



Ulster County Traffic Safety Board Bylaws

Approved September 11, 2023



As per § A40-3 part C.1 of the Administrative Code of the Ulster County Charter [“The Traffic Safety Board shall...Adopt rules for the conduct of its business...”], the following rules for conduct (henceforth referred to as Bylaws) for the Ulster County Traffic Safety Board are set forth:

a. Purpose

- a. *There shall be a Traffic Safety Board which shall exercise all powers and duties set forth in Article 43 of Vehicle and Traffic Law and heretofore or hereafter lawfully granted or imposed by the Charter, local law, resolution of the County Legislature, or by applicable law not inconsistent with the Charter. (§ A40-3. Traffic Safety Board (A))*
- b. *The Traffic Safety Board shall advance traffic and transportation safety, including pedestrian and nonmotorized transport, through study, advocacy and public education in accord with the provisions of the New York State Vehicle and Traffic Law and local law and perform other duties that may be assigned to it by the County Executive and the Legislature. The Board shall further prioritize safety concerns based on relative risk to people using major modes of transportation such as walking, cycling and/or other nonmotorized and motorized transport. (§ A40-3. Traffic Safety Board (E))*

b. Membership

- a. *The Traffic Safety Board shall consist of 12 persons appointed for terms of three years by the County Executive, subject to the confirmation of the County Legislature, except that four members will be initially appointed to a term of one year and four members to a term of two years. Members shall be residents of and qualified electors in the County. At least one but not more than three members shall be resident(s) in the City of Kingston. (§ A40-3. Traffic Safety Board (B))*
- b. *The Coordinator of Traffic Safety shall serve on the Traffic Safety Board ex officio. (§ A40-3. Traffic Safety Board (B))*

c. Organization

- a. *There shall be a Coordinator of Traffic Safety who shall be appointed by the County Executive based on their experience and qualifications to perform the duties of the office, subject to confirmation by the County Legislature, and shall serve at their pleasure. The Coordinator shall serve as the Executive Secretary and Administrative Officer of the Traffic Safety Board. (§ A40-1. Coordinator of Traffic Safety (A))*
- b. *The Coordinator shall be responsible for the development and coordination of local programs which promote the safety and efficacy of traffic and transportation, including pedestrian and nonmotorized transport, and shall have all the powers and perform all the duties now and hereafter conferred or imposed upon them by law and perform other and related duties required by the County Executive and County Legislature. (§ A40-1. Coordinator of Traffic Safety (B))*
- c. *The Traffic Safety Board shall elect annually a Chair, Vice Chair, and a Secretary from its members as provided in Article 43 of the Vehicle and Traffic Law. (§ A40-3. Traffic Safety Board (B))*



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d. Meetings

- a. Regular Meetings. Unless changed by the Board Chairman, a regular meeting shall be held on the first Monday of each month.
- b. Special Meetings. The Board Chairman may call a special meeting if they feel it necessary, providing a notice of at least three (3) business days.
- c. Notice. The Coordinator shall see that all members receive notification of every meeting at least one week in advance. Such notification shall include the time, place, and agenda items if available.
- d. Quorum. Seven members shall constitute a quorum. (one half + 1 of 12 members)
- e. Parliamentary Procedure. The normal order of business shall be: welcome/introductions, quorum determination, minutes, public comment, member updates, old (unfinished) business, new business, and miscellaneous (other) business.
- f. Decision Making. All actions of the Board shall be by a majority vote of those present and voting, except bylaw amendments and officer removal, which must be by a two-thirds vote of those present and voting.
- g. Minutes. The Board Secretary and/or the Coordinator shall be responsible for taking minutes, and sending copies out with the notification of the next meeting.
- h. Open Meetings. All official meetings of the Board and its committees shall be open to the public, except during those portions dealing with private or privileged information. However, the Board Chairman may request anyone to leave who disturbs the orderly procedures of the Board.
- i. Open Records. All official records of the Board and its committees shall be open to the public, except those portions dealing with private or privileged information.

e. Finances

- a. *Members of the Traffic Safety 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 appropriation made for such purposes. (§ A40-3. Traffic Safety Board (F))*

f. Activity Reports

- a. *On or before March 1 of each year, the Coordinator of Traffic Safety shall make an annual report to the County Legislature and County Executive for the immediately preceding calendar year, covering generally the work of the department. The Coordinator of Traffic Safety shall make such other reports at such times as may be required by the County Legislature, County Executive or any applicable law. Copies of all reports shall be filed with the Clerk of the County Legislature and the County Executive. (§ A40-1. Coordinator of Traffic Safety (C))*