meetings. First, the Commission shall allow time for citizens wishing to provide written or oral testimony on each specific agenda item(s) under discussion. Additionally, the Commission shall allow time for citizens wishing to address items of general interest items not on the agenda at the end of the meeting. The Chair may limit all citizen testimony to an allotted time.

Persons providing oral public testimony at either opportunity shall state their first and last name, and shall have the choice of providing their address, ward or neighborhood association, followed by the agenda item they wish to provide comments. Written testimony shall contain the same information. Individual testimony shall be limited to a maximum of five minutes, not including the time taken to answer questions from the Commission members. The Commission may choose to provide an individual an extension of time for additional testimony if a majority of members present passes a motion. The Commission should consider equity and fairness when granting time extensions for individual testimony in issues having persons present wishing to testify in favor of an issue and persons present wishing to testify in opposition to the same issue.

Article 11
COMMITTEES

The Chair may appoint special committees as needs arise. Such committees shall not necessarily be restricted to members of the commission.

Each committee shall include a liaison member of the CATC. An Executive Committee of the CATC, composed of the Chair, Vice-Chair and one member will represent the commission with Council as needed. All other commission members are welcome to attend these meetings.

Article 12
ATTENDANCE OF MEMBERS

All Members are required to attend at least seventy-five (75) percent of the scheduled meetings within any consecutive six month period. Unexcused absences in excess of twenty-five (25) percent of scheduled meetings, within any consecutive 6-month period, may result in removal as set forth in SRC 2.550 and 2.555. Unexcused absences are those not related to a member or family member illness, vacation or work conflict.

Article 13
ETHICS, CONFLICTS OF INTEREST, EX PARTE CONTACTS AND BIAS

Members are subject to, shall familiarize themselves with, and shall comply with, applicable local and state ethics and conflicts of interest rules, including the provisions of *Oregon Revised Statute* Chapter 244 and *Salem Revised Code* Chapter 12.

Members should avoid any appearance of impropriety in the conduct of the Commission's affairs. Therefore, any Member with an actual or potential conflict of interest, as defined in *Oregon Revised Statute* Chapter 244 and *Salem Revised Code* Chapter 12, shall not participate in the proceedings giving rise to the conflict.

Any Member shall disclose any ex parte contact with any person regarding any matter before the Commission.

No Member shall participate in any hearing before the Commission where the Member cannot be impartial because the Member has prejudged the matter, or has a personal interest in the outcome.

Article 14
AMENDMENTS

The rules and regulations listed here, with the exception of those established by Charter and Ordinance may be amended at any regular meeting of the CATC by a majority vote of the commission, provided that at least ten days notice be given to the members.

Chair Signature  Date 12/16/13

Vice Chair Signature  Date 12/19/13

