



# Metro Area Safety Committee

APO

Metro Area Safety Committee

August 2007

## By-Laws

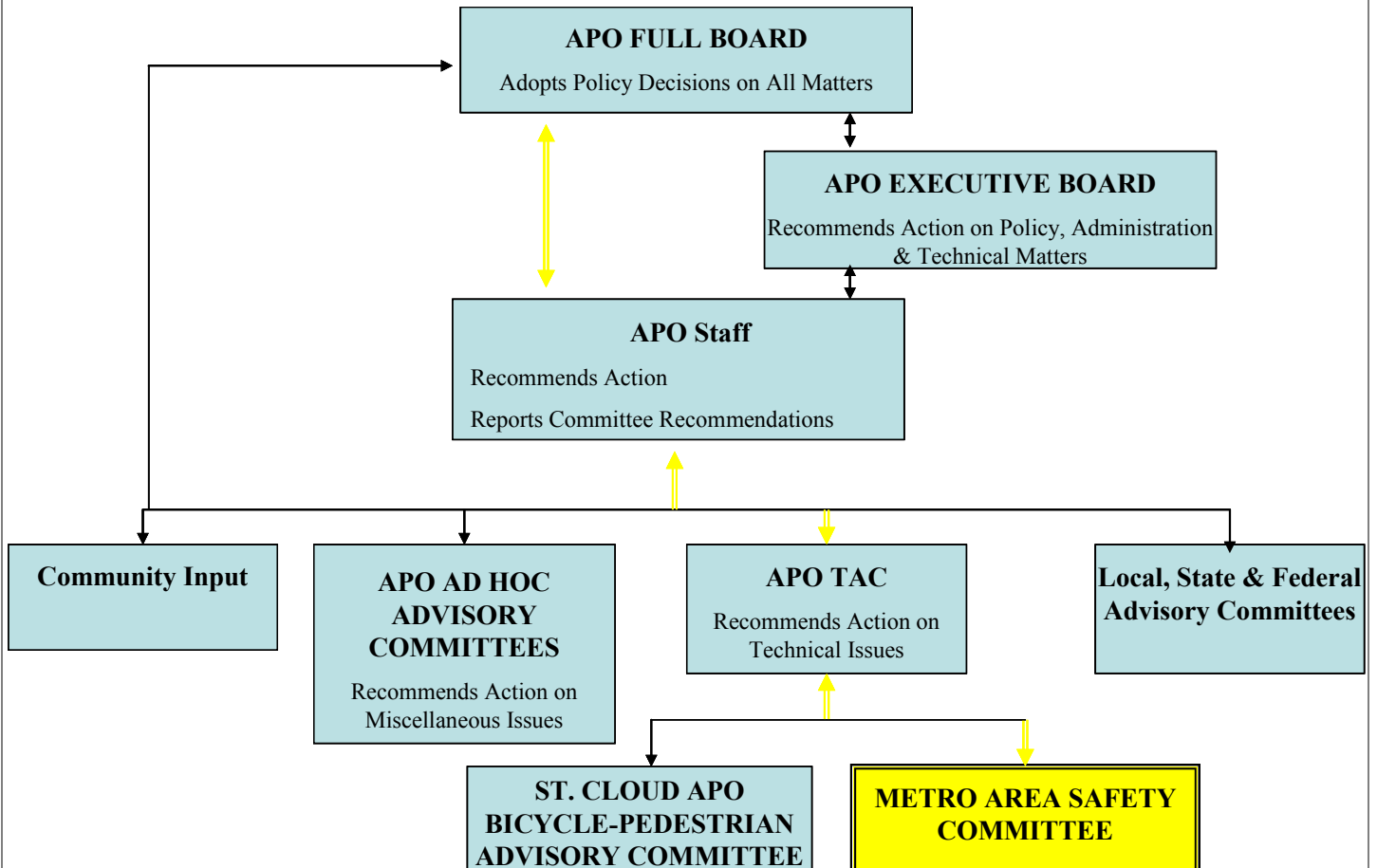
### Article I: Establishment/ Name of Committee

#### Section 1: Name of Committee

The name of the Committee shall be Metro Area Safety Committee, referred to as the Safety Committee.

#### Section 2: Relationship to the St. Cloud Area Planning Organization

The Safety Committee will act as an advisory committee to the St. Cloud Technical Advisory Committee, (TAC). The Safety Committee's advise will filter through the APO's Technical Advisory Committee and APO staff will make recommendations to the APO Full Board.



## Article II: Purpose and Duties

### Section I: Purpose

#### One Resource

To provide a metro wide committee for transportation safety related issues and activities. The Committee will make an effort to address a variety of issues and solutions.

#### Metro Perspective

To better develop the St. Cloud Metropolitan area multi-modal transportation system with a metro-wide outlook on safety concerns.

#### Opportunity for input

To provide a forum for input on transportation safety matters involving engineering, enforcement and education. To encourage input on an interdisciplinary approach to overall transportation safety needs of the St. Cloud Metro Area. To encourage input from a wide variety of stakeholders.

### Section 2: Duties

#### Study, Review, Initiate

To study and review related safety issues and concerns. To initiate procedures and policies in engineering,, enforcement and education that improve the overall safety of the transportation system.

#### Recommend, Advise

To propose recommended solutions to the APO's TAC, Staff, and Policy Board on the items noted above with a metro area focus.

### Section 3: Work Priorities

Work priorities will be established by the committee. Ordinarily issues will be addressed in the order that they are brought before the committee.

## Article III: Membership

### Section 1: Committee Size

The Metro Area Safety Committee will be composed of 1 member from each jurisdiction in the St. Cloud Metro Area. Other members will be appointed from organizations involved in transportation and safety.

### Section 2: Voting Members

The Metro Area Safety Committee shall represent the community at large. The Committee should be a compilation of:

- One member appointed from each jurisdiction in the St. Cloud Metro Area
- St. Cloud Area Planning Organization
- St. Cloud Metro Bus
- Law Enforcement agencies
- Minnesota Department of Transportation
- School Districts Transportation Services
- Traffic Signal Manager
- Citizen Representatives

Please see our Committee Application Appendix for more information.

### Section 3: Ex-Officio Members

Those that attend meetings/ give feedback, but are not voting members of the Advisory Committee.

The quarterly meetings are open to everyone. There will be a time at the end of each meeting for questions and feedback from everyone present. This information will be recorded and taken into consideration. Also, the Bike/Ped Advisory Committee will post meeting minutes and other updates on the APO's website regularly and everyone is invited to give their feedback on these items.

### Section 4: Terms of Membership

Members will serve a one year term.

Members may serve up to three consecutive terms. Having served three consecutive terms, will be eligible for membership after a one year hiatus.

### Section 5: Attendance

Members must maintain regular attendance at committee meetings. Excessive absences may result in removal from the committee. There are only four scheduled meetings a year, so it is important to attend these.



## **Article IV: Meetings**

### **Section 1: Meeting Schedule**

The day and time will be determined by the majority of the Metro Area Safety Committee member's wishes and the availability of the facility.

### **Section 2: Notice of Meetings**

The Metro Area Safety Committee will meet quarterly.

### **Section 3: Public Meetings**

Meetings will be open to the public and conform to the Minnesota Open Meeting Law. After all agenda items have been addressed, there will be a period of time for questions and comments. The meeting will be adjourned following the question and comment period, and members of the public are welcome to give their feedback at any time.

### **Section 4: Minutes**

Meeting minutes will be kept by the APO and approved by the Committee. Votes will be recorded in the minutes. Both minority and majority viewpoints will be mentioned in the notes.



## Article V: Meeting Protocol

### Section 1: Parliamentary Procedures

Robert's Rules of Order shall govern the conduct of all meetings (motions and seconds, open discussion, votes). The general tone of the meetings will strive to be positive. Meetings will aim to be:

- Respectful
- Positive
- Open to all input
- Collaborative
- Make use of talents, experience and resources within room

### Section 2: Meeting General Form

The meetings will generally run as follows:

- Review last meeting's minutes
- Old Business - Review progress
- New Business - Cover meeting agenda
- Presentation from a stakeholder
- Open Forum/Discussion - Question and Comment period
- Adjournment

### Section 3: Quorum

For the purpose of decision making, a quorum consists of half the voting committee members plus one. Items may be discussed and information may be distributed even if a quorum is not present.

### Section 4: Votes

Motions put before the Metro Area Safety Committee voting members will require a majority vote of the voting members present to pass. An exception is changes to the by-laws.

By-laws of the Metro Area Safety Committee can be amended at any meeting. Written proposal of a change needs to be submitted to all voting members at least two weeks before the meeting. Then, if two-thirds of the voting members vote in favor of it at the meeting, a by-law can be changed. All by-laws are subject to final approval by the APO TAC and APO Full Board.



## **Article VI: Staff Role**

### **Section I: St. Cloud APO Staff**

A transportation planner will lead the Metro Area Safety Committee.

Staff responsibilities shall include taking minutes, distributing meeting notices, conducting research and other pertinent support tasks for the Committee. APO staff will also generally assist the Committee.



## **Article VII: Adoption of By-Laws**

### **Section I: Adoption**

These by-laws were adopted by the Metro Area Safety Committee at an organizational meeting held on \_\_\_\_\_ 2007.