

BYLAWS AND RULES OF PROCEDURE FOR THE ORGANIZATION OF AND CONDUCT OF BUSINESS BY THE
URBANA TRAFFIC COMMISSION

ARTICLE I

General

SECTION I. Explanation of Interpretation.

Section 23-23 of the Urbana City Code authorized the creation of a Traffic Commission “to coordinate traffic activities, to supervise the preparation and publication of traffic reports, to receive complaints having to do with traffic matters, and to recommend to the legislative body of this City and to the City Traffic Engineer, the Chief of Police and other City officials ways and means for improving traffic conditions and the administration and enforcement of traffic regulation.” To this end, the Urbana Traffic Commission adopts the following bylaws and rules of procedure.

ARTICLE II

Responsibilities of the Urbana Traffic Commission

SECTION I. Responsibilities.

The purposes, objectives, and responsibilities of the Urbana Traffic Commission shall be to:

- A. Coordinate traffic activities;
- B. Supervise the preparation and publication of traffic reports;
- C. Receive complaints having to do with traffic matters; and
- D. Make recommendations to improve traffic conditions by administering and enforcing traffic regulations.

SECTION II. General Procedures.

- A. Any person requesting that an item within the responsibilities of the Urbana Traffic Commission be reviewed or considered by the Urbana Traffic Commission shall make a written request to the City Traffic Engineer or his/her designee chosen by the City Traffic Engineer, who shall determine in his/her sole discretion whether to place any matter on a meeting agenda of the Urbana Traffic Commission. The Urbana Traffic Commission may, by majority vote, direct that an issue be placed on a future agenda.
- B. Where appropriate or necessary for the Urbana Traffic Commission to consider an item or matter placed on its meeting agenda, the City Traffic Engineer shall prepare a report which includes (i) sufficient technical data and information for the Urbana Traffic Commission to consider the respective item or matter; and (ii) a recommendation concerning any proposed action to be taken by the Urbana Traffic Commission which may include, but not necessarily be limited to, making recommendations to the City Council.

- C. All meetings of the Urbana Traffic Commission shall be subject to and conducted in compliance with the Illinois Open Meetings Act.

ARTICLE III

Members of the Urbana Traffic Commission

SECTION I. Composition of the Urbana Traffic Commission.

The Urbana Traffic Commission shall consist of the City Traffic Engineer and the Chief of Police or their designated representatives and an alderperson appointed by the Mayor.

The City Traffic Engineer shall designate a member of the Public Works Department staff to serve as Recording Secretary for all meetings conducted by the Urbana Traffic Commission.

SECTION II. Chairperson.

- A. If the office of the Chairperson becomes vacant or if the Chairperson becomes unable to perform the duties of Chairperson, the Urbana Traffic Commission shall elect a successor from its membership who shall serve the unexpired term of the predecessor or until an appointment to fill the position of Chairperson is made by the Mayor.
- B. Except as otherwise provided herein, the Chairperson shall have the duties and powers to:
 - 1. Preside over all deliberations and meetings of the Urbana Traffic Commission;
 - 2. Vote on all questions before the Urbana Traffic Commission;
 - 3. Call special meetings of the Urbana Traffic Commission in accordance with these bylaws;
 - 4. Sign all documents memorializing Urbana Traffic Commission action promptly after their approval by the Urbana Traffic Commission. The power to sign reports and other documents of the Urbana Traffic Commission may be delegated to the Recording Secretary.
- C. All decisions of the Chairperson concerning the functions and duties of the Urbana Traffic Commission Chairperson made during the interim period between Urbana Traffic Commission meetings shall be subject to ratification by the remaining members of the Urbana Traffic Commission with such ratification requiring unanimous approval of such decisions.

SECTION III. Recording Secretary.

- A. The Recording Secretary shall:
 - 1. Maintain an accurate, permanent and complete record of all proceedings conducted during Urbana Traffic Commission meetings and of all actions taken by the Urbana Traffic Commission;
 - 2. Prepare the minutes of all Urbana Traffic Commission meetings;

3. Give all notices of regular and special Urbana Traffic Commission meetings as required by the Open Meetings Act;
 4. Inform the members of the Urbana Traffic Commission of correspondence and other communications relating to Urbana Traffic Commission business;
 5. Conduct correspondence on behalf of the Urbana Traffic Commission as directed by the Chairperson or the members of the Urbana Traffic Commission;
 6. Attend all meetings and hearings of the Urbana Traffic Commission or send a designee to do the same;
 7. Compile all required records and maintain the necessary files, indexes, maps and plans as directed by the Urbana Traffic Commission or its Chairperson.
- B. The Recording Secretary shall perform such other duties for the Urbana Traffic Commission as may reasonably be directed to perform.

SECTION IV. City Attorney.

The City Attorney or his/her designee may attend meetings of the Urbana Traffic Commission.

ARTICLE IV
Meetings

SECTION I. Regular Meetings.

Regular meetings of the Urbana Traffic Commission shall be held in the second floor conference room at the Urbana Public Works Department, 706 South Glover Avenue, Urbana, Illinois, or at such other place as may be determined by the Commission. Meetings shall commence at 4:00 p.m. on the second Tuesday of the month, except in those instances where a public holiday falls on that day. At regular meetings, the Urbana Traffic Commission may consider all matters properly noticed before it.

SECTION II. Special Meetings.

The Chairperson of the Urbana Traffic Commission may, or upon the request of a majority of the members of the Commission shall, call a special meeting of the Urbana Traffic Commission. Unless otherwise specified in the notice of special meeting, all special meetings shall be held at the regular meeting place of the Urbana Traffic Commission (Urbana Public Works Department, 706 South Glover Avenue, Urbana, IL). Only items specifically listed on the agenda may be discussed at a special meeting. Notice of special meetings shall be posted at least forty-eight (48) hours in advance thereof. In case of an emergency, a special meeting may be held upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the Urbana Traffic Commission.

SECTION III. Public Meetings.

All meetings of the Commission shall be public meetings as per the Open Meetings Act, except that the Urbana Traffic Commission may hold closed sessions, from which the public may be excluded, in such manner and for such purposes as may be authorized by the Open Meetings Act.

SECTION IV. Public Input.

- A. Speakers may address the Urbana Traffic Commission during the Public Input portion of the meeting or when the item is being discussed by the Urbana Traffic Commission. The Chairperson shall have the discretion insofar as when the speaker may provide public input.
- B. The speaker must be recognized by the Chairperson.
- C. No attendee may speak twice unless and until two Commissioners consent to such additional public input.
- D. Each speaker is required to provide his or her name and indicate the topic for discussion.
- E. Subjects addressed must relate to Urbana Traffic Commission matters.
- F. Groups wishing to address the Urbana Traffic Commission are asked to limit their group to two spokespersons.
- G. Presentations are to be civil and respectful and not disruptive, intimidating or include personal attacks against the Urbana Traffic Commission, employees or other individuals.
- H. Speakers shall be limited to five (5) minutes per speaker. In the event ten (10) or more persons indicate their intent to provide public input, they shall be limited in their input to three (3) minutes per speaker. A speaker shall not be permitted to split the speaker's allotted time between different portions of the meeting.
- I. The Chairperson is the person in charge of the premises and may rule any person present to be out of order or direct that person to leave the premises.

SECTION V. Notice of Meetings.

- A. All notices of regular and special meetings shall be given in the manner provided for and in compliance with the Open Meetings Act.
- B. The City Clerk shall post the notice at the City Building, and shall provide a copy of the notice to persons and organizations as provided by law and to any person who has requested in writing to be notified of Urbana Traffic Commission agendas. Notice shall be posted by the Recording Secretary at the meeting site. At the discretion of the Recording Secretary, notice may also be provided to persons and organizations known to have a special interest in matters to be considered by the Urbana Traffic Commission.
- C. Notice shall be given not less than forty-eight (48) hours in advance of a meeting; provided, however, that in case of an emergency, a meeting may be held upon such public notice as is appropriate as provided for in the Open Meetings Act.
- D. Failure to post a notice on the City's website shall not invalidate any decision or proceeding of the Commission.

SECTION VI. Agenda; Order of Business.

- A. The order of business at all regular meetings shall be determined by the agenda which shall generally include the following items:
 - 1. Call to order and roll call;
 - 2. Approval of minutes from previous meeting;
 - 3. Public comments on items not on the agenda;
 - 4. Unfinished business;
 - 5. Reports of City officials and staff and reports of committees, if not included as part of discussion of unfinished business;
 - 6. New business; and
 - 7. Adjournment.
- B. Any item may be taken out of order by direction of the Chairperson.
- C. The Commission cannot take final action on items not listed on the agenda.
- D. Public meetings will be stopped at 6:00 p.m., unless there is a motion from the Urbana Traffic Commission to extend the time of that hearing. In the absence of that motion, the issue shall be continued to the next scheduled regular meeting or at a duly-noticed special meeting.

SECTION VII. Attendance.

If a member of the Urbana Traffic Commission is unable to attend a meeting, he or she is expected to notify the other Urbana Traffic Commission members or the Recording Secretary. In the event any Commissioner has three or more unexcused absences in a calendar year, the Chairperson shall report such conduct to the Mayor and the Mayor, with the advice and consent of the City Council, shall have the authority to declare that Commissioner's seat as vacant and may appoint a replacement for that Commissioner.

SECTION VIII. Quorum.

At any meeting of the Urbana Traffic Commission, a quorum shall consist of two (2) members. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting and continue public hearings to a time and place certain; and except that the Urbana Traffic Commission may choose to accept written and oral testimony as presented by citizens. For the purpose of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

SECTION IX. Voting.

- A. Except as provided by these bylaws, rules of conduct or Illinois law, each member of the Urbana Traffic Commission is entitled to vote on all matters at all meetings of the Urbana

Traffic Commission. The Mayor, the City Attorney, and such other City personnel as the Mayor may from time to time designate, are entitled to participate in discussion, but do not have the right to vote. Each Urbana Traffic Commission member is deemed to have notice of all prior Urbana Traffic Commission deliberations and proceedings.

- B. Unless otherwise specified herein, the concurrence of a majority of the members of the Urbana Traffic Commission voting shall be necessary to determine any question before the Urbana Traffic Commission. Majority is based on the number of votes cast, excluding abstentions, disqualifications and absences. A tie vote causes the motion to fail.
- C. When a matter is called for a vote, the Chairperson shall, before a vote is taken, restate the question and shall announce the decision of the Urbana Traffic Commission after such vote.
- D. Voting shall be by voice vote. Negative and abstaining votes on any matter shall be recorded.
- E. The City Traffic Engineer and the Chief of Police or their designated representatives may vote by proxy. If a member expects to be absent from a meeting, the member may authorize someone else to act in his or her place at the meeting. The proxy must be an employee of the department the member represents. The proxy designation shall be valid for one meeting unless otherwise indicated. The proxy shall be counted in the quorum and allowed to vote on matters brought before the Traffic Commission while representing the member. The designation is revocable if the member is able to attend. The name of proxy shall be sent to the Traffic Commission members and Recording Secretary by e-mail within twenty-four (24) hours of the meeting.
- F. Voting "in absentia" is not permitted.
- G. If members of the Urbana Traffic Commission abstain or are disqualified and the Urbana Traffic Commission consequently cannot make a determination, all members present, after stating their reasons for abstention or disqualification, may be requalified and proceed to determine the issue.

SECTION X. Continuances; Remands.

Any item before the Urbana Traffic Commission may be continued to a subsequent meeting. A motion to continue an item shall specify the date or event upon which the item is to be considered. The requirements concerning notice of public meetings provided for in the Open Meetings Act shall apply insofar as whether additional notice of any continued meeting is required. Unless otherwise provided by the Council, upon remand, any item remanded by the Council for reconsideration by the Urbana Traffic Commission shall be treated as a new item and proceedings shall be provided for as if the matter was initially before the Urbana Traffic Commission.

SECTION XI. Rules of Procedure.

All rules of order not herein provided for shall be determined in accordance with the latest edition of *Robert's Rules of Order Newly Revised*. However, the Urbana Traffic Commission has an obligation to be as clear and simple in its procedure as possible.

SECTION XII. Minutes.

- A. The Recording Secretary or a designee shall be present at each meeting and shall cause the proceedings to be stenographically or electronically recorded. A full transcript is not required but written minutes giving a true reflection of the matters discussed at a meeting and the views of the participants shall be prepared and maintained by the Recording Secretary. Closed sessions are to be recorded verbatim. The minutes from closed sessions are to be reviewed annually to determine whether or not the minutes can be made available to the public. The Recording Secretary shall record all votes on all matters presented to the commission with the “ayes”, “nays” and abstentions required.
- B. Minutes of regular meetings shall be available to the public, upon request, within a reasonable time after a meeting and shall include the following:
 - 1. Members present;
 - 2. Motions, proposals, and measure proposed and their disposition;
 - 3. Results of all votes including the vote of each member by name if not unanimous; and
 - 4. A summary description of any discussion of any matter.
- C. Except when responding to a proper request for production of records under the Freedom of Information Act, the Recording Secretary may charge a reasonable fee for copies of minutes and other materials relating to Urbana Traffic Commission matters as set forth in the City of Urbana’s Schedule of Fees.
- D. Commissioners are expected to vote for approval of the minutes based on the accuracy of representation of events at the meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the Urbana Traffic Commission’s actions memorialized in such minutes.

ARTICLE V

Publication and Amendment of Bylaws and Rules of Procedure

SECTION I. Publication and Distribution.

A copy of these bylaws and rules of procedures shall be:

- A. Placed on record with the City Clerk and the Recording Secretary of the Urbana Traffic Commission;
- B. Available at each Urbana Traffic Commission meeting;
- C. Distributed to each member of the Urbana Traffic Commission; and
- D. Available to the public.
- E. Posted on that portion of the City’s website devoted to the Urbana Traffic Commission.

SECTION II. Amendment and Suspension.

- A. These bylaws, rules and regulations may be amended by approval of a majority of the members of the Urbana Traffic Commission at a regular or special meeting, provided notice

- of any proposed amendment is given at the preceding regular meeting is given by delivery of a copy of such proposed amendment to each commissioner with each such commissioner's receipt of such proposed amendment at least five (5) days prior to the date of the meeting at which such proposed amendment will be considered. In addition to a copy of the proposed amendment, each commissioner shall be provided with a copy of the section or sections of these bylaws, rules and regulations which are proposed to be amended.
- B. Notwithstanding subsection A above, any rule of procedure not required by law may be suspended temporarily at any meeting by majority vote of those members present and voting.