

BY-LAWS
AMHERST TRAFFIC and SAFETY BOARD
(ATSB)

Amended April 2, 2014

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 nine (9) voting members, which includes a Chairman and a Vice Chairman. The members of the Traffic Safety Board shall elect a Chairman and Vice Chairman annually.

Election of officers shall be held at the December meeting. If the Chairman's and/or Vice Chairman's position become vacant, during the one-year term, a special election will be held at the next scheduled meeting to fulfill the remainder of the term.

A member shall first be nominated by a Town Board member, and approved by a majority vote. Members shall serve a three-year (3) term, unless appointed to fulfill an existing term, due to a vacancy. Three, three-year terms, are to expire each year.

A Traffic Coordinator shall be appointed to the ATSB. In addition, Departmental Liaisons from the Building, Planning, Highway, Police and Engineering Departments shall be chosen by the Heads of these Departments and will be expected to attend each meeting of the ATSB.

MEETINGS

Meetings shall commence at 7pm, on the first Wednesday of each month. Any changes to these times and/or dates, may be agreed to by a majority vote.

Meetings shall commence with a minimum of four (4) members present. Five (5) members shall constitute a quorum, for voting purposes. Site plan reviews, shall have a minimum of four (4) members present. Meetings with only four members present, can make recommendations to be voted upon at the next quorum meeting.

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

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ATTENDANCE

It is incumbent upon all members to contact the Chairman, Vice-Chairman 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 Amherst Traffic Safety Board 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 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 one (1) day before the mailing 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 mailed to the members, Town Board Liaison and Department Liaisons, at least Seven (7) days prior to the next meeting.

Items submitted in writing, but received the day of or after the agenda mailing, may be addressed at the meeting, if approved by a majority vote.

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 Chairman, 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.

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.

Changes made to the By-Laws, must first be submitted to the membership and approved by a majority vote of the total membership (5 votes).

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