



**Alliance for
Community
Traffic
Safety**

8059 S.W. Cirrus Dr., Beaverton, OR 97008
P/503.643.5620 F/503.643.5680
*Community Traffic Safety Program
Child Safety Seat Resource Center
Oregon Transportation Safety Conference*

RESOLUTION TRAFFIC SAFETY COMMISSION

Sections:

- 1.01 Established – Membership
- 1.02 Term – Vacancies
- 1.03 Quorum – Rules and regulations
- 1.04 Powers and duties – generally
- 1.05 Reports
- 1.06 Compensation
- 1.01 Established – Membership. There is established a Traffic Safety

Commission which shall consist of seven (7) voting members and non-voting ex officio members including the City Administrator, Director of Public works, chief of Police, City Attorney, Fire Chief, Municipal Judge, Superintendent of Schools, and representatives from Oregon Department of Transportation and _____ County. The voting members shall consist of one member from the City Council, who shall serve as chairman, and six (6) members from the community at large; all of whom shall be appointed by the Mayor with confirmation by the City Council. The Director of Public Works shall serve as secretary to the Commission.

1.02 Term – Vacancies. The term of the voting members shall be for one (1) Year, expiring on December 31 of each year. Any vacancy shall be filled by appointment by the Mayor with the confirmation by the council, for the unexpired portion of the term.

1.03 Quorum – Rules and regulations. Three (3) voting members of the Commission shall constitute a quorum. The Commission may make rules and regulations for its government and procedure, consistent with the laws of the state and the City Charter and Ordinances, and shall meet at least once every thirty (30) days.

1.04 Powers and duties – generally. The powers and duties of the Traffic Safety Commission shall be as follows:

- A. To develop and recommend coordinated traffic safety programs;
- B. To recommend traffic safety priorities for the City;

- C. To review and recommend project applications for funding;
- D. To serve in a liaison capacity between the city and Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
- E. To act in an advisory capacity to the ??? and the ??? in the implementation of official traffic safety activities;
- F. To provide research and information to official agencies of the ???;
- G. To promote public acceptance of official city traffic programs;
- H. To foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs; and
- I. To cooperate with the public and private school systems in promoting traffic safety education programs.

1.05 Reports. The Commission shall submit copies of its minutes to the City Council, and shall submit copies of its minutes to the City Council, and shall in January of each year, make and file an annual report of its activities with the City Council; and such other reports as from time to time may be requested of them by the Mayor and City Council.

1.06 Compensation. Voting members of the Commission shall receive no compensation for services rendered.

OR RESOLUTION

A RESOLUTION CREATING AND ESTABLISHING A COMMISSION FOR THE PURPOSE OF RESEARCH, DEVELOPMENT AND IMPLEMENTATION OF COORDINATED TRAFFIC SAFETY PROGRAM WITHIN THE CITY OF ??? TO BE KNOWN AND DESIGNATED AS THE TRAFFIC Safety COMMISSION.

WHEREAS, the City Council of the City of ??? is of the opinion that it is in the public interest to provide the citizens of ??? with traffic safety programs and services, and

WHEREAS, as citizen leaders of their own volition have not arranged for these services to be provided through a full time staffed safety council, **NOW THEREFORE:**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ???:
SECTION 1. CITIZENS TRAFFIC COMMISSION

There is hereby created and established a Commission to be entitled and designated as the ??? Traffic Safety Commission.

SECTION 2. DUTIES AND RESPONSIBILITIES OF THE COMMISSION

The Commission shall be specifically responsible but not limited to the following:

- a) Researching, developing and implementing coordinated traffic safety programs which meet local needs; acting in an advisory capacity to the City Council and the City Manager in the coordination of traffic safety activities of the official agencies and departments of the City of ???; upon request provide research and furnish information to other official agencies of the City of ???; promote public acceptance of official programs proposed or instigated by the City, fostering public knowledge and support of traffic law enforcement and traffic engineering problems, cooperating with the public and private school systems of the City in promoting traffic safety aids in the schools, promoting the education of the public on traffic safety and generally assisting in the overall reduction of traffic accidents, injuries and deaths on the City's streets.
- b) The Commission shall have, in addition to the above responsibilities, absolute and complete authority and power which is hereby delegated to formulate rules and policies for solicitation, promotion and advertising the activities of the Citizens Traffic Commission and to this end the Commission may receive and expend funds or grants from any individual, firm or corporation or any other source provided, however, that this delegation of authority shall never be construed as authorizing the Commission to enter into any contract or create any obligation on the part of the City. It is hereby declared to be the intent and policy of the City Council that any funds granted by any person, firm or corporation to be used for and on behalf of the Citizens Traffic Commission to advertise and otherwise promote the use of services of the Citizens Traffic Commission and to acquaint the public with the operations, programs and planned expansion of the Commission shall not be co-mingled with any public funds of the City of ??? but, however, the Commission is hereby required to submit to the City Council an annual report of such funds acquired from other sources.

SECTION 3. ORGANIZATION OF THE COMMISSION

- a) Number of Members: The Commission shall consist of nine (9) members none of whom shall be paid or granted any salary or compensation from the City.
- b) Appointments: The members of the Commission shall be appointed by the City Council. All appointive members shall serve until their successors are appointed and qualified unless removed from the Commission as hereinafter provided in Subsection (g) of this Section.
- c) Terms: All terms shall be for a three (3) year period provided, however, that the terms of office of the first Commission shall be decided by the drawing of lots, three (3) members receiving one (1) year terms, three (3) members receiving two (2) year terms and three (3) members receiving three (3) year terms.
- d) Vacancies: Upon the death, resignation, removal by disqualification or

expiration of the term of office of any member or members of said Commission, the City Council shall appoint a member or members of said Commission who shall hold his membership on said Commission for the unexpired term to which he is appointed in the event a vacancy created before a full term has expired; otherwise, he shall serve the full term of three (3) years in the event he is succeeding a member whose term has fully expired.

e) Qualifications: No person shall be a voting member of said Commission unless such person is a resident of the Metropolitan Area.

f) Ex-officio members: The City Manager and/or his designated representative and the Executive Secretary of the Commission shall serve as ex-officio members of the Commission without vote. The commission is hereby authorized to appoint as ex-officio members of said Commission any additional members without voting privileges by majority vote of the Commission at any meeting where a quorum is present.

g) Removal of Commission Members: Any member who fails to attend four (4) consecutive regular meetings of the Commission for any reason other than sickness or absence from the City or who shall fail to attend at least 50 per cent of the regular meetings in any one (1) year shall be disqualified from serving on the Commission, and upon certification of such absence by the Secretary of the Commission, shall be replaced in the manner prescribed in subsection (d) of this section.

h) Officers: Upon adoption of this Resolution, the Commission shall meet at its earliest convenience and shall, by majority vote, elect a Chairman who shall preside at all meetings of the Commission and shall elect a Vice Chairman who shall elect a Vice Chairman who shall preside in the absence of the Chairman. The executive Secretary shall act as the Secretary of the Commission. Thereafter, an election shall be held during the first (1st) quarter of each calendar year for the purpose of electing a Chairman and Vice Chairman.

i) Committees: The Chairman of the commission may establish such committees as may be necessary or appropriate to assist the Commission in its studies and in the performance of its duties. Members of such committees may be appointed from among members of the Commission, either voting or consulting, or from among the general public. However, the formation of such committees and the appointments thereto shall be first approved by the Commission. The Chairman of the Commission shall designate a voting commission member to serve as Chairman of each Committee.

j) Meetings: The Commission shall meet at least once each month and shall meet on the call of the President or on call by a majority of its members.

k) Quorum: Five (5) members shall constitute a quorum.

SECTION 4. EXECUTIVE SECRETARY

a) The Chairman of the Commission shall appoint the director of said Commission; such appointment shall be subject to ratification and approval by the City Council.

b) It shall be the duty of the Executive Secretary to send all notices for the

meetings of said Commission; to keep and preserve the minutes; to have custody and keep all documents and papers filed with said Commission; to advise and consult with the City Council and City officials as to the work and recommendations of said Commission; to work with said Commission and its committees; to work with organized community groups and others to carry forward all plans and policies of the Commission and accident prevention which may be approved by the Commission; and to perform such other duties as may be prescribed by said Commission.

UNANIMOUSLY ADOPTED this _____ day of _____, 20

MAYOR

ATTEST:

CITY ATTORNEY

** "To give the citizen's of _____ a forum to vice traffic safety concerns, evaluate related issues, provide a liaison with other agencies and promote traffic safety"

March 2011

ACTS Oregon is a statewide 501(c)(3) non-profit committed to reducing fatalities and injuries on Oregon's roadways.