
TRANSPORTATION SAFETY ADVISORY COMMITTEE

Rules of Procedure

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CITY OF FAIR OAKS RANCH TRANSPORTATION SAFETY ADVISORY COMMITTEE RULES OF PROCEDURE

1.0 Statement

It is hereby declared that the appointment to the Transportation Safety Advisory Committee is a distinct honor and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

2.0 Creation and Membership

- 2.1** The Transportation Safety Advisory Committee (TSAC) was established, under Ordinance 2024-xx, and members serve at the will of the City Council. Appointments/reappointments to the Committee shall be made annually based on the term expiration and expressed interest of members to continue to serve, or at such other times as may be authorized by State Law. Members, including Alternates, shall be Fair Oaks Ranch resident citizens. Terms shall coincide with the city's fiscal year (October 1 through September 30). Appointments to fill unexpired terms will be made on an as needed basis.
- 2.2** The Committee shall consist of five (5) members who shall be appointed by majority vote of the City Council. The members shall serve for a term of two (2) year, staggered, and are subject to removal for cause, as found by the City Council. Each member shall occupy a place on the Committee, such places being numbered 1 through 5. A vacancy on the TSAC shall be filled for the unexpired term.
- 2.3** City Council by majority vote shall appoint two (2) individuals as alternate Committee members to serve in the absence of one (1) or more regular members when requested to do so by the Chairperson or by the City Manager or designee. An alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member. Alternates shall be Fair Oaks Ranch citizens and qualified voters of the City. A vacancy among the alternate members is filled in the same manner as a vacancy among the regular members.
- 2.4** The City Manager shall assign city staff as non-voting members to participate and support the Committee with the minimum representation from Public Safety or Public Works departments.
- 2.5** Staff should develop orientation sessions at the beginning of new terms of office for new and alternate Committee members. If a seat becomes vacant and a new member(s) are appointed to complete unexpired terms, the new member(s) should also attend the orientation sessions.
- 2.6** All members, including alternates, are encouraged to attend every called meeting

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of the TSAC. If necessary, the Presiding Officer will call an alternate member (s) to serve prior to taking a meeting Roll Call.

- 2.7** Sitting City Council members are prohibited from serving on the Transportation Safety Advisory Committee.

3.0 Officers

3.1 The Committee shall select from among its members in their first meeting of the fiscal year following new appointments, a Chairperson and Vice-chairperson to serve for a period of one (1) year.

3.2 If a vacancy of either position exists, a majority of the remaining members who are present and voting shall appoint an existing Committee member to complete the unexpired term.

3.3 In the absence of both the Chairperson and Vice-chairperson, the Committee shall elect an Acting Chairperson.

4.0 Officers Duties

4.1 The Chairperson shall preside over all posted meetings and perform all duties as required by law; Chapter 211, Texas Local Government Code, and Chapter 551, Texas Government Code.

4.2 The Vice-chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

5.0 Purpose and Duties of the Committee

5.1 The purpose and duties of the Transportation Safety Advisory Committee is to:

- Improve our city's quality of life through a citizen-government partnership that promotes transportation safety.
- Review transportation (vehicles, bicycles, pedestrians, etc.) safety issues submitted to them either by citizens or by city staff.
- Provide recommendations to the City Council with respect to means of transportation involving city-owned roadways, walks, paths, etc.
 - Changes to traffic patterns
 - Poor sight distance at intersections
 - Crosswalks
 - No Parking zones
 - Yield and stop signs
 - Speed limit increases and decreases
 - Hike and bike lanes; and/or,
 - Speed limiting devices.

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- Direct citizen requests regarding privately-owned roadways, walks, and paths within the city to the appropriate organization (i.e. Country Club, FORHA, etc.).
- Advise the City Council and provide recommendations regarding the overall planning and programming of transportation safety improvements.
- Duties may include, but are not limited to, the following:
 - Develop materials needed for promotion of transportation safety.
 - Create and annually review a city's transportation safety plan.
 - Review proposed transportation safety ordinances and make recommendations to the City Council.
 - All other duties as the City Council may direct.

6.0 Meeting Rules of Order

- 6.1** The Committee shall follow and abide by the current edition of the Roberts Rules of Orders on file in the City Secretary's office.
- 6.2** The Chairperson shall rule on all points of order.
- 6.3** The Committee may overrule the Chairperson on points of order by a two-thirds (2/3) vote of members present.

7.0 Quorum

- 7.1** A quorum shall consist of three (3) members. Alternate members shall be considered as a voting member for purposes of a quorum when regular members are not present.
- 7.2** No matters may be handled without the presence of a quorum.
- 7.3** All votes shall be by a majority of members present except as otherwise stated in these rules of procedure, City Charter, or State law.

8.0 Agendas

- 8.1** Meeting agendas shall be prepared by the City Secretary's office for each TSAC meeting. A copy of the agenda, at the minimum, shall be posted at the meeting location as required by law for a period of seventy-two (72) hours prior to the meeting.
- 8.2** All meetings shall follow, as closely as possible, the posted agenda.
- 8.3** Agendas may be amended by the Chairperson as to order of items, during the called meeting, but not as to content.
- 8.4** Committee members can suggest agenda items related to the scope of committee's duties and with sufficient notice for staff study, if warranted.

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9.0 Meeting Minutes

- 9.1** Minutes, paper, and voice recordings, of all regular and special meetings shall be kept in the City Secretary's office and are subject to amendment and ratification by the Committee at a regular meeting.
- 9.2** The minutes of the Committee's proceeding shall be "record minutes" showing the overall vote, or if a member is absent or failing to vote, shall reflect that fact.
- 9.3** The Chairperson or Vice-chairperson, in the absence of the Chairperson, will sign the Committee's approved minutes.

10.0 Regular Meetings

- 10.1** The Committee shall meet quarterly or more frequently at the Fair Oaks Ranch Municipal Complex or another location if properly posted, as required by law, for a period of seventy-two (72) hours. All meetings shall be open to the public.
- 10.2** Dates and time of the regular and special meetings shall be set by the Committee, in accordance with the City Manager. Under special circumstances the Committee may reschedule a meeting date and/or time.
- 10.3** Any Committee member missing three (3) consecutive regularly scheduled meetings without a valid excuse, provided to the Chairperson, which includes illness, death in the family, scheduled family vacation, or emergency shall be subject to dismissal from the Committee. The Chairperson has the responsibility of reporting any committee member's proposed dismissal to the City Council for their consideration.
- 10.4** City staff may make a recommendation on agenda items and may present findings or information as needed, or requested by the Committee or City Manager.

11.0 Special Meetings

- 11.1** When needed and in coordination with the City Manager, special meetings may be called by the Chairperson, at the request of two (2) or more members, or by a majority of the Committee at any previous meeting.
- 11.2** Special meetings must be posted in accordance with the open meetings act.

13.0 Addressing the Committee

- 13.1** Persons desiring to address the Committee may sign in prior to the start of a meeting, on a form provided by the City Secretary's office.
- 13.2** Persons who desire to address the Committee will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines below when addressing the Committee:
 - A.** Approach the podium, state their name and address and whether or not

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they are representing a person or organization.

- B. Speak so that all present in the room may hear clearly.
- C. Address all statements and questions to the Chairperson.
- D. Be courteous in language and deportment.
- E. Limit their comments to 5 minutes.

13.3 The Chairperson may interrupt a speaker to redirect or terminate remarks when they are not relevant to the matter before the Committee, or when the Chairperson determines the remarks to be out of order.

13.4 Committee members may question or ask/provide clarification from the speaker regarding specific statements made by the speaker.

14.0 City Staff Responsibilities

14.1 The City Manager or designee shall be responsible for providing the Committee with the necessary professional, technical, and clerical services, among which, shall be the following:

- A. Prepare and submit agenda, staff reports, and any special project.
- B. To the extent necessary, introduce and factually explain items on the agenda.
- C. Coordinate the services of all staff and other sources of public information for and on behalf of the Committee.
- D. Keep a true copy of all Committee proceedings.
- E. Have custody and maintain all Committee records.
- F. Attend to all official Committee correspondence and communications.

15.0 Written Request Required

15.1 Every submittal for Committee review and recommendation shall be made in writing on a city application form provided by the City Secretary's office. The request shall be complete in all respects before being accepted by the City Secretary's office.

16.0 Conflict of Interest Rules

16.1 Any member who concludes that he/she may have a conflict of interest on a matter before the Committee shall:

- A. File an Affidavit of Interest stating the nature and extent of the conflict of interest in accordance with Local Government Code Chapter 171.004 with the Committee Secretary, if required by law
- B. Disclose that fact and abstain from further participation in (e.g., voting on or discussing) the matter at hand.

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- 16.2** Any member who concludes that he/she may have a substantial interest in a business entity or in real property, as defined in Local Government Code Chapter 171.002, shall follow Section 16.1 above.
- 16.3** Any member found to have violated Sections 16.1 or 16.2 of these rules of procedures shall have their vote on the matter in question stricken from the record, and this fact shall be submitted to the City Council for further action.
- 16.4** If a committee member owns property within 200 feet of a regular meeting agenda item and no conflict of interest exists, he/she may abstain from voting on that item except in the case of a tie.

17.0 Motions

- 17.1** A motion may be made by any member.
- 17.2** A motion to recommend approval requiring City Council action shall require a majority favorable vote of the members present. *No request or application shall be continued under this rule beyond the next regular meeting.* Failure of the Committee to secure a majority concurring vote to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial of the proposal under this rule.

18.0 Miscellaneous

- 18.1** Abstaining from a vote is not allowed except as in accordance with Section 16.0 Conflict of Interest Rules.
- 18.2** All members of the Committee are encouraged to obtain as much information on all requests as possible, including inspection of affected properties, from the City Manager or designee.

19.0 Records

- 19.1** In accordance with the city's adopted records retention schedule, applicable original Committee records shall be retained as a part of the permanent record.
- 19.2** Official records and citizen requests filed for Committee action in regular or special meetings shall be on file in the City Secretary's office and by appointment, shall be open to public inspection during customary working hours.

20.0 Amendments

- 20.1** This document may be amended, in whole or in part, by a majority vote of City Council present at a scheduled City Council meeting.