



Ulster County Traffic Safety Board
Draft ~~Rules of Conduct~~ Bylaws
Draft for ~~discussion~~ Review purposes only



[Editor's note: **blue text** refers to Ulster County Charter Administrative Code language; **black text** refers to language adapted from the Dutchess County TSB Constitution]

As per § A40-3. Traffic Safety Board part C.1 of the Ulster County Charter, the following rules of 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 his or her experience and qualifications to perform the duties of the office, subject to confirmation by the County Legislature, and shall serve at his or her 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 him or her by law and perform other and related duties*



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required by the County Executive and County Legislature. (§ A40-1. Coordinator of Traffic Safety (B))

- c. The Traffic Safety Board shall elect annually a Chairman, Vice Chairman, and a Secretary from its members as provided in Article 43 of the Vehicle and Traffic Law. (§ A40-3. Traffic Safety Board (B))*

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 ~~consensus of members present. Consensus is defined to be unanimity of affected parties. Consensus can only result from a vote taken at a Board meeting. At a Board meeting, the Chairperson will judge the extent to which voting members are affected by proposed Board actions and will declare a consensus, or the lack thereof, as the case may be.~~ 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. Grant Review

[intentionally left blank – will omit]



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g. 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))*

h. Amendments

[intentionally left blank – may omit]



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For TSB background, Article XL of the Administrative Code of the Ulster County Charter governing the Ulster County Traffic Safety Board are provided below.

Ulster County Charter
Administrative Code
ARTICLE XL
Traffic Safety

§ A40-1. Coordinator of Traffic Safety.¹

- A. *Appointment; term. There shall be a Coordinator of Traffic Safety who shall be appointed by the County Executive based on his or her experience and qualifications to perform the duties of the office, subject to confirmation by the County Legislature, and shall serve at his or her pleasure. The Coordinator shall serve as the Executive Secretary and Administrative Officer of the Traffic Safety Board.*
- B. *Powers and duties. 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 him or her by law and perform other and related duties required by the County Executive and County Legislature.*
- C. *Reports. 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.*

§ A40-2. Deputy Coordinator of Traffic Safety.

- A. *The Coordinator of Traffic Safety shall have the power to appoint one or more Deputy Coordinators of Traffic Safety, within the limits of appropriations therefor. Every appointment shall be in writing and filed in the Office of the County Clerk and the Clerk of the Legislature.*
- B. *The term of office of any deputy not classified as competitive under the County's civil service rules, appointed hereunder, shall coincide with that of the Coordinator of Traffic Safety, provided that such appointment may be revoked at any time by the Coordinator by written revocation filed with the County Clerk. Positions of Deputy Coordinator may be in the exempt class of civil service; or in the alternative, the deputy may also be an additional title which may be designated by the Coordinator for a department staff member.*
- C. *Deputy Coordinators shall perform such duties pertaining to the office of Traffic Safety as the Coordinator may direct and shall act generally for and in such place of the Coordinator and perform such other and further duties as the Coordinator may assign.*

¹ 1. Editor's Note: See Charter § C-119.



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- D. The designation of an order of succession for the position of Deputy Coordinator shall be filed with the County Clerk and the Clerk of the County Legislature and may be revoked at any time by the Coordinator filing a new written designation of order of succession.*

§ A40-3. Traffic Safety Board.²

- 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.*
- B. 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. The Traffic Safety Board shall elect annually a Chairman, Vice Chairman, and a Secretary from its members as provided in Article 43 of the Vehicle and Traffic Law. The Coordinator of Traffic Safety shall serve on the Traffic Safety Board ex officio.*
- C. The Traffic Safety Board shall:*
- (1) Adopt rules for the conduct of its business.*
 - (2) Within the limits of appropriations made therefor by the County Legislature, authorize the employment of such personnel as may be necessary to properly perform the functions and carry out the objectives of the Traffic Safety Board.*
- D. The Traffic Safety Board shall keep minutes of all meetings, including the date and time of meeting and Board members in attendance. The original of said minutes shall be filed with the Clerk of the Legislature as soon as possible, but not to exceed 10 business days after the next regular Board meeting at which the minutes were reviewed and accepted. The Clerk of the Legislature or his or her designee shall maintain an official record of the Board's agenda items. This official record shall include the disposition of each agenda item, including individual votes of each Board member on each item.*
- E. 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.*
- F. 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.*
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² Editor's Note: See Charter § C-120.