

BY-LAWS
OF THE
ONONDAGA COUNTY TRAFFIC SAFETY ADVISORY BOARD

A. LEGISLATIVE BACKGROUND

The Onondaga County Traffic Safety Advisory Board (OCTSAB) was established in accordance with provisions of the **Onondaga County Charter Sections 308 and 1904** and the **Onondaga County Administrative Code Sections 302 (e), 3.13 and Article 43 of the New York State Vehicle and Traffic Law**.

B. PREAMBLE

The goal of the OCTSAB is to foster cooperation and partnerships between all involved agencies, including law enforcement and community members, who have a vested interest in the education and enforcement of traffic safety within Onondaga County. To reach this goal, the OCTSAB will coordinate, and direct local activities related to the implementation of the state highway safety program, as approved by the governor or his designee (**New York State Vehicle and Traffic Law § 1675(8)**).

C. MEMBERSHIP OF THE OCTSAB

A. Appointment

All members of the OCTSAB will be appointed or re-appointed, in writing, by the Onondaga County Executive. Pursuant to **New York State Vehicle and Traffic Law §1673**, at least one (1) and not more than three (3) members must be residents of the City of Syracuse, with the balance of the membership being appointed from the Onondaga County at large. All appointees shall be residents of Onondaga County.

B. Size

The OCTSAB shall be made up of not less than ten (10) members.

C. Compensation

As specified in **New York State Vehicle and Traffic Law, Article 43, Traffic Safety Boards, Section 1673**, the members of such board shall receive no compensation for services but shall be entitled to their reasonable and necessary expenses, incurred in the performance of their duties, within any appropriation made for such purpose.

D. Term of Membership

The term of membership on the OCTSAB shall be three (3) years. Said member may be reappointed to the OCTSAB. Upon the expiration of the term of membership of any member

or upon voluntary resignation of a member, his/her successor shall be appointed as a member for the length of the remaining term up to a term of three years.

E. Ex-Officio Members

Past Chairpersons shall be considered ex-officio members of OCTSAB. In addition, the following positions, by virtue of their roles, shall also be considered ex-officio members of the OCTSAB, if not serving as a member.

- County Executive
- County Commissioner of Transportation
- County Sheriff
- County Legislature Chair, County Facilities
- County Chiefs of Police Association, Chair
- City of Syracuse Police Chief
- City of Syracuse Common Council, Chair, Public Safety
- New York State Police, Zone Two Commander.

Ex-Officio members may at all times take part in discussions before the OCTSAB and may be appointed to the Board. If not appointed to the Board, an Ex-Officio member at no time shall be allowed to vote or be counted in determining whether quorum requirements have been met.

F. Designated Representative

Each member of the OCTSAB may supply in writing the names of two (2) persons employed in said member's agency that shall be authorized to act as a designated representative for the member. Each member will be required to submit in writing to the Chairperson of the Board, the names of the designated representatives. No representative will be allowed to have voting privileges on the OCTSAB until they have been officially designated. At any given time, only one (1) of the two (2) designated representatives may vote in the absence of the member. On an annual basis, the members will be requested, in writing, to submit the names of their two (2) designated representatives. Unless there are circumstances, reviewed and approved by the OCTSAB, members will not be allowed to change their designated representatives within the year. Officially designated representatives shall be counted in a quorum, be allowed to freely take part in business and discussions and shall have voting privileges as described above.

G. Non-Members (Stakeholders) and Guests

Non-members (known as Stakeholders) and guests may be invited to take part in discussions and/or make presentations to the OCTSAB. Stakeholders and guests shall under no circumstances be allowed to vote or be counted in determining whether the quorum requirements have been met. Regular attendance as defined for members in section E-A is also applicable to stakeholders in that if the stakeholder does not attend 3 consecutive meetings, he/she will be removed from the OCTSAB listing as a stakeholder. Stakeholders wishing to become a member of the OCTSAB must be a stakeholder in good standing for at least one year.

H. Vacancies

Vacancies of the OCTSAB may be filled only upon the written appointment of the Onondaga County Executive. If a vacancy occurs during a term, those who fill the vacancy will do so only for the remainder of said term.

The OCTSAB Chairperson shall in every case promptly notify the Onondaga County Executive, in writing, of a vacancy.

Vacancies shall in no case affect or change the quorum or voting requirements contained in these By-Laws.

I. Member in Good Standing

If any Board member's conduct is deemed unacceptable and the matter is brought before an officer of the Executive Committee, the Executive Committee shall appoint a Review Board of three (3) members, including one (1) officer, to review the matter.

If the Review Committee finds the conduct unacceptable, the person will be brought before the OCTSAB Board members in Executive Session. A Board quorum, as defined in section E-C of these By-Laws, is required. A Board majority vote by paper ballot would be required to remove the member from the OCTSAB and the vacancy will be filled. In the case of a tie vote, the County Executive will make the final decision regarding said member.

D. OFFICERS OF OCTSAB

A. Officers

The officers of the OCTSAB shall be Chairperson, Vice-Chairperson, and Secretary. A member must be a "Member in Good Standing" as defined in section C-I before running for an officer position.

B. Responsibilities

- Chairperson – The responsibilities of the Chairperson are to preside at every bi-monthly meeting, be a spokesperson for the OCTSAB, and to work with the Chairpersons of the various Committees. The Chairperson or a Board member delegated by the Chairperson shall be the OCTSAB representative to the NYS Traffic Safety Board Committee and shall attend the meetings as the representative. Other duties are according to the By-Laws, the direction of the OCTSAB or by the direction of the Onondaga County Executive. Also, will act as Chairperson of the Grant Committee.
- Vice Chairperson – The responsibilities of the Vice Chairperson are to preside as the Chairperson in the absence of the Chairperson, and undertake any specific duties as directed by the Chairperson. If the office of Chairperson becomes vacant the Vice Chairperson will serve as the Chairperson until the end of his or her term.
- Secretary – The Secretary will act as the **Executive Secretary** for Onondaga County as described in the **New York State Vehicle and Traffic Law, Article 43, Traffic Safety**

Boards, Section 1676. The responsibilities of the Secretary are also to preside as the Chairperson in the absence of the Chairperson and Vice Chairperson, prepare and distribute the notices for each meeting, take and administer minutes for each meeting, and maintain meeting attendance records and the membership rosters. In addition, the Secretary shall act as Chairperson of the Lights On/Project Planning Committee. If the office of Vice Chair becomes vacant the Secretary will serve as the Vice Chairperson and Secretary until the end of his or her term.

- If a vacancy of the executive board should occur prior to a regular election, the remaining executive board members have the full power and authority to fill that vacancy until the end of that vacancy's term.

C. Elections

The Chairperson, Vice-Chairperson, and Secretary shall be elected annually for a one (1) year term.

During the regular business meeting held in January of each year, nominations submitted by the Nominating Committee shall be announced and additional nominations may be entertained from the floor for each of the officer positions listed above. Officers may be elected to the same office held at the time of the election for a maximum of three (3) years. Elections will be done by paper ballot for contested positions.

Elections will take place during a regular scheduled meeting in March. Each officer shall be voted upon separately, by paper ballot if election is contested, and no person shall be elected unless said person shall have sufficient votes equal to one-half (1/2) the total membership of the OCTSAB plus one (1).

E. MEETINGS

A. Meetings

The OCTSAB shall meet once every two months. Additional meetings may be called for by the Chairperson or upon the request of any four (4) members. Whenever possible two weeks' notice shall be given for each additional meeting.

A member of the Board who fails to attend three (3) consecutive meetings without a medical or other justifiable excuse as determined by the Executive Committee, shall be notified in writing by the Secretary, that a failure to attend a fourth meeting will result in that member being asked to resign from the OCTSAB. Upon said member not attending the fourth meeting, the Secretary shall issue a written request for said member to supply a written Letter of Resignation. If no such letter is received within ten (10) days from the date of the issuance of the written request, a letter will be issued confirming said member's immediate relegation to stakeholder of the OCTSAB.

A stakeholder of the Board who fails to attend three (3) consecutive meetings without a medical or other justifiable excuse as determined by the Executive Committee, shall be

notified in writing by the Secretary, that a failure to attend a fourth meeting will result in that stakeholder being notified that they have been removed from the OCTSAB.

B. Rules of Order

In the absence of a By-Law provision to the contrary, Roberts Rules of Order shall be in effect and shall govern the order and conduct of business of each OCTSAB meeting. In case of a conflict between the By-Laws and Roberts Rules of Order, the By-Laws shall expressly govern.

C. Quorum

A quorum of the members is required prior to conducting any official OCTSAB business. A quorum is defined as one-half (1/2) of all the duly appointed members of the OCTSAB plus one (1). This number shall automatically change to reflect increases or decreases in the OCTSAB membership made pursuant to the Onondaga County Charter and Administrative Code. Vacancies on the Board shall not change the quorum requirements listed herein.

F. STANDING COMMITTEES

Every member shall serve on at least one Standing Committee. Any member or stakeholder may participate on multiple committees. Reasonable attendance is required. The Chairperson shall appoint members to the following Standing Committees annually at the April organizational meeting:

A. Executive Committee

The Executive Committee shall be composed of the Chairperson of the OCTSAB, who shall preside as the Chairperson of this Committee, the immediate Past Chairperson, the Vice-Chairperson, and the Secretary. The function of this Committee will be to implement the policies and decisions of the Board.

B. Lights On/Project Planning Committee

The Lights On/Project Planning Committee shall be composed of the Secretary of the OCTSAB, who shall preside as Chairperson of this Committee, and any other persons designated by the Chairperson of the OCTSAB. The function of this Committee will be to initiate and/or review projects and programs and to continue existing programs. This Committee oversees the subcommittees for other projects and programs including the OCTSAB Website, the annual Lights-On Caravan, and the Share the Road Expo.

C. Grant Committee

The Grant Committee shall be composed of the Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other persons designated by the Chairperson of the OCTSAB. The function of the Committee will be to receive, consider, evaluate, and rank all grant proposals that are submitted for review and/or action by the OCTSAB prior to being submitted to the Governor's Traffic Safety Committee (GTSC). This Committee will also make recommendations of award to the full OCTSAB.

D. Nominating Committee

The Nominating Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other person or persons designated by the Chairperson of the OCTSAB. Additionally, the Committee shall consist of a past Chairperson of the OCTSAB. The function of this Committee shall be to recommend potential new members for appointment by the Onondaga County Executive.

Additionally, the committee shall make recommendations for the slate of officers for the upcoming year. Any committee member seeking re-election or nominees seeking office will be excluded from that portion of the Nominating Committee meeting addressing the issue.

E. Recognition Committee

The Recognition Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee is to plan and execute an annual Awards Event. In addition to the following standing awards, the Committee may also recommend other Certificates of Appreciation, as appropriate.

- Norma Coburn Award
- Gerald E. Deitz Award
- John H. Mulroy Award
- Nicholas J. Pirro Chairperson's Award.

F. Aggressive Driving Committee

The Aggressive Driving Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee is to coordinate and implement effective, multi-agency enforcement and educational efforts, such as: Operation Safe Stop, Schools Open Safely and policing the Syracuse Nationals event, in order to deter acts of road rage and anger behind the wheel.

G. Pedestrian/Bicycle Safety and Occupant Restraint Committee

The Pedestrian/Bicycle Safety and Occupant Restraint Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee is to coordinate and implement effective educational and enforcement strategies in regard to programs/projects and in the development/distribution of educational materials related to Pedestrian and Bicycle Safety in Onondaga County.

Additionally, the Committee is responsible to coordinate and implement programs and projects to ensure all motorists and their passengers are buckled up, thereby reducing injuries and deaths related to unbuckled motor vehicle operation.

H. Teen Driver Committee

The Teen Driver Committee shall be composed of a member of the OCTSAB as appointed by the Chairperson of the OCTSAB, who shall preside as Chairperson of this Committee, and any other person or persons designated by the Chairperson of the OCTSAB. The function of this Committee is to address the issues of drivers between the ages of 16-24 years old. The Committee will work with the NYS DMV Office of Younger Drivers to coordinate and implement programs related to teen driving issues.

G. OTHER COMMITTEES

In addition to the above Standing Committees, the Chairperson of the OCTSAB may establish other Committees as needed (i.e., By-Laws Committee). Additionally, Standing Committees may be combined with the approval of the Executive Board.

H. COMMITTEE MEETINGS

Committees shall meet when necessary and/or at the request of the Committee Chairperson or the OCTSAB Chairperson in order to ensure the most efficient handling of OCTSAB matters. Members assigned to committees are expected to be an active participant within the committee.

I. MODIFICATION AND AMENDMENTS

These By-Laws may be modified or amended as follows:

- The proposed modification or amendment shall be fully explained to the members at a regular business meeting. Thereafter, at the next regular business meeting said proposed modification or amendment shall be voted upon during the course of business.
- An affirmative vote on any single ballot of two-thirds (2/3) of all OCTSAB members shall be required in order to adopt any modification or amendment to or of these By-Laws. Absentee ballots will be accepted in the event the member is unable to attend the meeting when then vote is taken. A written or e-mail ballot must be received by the Secretary by 6:00 p.m. the day before the meeting when the vote will be cast.
- The required ballot of two-thirds (2/3) of all OCTSAB members shall automatically change to reflect increases or decreases in the OCTSAB membership made pursuant to the Onondaga County Charter and Administrative Code. Vacancies on the Board shall not change the figure required herein.

THE BY-LAWS OF THE ONONDAGA COUNTY TRAFFIC SAFETY ADVISORY BOARD WERE DULY ADOPTED AT A REGULAR BUSINESS MEETING OF SAID BOARD WHICH WAS HELD ON SEPTEMBER 17, 2014.