

**BY-LAWS
AMHERST TRAFFIC & SAFETY BOARD
(ATSB)**

Amended February 6, 2019

PURPOSE

To advise and/or make recommendations to the Amherst Town Board on matters affecting traffic and pedestrian safety, on all existing and proposed roadways, subdivisions and commercial areas.

THE BOARD

There shall be ten (10) voting members, which includes a Chairperson and a Vice Chairperson. The members of the Traffic Safety Board shall elect a Chairperson and Vice Chairperson annually.

Election of officers shall be held at the January meeting. If the Chairperson's and/or Vice Chairperson's position becomes vacant, during the one (1) year term, a special election will be held at the next scheduled meeting to fulfill the remainder of the term.

MEETINGS

Meetings shall commence at 7 pm, on the first Wednesday of each month. Any changes to these times and/or dates, must be agreed to by a majority vote of the Amherst Traffic Safety Board unless there is an emergency situation caused by a disaster or weather related event. In such instance, the meeting can be cancelled by the Chairperson or, if the Chairperson is unavailable, the Vice Chairperson.

Meetings shall commence with a minimum of five (5) members present. Six (6) members shall constitute a quorum, for voting purposes. Site plan reviews, shall have a minimum of five (5) members present. Meetings with only five (5) members present, can make recommendations to be voted upon at the next quorum meeting. A tie vote by the Amherst Traffic Safety Board shall be considered a defeat of the motion.

If the Chairperson and Vice Chairperson are unable to attend a meeting, the Chairperson may appoint a member to act in his (her) place, for that meeting.

It is incumbent upon all members to contact the Chairperson, Vice Chairperson or Traffic Safety Coordinator, if unable to attend a meeting.

A member shall not miss more than three (3) consecutive meetings, or five (5) scheduled meetings within thirteen (13) consecutive months. If such absenteeism occurs, it MUST be addressed at the next scheduled meeting. After any discussion, members shall then vote as to whether or not to have the Town Board Liaison, recommend to the Town Board, that the member be dismissed.

In the event of a personal and/or family related illness, a member may request a "Leave of Absence" from the ATSB for a period of no longer than six (6) months. A member of the military may request a leave of absence for a period up to twelve (12) months if called to active duty. If either request is denied, that recommendation will be presented to the Town Board for a final decision.

BUSINESS

All business to be brought before the ATSB shall be submitted in writing, and may be placed on the agenda, if received by the Traffic Safety Coordinator, no later than three (3) days before distribution of the upcoming agenda. One mailing consisting of the minutes of the preceding meeting, agenda for the next meeting, and any pertinent correspondence, will be distributed to the members, Town Board Liaison and Department Liaisons, at least seven (7) days prior to the next meeting.

A "Suspension of Rules" in which an attendee may address the ATSB on traffic and/or safety issues only, for no more than three (3) minutes, may be approved by a majority vote.

After the "New Business" agenda has been addressed, the Traffic Safety Coordinator and/or Chairperson, may bring forth any new item(s), not on the agenda, that is (are) time sensitive, meaning, that by addressing this item(s) at and/or scheduling it for the next scheduled meeting, would be too late and that a delay would cause immediate harm to the Town or its residents.

After the "Old Business" agenda has been addressed, a Board member may ask to discuss an item from a previous agenda. This discussion may include the results of previous actions taken by the ATSB.

The ATSB may then hold a "Board discussion", not to exceed twenty (20) minutes, at which time any issue of importance may be discussed. Such items need not be on the agenda for discussion to occur.

Changes to the By-Laws, must first be submitted to the membership and approved by a majority vote of the total membership (6 votes). The changes shall be effective at the next meeting of the Amherst Traffic Safety Board.

Any rules and/or regulations not covered by these By-Laws, shall be governed by Robert's Rules of Order.