

CITY OF ROYAL OAK
ROYAL OAK CITIZENS TRAFFIC COMMITTEE BYLAWS
APPROVED JUNE 2024

I. Name

The name of this committee is the Royal Oak Citizens Traffic Committee, and referred to as the “Traffic Committee” throughout these bylaws.

II. Purpose

The purpose of this committee is to review proposed traffic regulations, traffic and pedestrian safety and residential parking issues, as established by the City of Royal Oak, City Code of Ordinances Chapter 39, Article IV. The committee shall comply with all Federal, state and local laws.

III. Membership And Vacancies

- a. The committee shall consist of seven (7) members who reside or own property within the City of Royal Oak. The City Engineer or their appointed engineer and the police department representative shall be staff ex officio members, who do not have the ability to vote.
- b. All members shall be appointed by the city commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointment Ordinance, No. 93-21 as *amended* by No. 2000-08.
 - i. The staff ex officio member shall promptly notify the city commission, through the city clerk's office, of any vacancies on the committee.
 - ii. The committee members shall also keep the city clerk's office timely informed of the names, addresses, telephone numbers, email addresses and other contact information or anything that might change their status as a committee member.
 - iii. Members appointed to fill a vacancy shall hold office until the term expires as set by the city commission and/or the Appointments Ordinance.
 - iv. Refer to the City Code, Chapter 12: Appointments to Advisory Boards, Commissions and Committees for current rules regarding vacancies and absences from meetings.

IV. Officers

The officers of the Traffic Committee are the chairperson, vice chairperson and as many other officers as the committee deems necessary.

Duties. The chairperson shall preside over the meetings of the committee. The chairperson shall have no administrative authority over the committee.

The vice-chairperson shall preside over the meeting of the committee in the absence of the chairperson.

Terms of Office. Each officer shall be elected to serve a term of one (1) year, or until he or she has been duly succeeded. Each officer's term of office shall begin at the close of the first meeting immediately following his or her election.

V. Code Of Conduct

In general, the use of good judgement, based on high ethical principles, will guide the officers and members of the Traffic Committee with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Traffic Committee by the City Commission.

VI. Meetings

Regular Meetings. There shall be at least three (3) meeting(s) of the committee each year. The committee is free to hold as many meetings as it deems necessary. Regular meetings will be held on the fourth Tuesday of every other (CC02/07/05) month in the evening in room 121 of Royal Oak City Hall, 203 S. Troy Street (CC08/22/22), Royal Oak, Michigan. The second meeting of the year shall be the annual meeting.

Special Meetings. Special meetings of the committee may be called by the chairperson or by a majority vote of the members of the committee.

All meetings of the committee shall comply with the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq. The committee shall notify the city clerk's office of all meetings reasonably in advance of the scheduled meeting.

Order of Business. All meetings shall be conducted to conform to the following order:

1. Call to Order
2. Roll Call and Preamble
3. Approval of Minutes
4. Public Comment for Items Not on the Agenda
5. Unfinished Business
6. New Business
7. Information Only Items
8. Adjournment

Quorum. Four committee members shall be present to constitute a quorum.

Minutes. The staff ex officio member shall record the minutes of all meetings, resolutions and votes. The minutes will be filed with the city clerk's office.

Action. All action by the committee shall be carried out by motion adopted by a majority of the membership.

VII. Parliamentary Authority

Parliamentary authority for the committee is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

VIII. Nominations And Elections Of Officers

Elections shall take place as needed when the Traffic Committee is notified that the Vice Chair will no longer be on the Traffic Committee.

Nominations. Nominations may be made by any member of the committee at the meeting convened to conduct elections.

Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the staff ex officio member.

Vacancies and special elections. In the event that a vacancy occurs in the position of the chairperson, the vice chairperson shall automatically assume the position of chairperson for the remainder of the term.

In the event a vacancy occurs in the position of any other officers, a special election will be conducted to elect (a) new officer(s) to fill the vacancy for the remainder of the term.

Special elections shall observe the procedures established for general elections.

Voting. The majority of the members voting shall decide general and special elections.

IX. Adoption and Amendment of Bylaws

Adoption. Recommendations to adopt these bylaws to the city commission shall be adopted by two-thirds vote of the entire membership of the committee.

Amendment. Recommendations to amend these bylaws to the city commission may be made by two-thirds vote of the entire membership of the committee.

These bylaws are subject to approval, modification or repeal by the city commission.

X. General Provisions

No member of the committee shall order or instruct any city staff member to perform any service or duty without having first been approved by the majority vote of the traffic committee.

The committee is an advisory organization to the City of Royal Oak and its city commission and acts by making recommendations to the city commission.

The objectives and membership of the Royal Oak Citizens Traffic Committee are those set forth in the Uniform Traffic Code for Cities, Townships and Villages. The committee shall limit its review to neighborhood traffic and safety issues only unless otherwise requested by the city commission. In all cases, the traffic committee shall request entities proposing to impact traffic flow to complete a traffic study to assist in the committee's work.

Subsequent to the committee taking action on a traffic request, at least one year must pass before the committee can again consider a similar request. (CC02/07/05)

The committee is authorized to perform reviews and make recommendations for the designation of residential permit parking zones (Code 497), and for the allowance of residential pull-off parking areas (Code 498).

The city engineer shall prepare the agenda of regular and special meetings with the chairperson, provide notice of meetings to Committee members, and attend to correspondence of the Committee.

Special committees may be appointed by the chairperson or vice chairperson for purposes and terms which the committee approved.

XI. Michigan Freedom of Information Act Compliance Mandatory

The committee shall specifically comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 *et seq.*] and the city's most recent FOIA policy. The City Clerk and Human Resources Director will assist the committee in compliance.

XII. Michigan Open Meetings Act Compliance Mandatory

The committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 *et seq.*]. The City Clerk will assist the committee in compliance.

XIII. Sunset Provision

The committee is commissioned to conduct business until abolished by the city commission.

XIV. Accessibility

Anyone planning to attend a public meeting of the Traffic Committee who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248.246.3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of member in the community.