

ORDINANCE NO. 02-O-552**An Ordinance Creating a Traffic Safety Committee for the City Of Brookings, Designating Its Membership, Terms of Office of the Members, Organization and Responsibilities, and Stating an Effective Date.**

Sections:

- Section 1. Name
- Section 2. Powers and Duties
- Section 3: Organization
- Section 4: Effective Date

THE CITY OF BROOKINGS DOES ORDAIN AS FOLLOWS:

SECTION 1: NAME. The Brookings City Council hereby creates a Traffic Safety Committee for the City of Brookings.

SECTION 2: POWERS AND DUTIES.

A. GENERALLY:

- 1) The Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of any City funds. Its recommendations are made to the City Council through its minutes and such recommendations for the action by the City Council shall be made in the form "The Traffic Safety Committee recommends to the City Council...."
- 2) Members shall serve at the pleasure of the City Council.
- 3) Membership on the Committee is honorary and without compensation.
- 4) All meetings of the Committee shall be open to the public, shall be properly noticed and shall be held in a place that is open to the public and handicapped accessible.
- 5) Any matters pertaining to Traffic Safety shall only be acted upon by the City Council following review by the Committee and upon recommendation by the Committee.
- 6) This Committee may be assigned other duties by adoption of other legislation of the City.

B. SPECIFICALLY: the Brookings Traffic Safety Committee shall be responsible for the following:

- 1) To promote traffic safety practices in the community, including but not limited to, pedestrian safety, bicycle safety, and motor vehicle safety.
- 2) To develop educational programs to encourage traffic safety.
- 3) To consider, research, evaluate and recommend changes in the traffic control signs, signals, roadway markings, crosswalks, parking requirements, traffic lanes, safety corridors, safety zones, and other related matters.
- 4) To hear concerns of citizens about traffic issues.
- 5) To interact with other Boards, Committees and Commissions of the City that may have related or overlapping duties and authorities (e.g. Planning Commission).

SECTION 3: ORGANIZATION:

A. MEMBERSHIP: The Committee shall consist of five (5) members selected as follows:

One (1) Member shall be nominated by the Superintendent of the Brookings School District to represent School District concerns on the Committee and who shall serve a 2-year term of office. The Mayor shall appoint this nominee.

One (1) Member shall be nominated by the President of the Brookings Chamber of Commerce. This nominee shall represent the business community's interests and concerns related to traffic and parking issues. This nominee will be appointed by the Mayor and serve a two-year term.

Three (3) Members shall be at-large members and shall serve initial terms of office of varying lengths for the initial appointments. The Mayor shall specifically appoint the first members to specific terms of office, one (1) shall be appointed for a one-year term; one (1) for a two-year term; and one (1) for a three-year term. Thereafter, all terms shall be for three (3) years.

The Chief of Police, or designee, shall be the Secretary of the Committee and shall take minutes, give notice of meetings and support the efforts of this committee in all manners. The Police Chief shall be an ex-officio member of the Committee and shall be entitled to discuss all matters with the Committee, but shall have no vote. As Committee staff, the Chief will accurately report the determinations of the City Council on previous committee recommendations back to the Committee.

B. OFFICERS: The Committee shall elect from its membership a Chair and a Vice Chair at the first meeting and thereafter, at their first meeting in every even numbered year. In the event of the resignation or other vacating of the office, the Committee shall elect a new Chair to serve the balance of the unexpired term. The Chair shall

preside over the Committee's deliberations, preserve order, and determine the order of business. The Vice Chair shall carry out these duties in the absence of the Chair. Officers may make motions, second motions and vote on all matter before the Committee.

C. QUORUM: A quorum of the Committee shall be three (3) members.

D. MEETINGS: The Committee shall meet not less than four (4) times per year and otherwise as it determines. All regular and special meetings must be properly noticed including timely notice to all members of the press. The Chair may call special meetings for any purpose subject to the provisions of the Open Meeting law and notice requirements.

E. RULES OF PROCEDURE: Robert's Rules of Order shall govern the Committee.

F. MINUTES: The Committee's minutes shall be prepared by staff and approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting. Committee minutes as prepared by staff shall be transmitted to the City Council on its next agenda as either an "Action Item" (If recommendations are made in those minutes) or as an "Information Item" (If no recommendations).

SECTION 4: EFFECTIVE DATE:

This Ordinance shall be in effect 30 days from the date of its passage.

[Adopted August 26, 2002; Effective September 25, 2002]