



## TRANSPORTATION ADVISORY COMMISSION OPERATING RULES

### Article I. Name

The name of the commission is the Dover Transportation Advisory Commission.

### Article II. Authority and Duties

A. The Transportation Advisory Commission shall perform the following functions:

**Section 1:** Review of all transportation policy and safety matters concerning all forms of transportation affecting the City such as conventional vehicles, transit, alternative modes, commercial vehicles, and attendant amenities.

**Section 2:** Serve as a sounding board for citizen traffic, pedestrian and safety issues and making recommendations to the City Council or City Administration for appropriate action.

**Section 3:** Coordinate with and solicit feedback from the School Department Transportation Committee regarding school transportation safety issues on a quarterly basis.

**Section 4:** Aid in the development of City Transportation Improvement Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council.

**Section 5:** Study issues arising under the City of Dover Master Plan as they relate to transportation, make recommendations to the City Council and/or Planning Board, and prepare reports to aid to in the development, implementation and general improvement of the Master Plan relating to the transportation in the City of Dover.

### Article III. Membership

A. The Transportation Advisory Commission will consist of nine (9) members. One (1) representative from the City Council, one from the Coast Public Transit system, and four (4) resident citizens. The Coast Public Transit member and the resident citizen members shall be appointed by the City Council and serve for three-year terms. There shall also be three staff representatives, one each appointed by the Police, Planning and Community Services Departments.

B. After the initial appointments, (two members for a 3-years term; one member for a 2-year term; one member for a 1-year term) resident citizen members shall be appointed for three-year terms. Any member so appointed may, after a public hearing, if requested, be removed for cause by the City Council. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term.

C. Alternate members. There shall be alternate members as designated by the City Council in accordance with its rules.

- D. The Chair or designee of the Chair shall make timely notice of vacant resident positions within one month. The City Council appointments committee shall fill vacant resident positions as soon as possible.

#### **Article IV. Officers and Staffing**

- A. Officers shall be Chair, Vice Chair, and Clerk.
- B. The Chair shall preside at all meetings. The chair shall appoint all sub-committees.
- C. The Vice Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform the duties and have the powers of the Chair during the absence of the Chair.
- D. The Clerk shall keep minutes of all meetings and be responsible for all meeting notices and prior meeting minutes being prepared within five (5) days of said meeting and sent out seven (7) days prior to the next meeting. The Clerk shall maintain a copy of the By-Laws and Roberts Rules of Order, revised, and any legally adopted special rules of the Commission at all meetings, and shall perform all duties incident to the office of Clerk and other duties, if assigned to them by the Chair.

#### **Article V Procedures**

- A. **Meetings.** The Transportation Advisory Commission will meet monthly on the fourth Monday. Meetings will be held in the City Hall Auditorium at 6:00 pm unless another satisfactory time/place has been agreed upon. Special meetings may be called by 2/3 majority of the membership.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the commission shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

- H. **Amendment of Rules.** These rules may be amended, added to, altered or repealed at any meeting of the commission by vote of a 2/3 majority of the commission, provided notice of the proposed amendment, addition, alteration or repeal is given in the notice of one (1) month prior to the next meeting.

**Article VI Elections**

- A. The Commission shall appoint a Chairperson annually.
- B. The Chair shall appoint the Vice Chair and the Clerk.

**Article VII Validity**

- A. If any section of these By-Laws shall be considered inconsistent with any law and be declared invalid, then such section shall be removed from said By-Laws, but shall not affect the validity of the remaining By-Laws.