

# **BY-LAWS**

## **OF THE**

### **ONONDAGA COUNTY TRAFFIC SAFETY ADVISORY BOARD**

**1. LEGISLATIVE BACKGROUND**

The Onondaga County Traffic Safety Advisory Board (OCTSAB) was established in accordance with the provisions of the Onondaga County Charter Sections 308 and 1904 and the Onondaga County Administrative Code Sections 302 (e), 3.13 and Article 43 of the New York State Vehicle and Traffic Law (see attached).

**2. PREAMBLE**

The goal of the OCTSAB is to foster cooperation and partnerships between all involved agencies, including law enforcement and community members, who have a vested interest in the education and enforcement of traffic safety within Onondaga County. To reach this goal, the OCTSAB administers and is responsible for the oversight of monies received from the New York State Governors Traffic Safety Committee.

**3. MEMBERSHIP OF THE OCTSAB**

A. Appointment

All members of the OCTSAB will be appointed or re-appointed, in writing, by the Onondaga County Executive.

B. Size

The OCTSAB shall be made up of not less than ten (10) members.

C. Compensation

As specified in the New York State Vehicle and Traffic Law, Article 43, Traffic Safety Boards, Section 1673, the members of such board shall receive no compensation for services but shall be entitled to their reasonable and necessary expenses, incurred in the performance of their duties, within any appropriation made for such purpose.

D. Term of Membership

The term of membership on the OCTSAB shall be three (3) years. Said member may be re-appointed to the OCTSAB. Upon the expiration of the term of membership of any member or upon voluntary resignation of a member, his/her successor shall be

appointed as a member for the length of the remaining term up to a term of three years.

E. Ex-Officio Members

The following individuals shall be considered ex-officio members of the OCTSAB.

- Past Chairpersons
- Executive Secretary
- Invited Individuals

In addition, the following positions, by virtue of their roles, shall also be considered ex-officio members of the OCTSAB.

- County Executive
- County Commissioner of Transportation
- County Sheriff
- County Legislature, Chair, County Facilities
- County Chiefs of Police Association, Chair
- City of Syracuse Police Chief
- City of Syracuse Common Council, Chair, Public Safety
- New York State Police, Zone Two Commander

Ex-officio members may at all times take part in discussions before the OCTSAB, but at no time be allowed to vote or be counted in determining whether quorum requirements have been met.

F. Designated Representative

Each member of the OCTSAB may supply in writing the names of two (2) persons employed in said member's agency that shall be authorized to act as a designated representative for the member. Each member will be required to submit, in writing to the Chairperson of the Board, the names of the designated representatives. No representative will be allowed to have voting privileges on the OCTSAB until they have been officially designated. At any given time, only one (1) of the two (2) designated representatives may vote in the absence of the member. On an annual basis, the members will be requested, in writing, to submit the names of their two (2) designated representatives. Unless there are circumstances, reviewed and approved by the OCTSAB, members will not be allowed to change their designated representatives within the year. Officially designated representatives shall be counted in a quorum, be allowed to freely take part in business and discussions, and having voting privileges.

G. Non-Members and Guests

Non-members and guests may be invited to take part in discussions and/or make presentations to the OCTSAB. Non-members and guests shall under no circumstances be allowed to vote or be counted in determining whether the quorum requirements have been met.

H. Vacancies

Vacancies on the OCTSAB may be filled only upon the written appointment of the Onondaga County Executive. If a vacancy occurs during a term, those who fill the vacancy will do so only for the remainder of said term.

The OCTSAB Chairperson shall in every case promptly notify the Onondaga County Executive, in writing, of a vacancy.

Vacancies shall in no case affect or change the quorum or voting requirements contained in these By-Laws.

4. **OFFICERS OF THE OCTSAB**

A. Officers

The Officers of the OCTSAB shall be a Chairperson, Vice-Chairperson and Secretary.

B. Responsibilities

- Chairperson - The responsibilities of the Chairperson are to preside at every bi-monthly meeting, be a spokesperson for the OCTSAB when necessary to insure that the requirements of the grant funds received are met and accounted for annually and to work with the Chairpersons of the various Committees (i.e. Executive, Grant, Legislative, etc.). The Chairperson and/or Vice-Chairperson are also authorized to attend the annual New York State Highway Safety Conference. Other duties are according to the By-Laws, the direction of the OCTSAB or by the direction of the Onondaga County Executive
- Vice-Chairperson – The responsibilities of the Vice-Chairperson are to preside as Chairperson in the absence of the Chairperson and to act as Chairperson of the Grant Committee.
- Secretary – The responsibilities of the Secretary are to preside as Chairperson in the absence of the Chairperson and Vice-Chairperson; prepare and distribute notices for each meeting, take and administer minutes for each meeting and maintain meeting attendance records and the membership roster. In addition, the Secretary shall act as Chairperson of the Project Planning Committee.

C. Succession Order

To achieve the post of Chairperson of the OCTSAB, the recommended succession order is as follows: any and all candidates shall have served, at a minimum, one year in each of the following positions and in the following order:

- Member
- Secretary
- Vice-Chairperson

D. Elections

A Chairperson, Vice-Chairperson, and Secretary shall be elected annually for a one (1) year term.

During the regular business meeting held in January of each year, nominations of the Nominating Committee shall be announced and nominations may be entertained from the floor for each of the officers positions listed above. Officers may be re-elected to the same office held at the time of the election for a maximum of two (2) one-year terms.

Each officer shall be voted upon separately and no person shall be elected unless said person shall have received sufficient votes equal to one-half (1/2) the total membership of the OCTSAB plus one (1).

5. **MEETINGS**

A. Meetings

The OCTSAB shall meet once every two months. Additional meetings may be called for by the Chairperson or upon the request of any four (4) members. Whenever possible, two weeks notice shall be given for each meeting.

A member of the Board who fails to attend three (3) consecutive meetings without a medical or other justifiable excuse, shall be notified in writing by the Secretary that a failure to attend a fourth meeting will result in that member being asked to resign from the OCTSAB. Upon said member not attending the fourth meeting, the Secretary shall issue a written request for the said member to supply a written Letter of Resignation. If no such Letter of Resignation is received within ten (10) working days from the date of issuance of the written request, a letter will be issued confirming said members' immediate removal from the OCTSAB.

B. Rules of Order

In the absence of a By-Law provision to the contrary, Roberts Rules of Order shall be in effect and shall govern the order and conduct of business at each OCTSAB meeting.

In case of a conflict a between the By-Laws and Roberts Rules of Order, the By-Laws shall expressly govern.

C. Quorum

A quorum of the members is required prior to conducting any official OCTSAB business. A quorum is defined as of one-half (1/2) of all the duly appointed members of the OCTSAB plus one. This number shall automatically change to reflect increases or decreases in the OCTSAB membership made pursuant to the Onondaga County Charter and Administrative Code. Vacancies on the Board shall not change the quorum requirements listed herein.

6. **STANDING COMMITTEES**

The Chairperson shall appoint the following six (6) Standing Committees:

A. Executive Committee

The Executive Committee shall be composed of the Chairperson of the OCTSAB, who shall preside as the Chairperson of this Committee, the immediate Past Chairperson, the Vice-Chairperson, the Secretary and the Executive Secretary. The function of this Committee will be to implement the policies and decisions of the Board.

B. Project Planning Committee

The Project Planning Committee shall be composed of the Secretary of the OCTSAB who shall preside as Chairperson of this Committee and any other persons designated by the Chairperson of the OCTSAB. The function of this Committee will be to initiate and/or review projects and programs and to continue existing programs.

C. Grant Committee

The Grant Committee shall be composed of the Vice-Chairperson of the OCTSAB who shall preside as Chairperson of this Committee and any other persons designated by the Chairperson of the OCTSAB. The function of the Committee will be to receive, consider, evaluate and rank all grant proposals that are submitted for review and/or action by the OCTSAB. This Committee will also make recommendations of award to the full OCTSAB.

D. Nominating Committee

The Nominating Committee shall be composed of a past Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee shall be to recommend potential new members for appointment by the Onondaga County Executive. The Business & Industry Committee is a sub-Committee under the Nominating Committee and shall be chaired by the immediate Past-Chairperson of the OCTSAB.

E. Legislative Committee

The Legislative Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee shall be to act as a liaison between the OCTSAB and all other appropriate Legislative bodies, as deemed necessary.

F. Awards Committee

The Awards Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee is to plan and execute an annual Awards Event. In addition to the following standing awards, the Committee may also recommend other Certificates of Appreciation, as appropriate.

- Norma Coburn Award
- Gerald E. Deitz Award
- John H. Mulroy Award

7. **OTHER COMMITTEES**

In addition to the above Standing Committees, the Chairperson of the OCTSAB may establish other Committees as needed.

8. **COMMITTEE MEETINGS**

Committees shall meet when necessary and/or at the request of the Committee Chairperson or the OCTSAB Chairperson in order to ensure the most efficient handling of OCTSAB matters.

**9. MODIFICATION AND AMENDMENTS**

These By-Laws may be modified or amended as follows:

- The proposed modification or amendment shall be fully explained to the members at a regular business meeting. Thereafter, at the next regular business meeting, said proposed modification or amendment shall be voted upon during the course of business.
- An affirmative vote on any single ballot of two-thirds (2/3) of all OCTSAB members shall be required in order to adopt any modification or amendment to or of these By –Laws.
- This number shall automatically change to reflect increases or decreases in the OCTSAB membership made pursuant to the Onondaga County Charter and Administrative Code. Vacancies on the Board shall not change the figure required herein.

**THE BY-LAWS OF THE ONONDAGA COUNTY TRAFFIC SAFETY ADVISORY BOARD WERE DULY ADOPTED AT A REGULAR BUSINESS MEETING OF SAID BOARD WHICH WAS HELD ON \_\_\_\_\_ 2002.**