

**CITY OF LARAMIE, WYOMING
RESOLUTION 2020-71**

**RESOLUTION ADOPTING BYLAWS PURSUANT TO LMC 10.08 – OFFICIAL TRAFFIC
COMMISSION**

WHEREAS, Laramie Municipal Code (LMC) 10.08.10 has created and established a Traffic Safety Commission; and

WHEREAS, LMC 10.08.020 requires the operations of the Traffic Safety Commission shall be governed with bylaws approved by the City Council.

NOW, THEREFORE, THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING, HEREBY RESOLVES:

These Bylaws and Rules of Procedure are adopted pursuant to Laramie Municipal Code (LMC) Section 10.08.

Section 1. Explanation and Interpretation

The Laramie Traffic Safety Commission has been established by Laramie Municipal Code (LMC) Section 10.08 (“Commission”). The Commission shall be governed by the LMC and these bylaws. These bylaws may only be amended with the approval of City Council.

Section 2. Responsibilities

- A. It shall be the purpose and responsibility of the Commission to serve as an advisory body to the City of Laramie professional staff and City Council as follows: provide recommendations to the City Engineer on multimodal traffic matters while holding paramount the safety, health and welfare of the public as they utilize Laramie’s publicly-owned and operated rights-of- ways; and
- B. Review and make recommendations to City staff evidence-based measures and statistics, established national, state and local standards for traffic management, and City transportation plans, codes, and policies; and
- C. Assist the City Engineer in promulgating standards and policies relating to neighborhood traffic management on local streets; and
- D. Review and comment to City staff conceptual and preliminary changes to traffic patterns or programs on major roadways; and
- E. Collaborate with City staff regarding public education activities; and
- F. Recommend to the City Engineer, Chief of Police and other City staff, such ways and means for improving traffic conditions and the administration of traffic regulations; and
- G. Receive and review traffic safety concerns from members of the public during

regular meetings; and

- H. Make recommendations to City staff on traffic safety-related items as may ease traffic congestion and help facilitate transportation throughout the city; and
- I. At the discretion of the City Engineer, create a prioritized list of potential traffic projects and studies based on staff recommendation, commissioner comments and public comments.

Section 3. General Procedures

- A. Anyone requesting that an item be reviewed by the Commission shall put that request in writing to the City Engineer, who shall determine if staff has the capacity and ability to resolve the citizen's concern in an expedited manner without the assistance of Traffic Commission. The City Engineer shall summarize all such items on the upcoming Traffic Commission agenda. The Traffic Commission may, by majority vote, direct that an issue be placed on a future agenda.
- B. The City Engineer shall schedule matters before the Commission and shall prepare a report including all relevant technical standards and information for use by the Commission in formulation of its recommendations.
- C. All meetings of the Commission shall be public meetings subject to State and Municipal Open Meetings and Public Noticelaws.

Section 4. Terms of Membership

- A. Appointed members of the Commission shall serve a three (3) year term of office and take up duties in January of each year as vacancies occur. The terms of office for appointed members shall be staggered so that no more than one-third of terms shall expire each year.
- B. Vacancies created by resignation or other reasons shall be filled as soon as possible for the unexpired term. A member appointed mid-term and completing an unexpired term shall not count toward any term limit established herein.

Section 5. Officers

The officers of the Commission shall be a Chairperson and Vice-Chairperson. A staff member, designated by the City Manager, shall serve as Recorder/Clerk to the Commission.

Section 6. Election of Officers

- A. The Chairperson and Vice-Chairperson shall be elected at the first meeting of each calendar year for a term of one calendar year and shall serve until their successors are elected.
- B. If the office of the Chairperson or Vice-Chairperson becomes vacant, the Commission

shall elect a successor from its membership who shall serve the unexpired term of the predecessor.

- C. Nominations of officers shall be by oral motion. At the close of nominations, the Commission shall vote by voice vote upon the names nominated for the office.

Section 7. Chairperson & Vice Chairperson

- A. Except as otherwise provided herein, the Chairperson shall have the duties and powers to:
 - 1) Preside over all deliberations and meeting of the Commission; and
 - 2) Vote on all questions before the Commission; and
 - 3) Call special meetings of the Commission in accordance with these bylaws; and
 - 4) Sign all documents memorializing Commission action promptly after approval by the Commission. The power to sign reports and other documents of the Commission may be delegated to the Recorder.
- B. All decisions of the Chairperson as presiding officer shall be subject to review by a majority of Commission members present upon Motion duly made and seconded, which Motion shall have priority over all other matters.
- C. During the absence, disability or disqualification of the Chairperson, the Vice- Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson. In the absence of the Chairperson and Vice- Chairperson, the remaining members present shall elect an action Chairperson pro-tem.

Section 8. Recorder

- A. The Recorder shall:
 - 1) Maintain an accurate, permanent and complete record of all proceedings conducted before the Commission; and
 - 2) Prepare the agenda and minutes for all Commission meetings as approved by the City Engineer; and
 - 3) Give all notices required by law; and
 - 4) Inform the Commission of correspondence related to Commission business and conduct correspondence of the Commission as directed by the Commission; and
 - 5) Attend all meetings and hearings of the Commission or send a designee; and
 - 6) Compile all required records and maintain the necessary files, indexes, maps and plans; and
 - 7) Maintain the latest edition of Robert's Rules of Order Newly Revised and provide procedural advice to the Commission upon request of the Chairperson; and
 - 8) Perform such other duties for the Commission as are customary in that role or as may, from time to time, be requested by the Commission.

Section 9. City Attorney

The City Attorney or a deputy may attend meetings of the Commission. The City Attorney may provide legal assistance to the Commission on matters coming before it, and may prepare documents as needed memorializing Commission action.

Section 10: Attendance

- A. If a member of the Commission is unable to attend a meeting, he/she must notify the Recorder.
- B. The Commission may, by majority vote, declare a member's office vacant if the member has two or more unexcused absences at consecutive meetings, or if the member has unexcused absences at three or more meetings within any twelve-month period.

Section 11: Quorum

At any meeting of the Commission, a quorum shall consist of four (4) voting members. No formal action may be taken in the absence of a quorum, except to adjourn the meeting or to accept written and oral public comment for recordation within the official minutes of the meeting.

A proposition must be adopted by a majority vote, more than half, of the members voting and present.

Section 12: Meetings

A. Regular Meetings

Regular meetings of the Commission shall be held at least quarterly on the second Thursday of each month, except a public holiday or the day before the public holiday and unless otherwise specified. These meetings shall be held at such time and place as designated by a majority of the entire Commission and with appropriate notice to each Commissioner and the public. The meeting place for all Commission meetings shall be accessible to individuals with disabilities. The Commission Recorder shall issue notice of regular meetings simultaneously to members of the Commission, staff and the public not less than seven (7) calendar days prior to the meeting.

B. Special Meetings

Special meetings may be called by the Chairperson or City Engineer upon his/her own Motion, or upon written request signed by a majority of currently appointed Commission members. Notice of special meetings shall be given by the Recorder not less than seven (7) days prior to the meeting. The notice shall state the purpose and time and place of the meeting. Notice of special meetings shall be given personally or by telephone to all members of the Commission. In the event the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

Section 13. Agenda.

- A. There shall be an official agenda for every regular meeting of the Commission, which shall determine the order of business conducted at the meeting. The Commission Recorder, in consultation with the City Engineer, shall create and distribute an agenda for each Commission meeting which shall generally include the following items:
- 1) Call to order and roll call
 - 2) Public comments on items not on the agenda
 - 3) Quorum affirmation
 - 4) Approval and setting of the agenda
 - 5) Disclosures by members of any conflicts of interest and/or ex-parte communications
 - 6) Minutes of previous meetings
 - 7) Business items
 - 8) Next meeting
 - 9) Adjournment
- B. Meeting agendas shall include appropriate materials (e.g., staff reports, documents, plans, standards, statistics, data, etc.) and no matter may be moved for action until such time as all appropriate materials have been submitted and made part of the official record of the Commission.
- C. The Chairperson may establish time limits on both public testimony on business matters, as well as on public comments.
- D. The Chairperson may rule any person present to be out of order or direct that person to leave the premises.

Section 14. Conduct of Meetings

Commission members are subject to all rules and regulations as established by the City of Laramie City Council and the City of Laramie Boards and Commissions Handbook.

Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these bylaws.

Section 15. Ethics

- A. Members have the right and obligation to vote on all questions before them and to participate in the business of the Commission except when a conflict of interest exists.
- B. To promote government decisions that are fair and accountable to the public, Commission members must avoid participating in actions that affect or appear to affect their private interests, both financial and non-financial. Members having such an interest in a matter coming before the Commission shall recuse themselves from both deliberations and voting on the matter.
- C. Commission members must also refrain from ex-parte communication on matters pending before the Commission. Communication between member(s) of the Commission and interested part(ies) occurring *outside of the public proceedings of the Commission* must be disclosed and may require the involved Commission member(s)

to recusal.

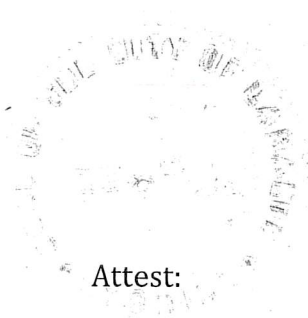
Section 16. Public Representation


No Commission member may use their title or office in public representations.

Section 17. Amendments

These bylaws may be amended by City Council approval after a majority vote of the Commission at any regular meeting, provided the members have been notified one (1) month in advance or such notice has been waived by all Commissioners, and the proposed amendment has been placed on the agenda.

PASSED, APPROVED, AND ADOPTED THIS 1st day of December 2020.





Joe Shumway, Mayor and President
of the Laramie City Council

Attest:



Nancy Bartholomew, City Clerk