



**BY-LAWS OF THE  
LAWRENCE TRAFFIC SAFETY COMMISSION  
LAWRENCE, KANSAS**

As amended by the Lawrence Traffic Safety Commission on February 3, 1997.

ARTICLE I

Name and Membership

Section 1.           Name. The name of this organization, established by Resolution No. 2033 and clarified by Resolution No. 4246 of the Lawrence City Commission of Lawrence, Kansas shall be the Lawrence Traffic Safety Commission.

The term "Commission" in the following sections shall mean the Lawrence Traffic Safety Commission. The term "City Commission" shall mean the Lawrence City Commission of Lawrence, Kansas.

Section 2.           Membership. Membership of the Commission shall be as established by the above cited resolutions which specify the number, method of appointment, and term of office of the Commissioners.

ARTICLE II

Purpose

Section 1.           By-Laws. The purpose of these by-laws is to establish rules for the internal organization of the Commission and for procedures of operation.

Section 2. Commission. The function, powers, and duties of the Commission are as authorized by the resolutions establishing the Commission. Actions of the Commission are in the nature of recommendations only and are subject to approval of the City Commission. The Commission, however, adopts its own rules and policies for procedure, consistent with its powers.

### ARTICLE III

#### Organization

Section 1. Members. The members of the Commission shall be residents of the City of Lawrence, appointed for a three (3) year term of office by the City Commission, to take up duties in the month of May each year as vacancies occur. Vacancies created by resignation or other reason shall be filled as soon as possible for the unexpired term of the member being replaced. No member may serve more than two (2) consecutive terms of office. The Commission may recommend persons to the City Commission for consideration as new members.

Section 2. Officers. The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary. The chairperson and vice-chairperson shall be elected by the Commission at its regular meeting in June of each year. Their term of office shall be one (1) year. No person may serve in the same office for two (2) consecutive terms. The City Engineer or his designated representative shall serve as secretary to the Commission.

Section 3. Chairperson. The chairperson shall preside at all meetings of the Commission unless he designates someone to preside in his stead. He shall appoint all committees and be an ex officio member of all committees. He shall perform all the duties assigned to his office as provided herein and by the City Commission and shall have such usual powers of supervision and management as pertain to the office of chairperson. In addition, his duties shall include but are not limited to the following:

- (a) Notify the Mayor of Lawrence when a position on the Commission becomes vacant. Whenever possible, the Mayor shall be notified at least two months in advance of such vacancy.
- (b) Review recommendations made by the Commission at its monthly meeting and assist the City Engineer in preparing a document for submission to the City Commission.
- (c) Represent the Traffic Safety Commission before the City Commission and at other meetings as required.

- (d) Be responsible for orientation of new members of the Traffic Safety Commission.
- (e) Establish time limitations for public hearing items.

Section 4. Vice-Chairperson. The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term and the Commission shall select a new vice-chairperson for the unexpired term.

Section 5. Secretary. The secretary shall prepare the agenda and the order of business for each regular meeting. The secretary shall keep the Commission informed on all communications. The secretary shall record and sign the minutes of all meetings and shall provide copies to all members of the Commission, the governing bodies and other public agencies involved.

Section 6. Committees. At the discretion of the chairperson of the Commission, committees may be appointed as necessary.

Section 7. Attendance. In the event a member accrues more than four (4) absences in any Commission year, the Commission may recommend to the City Commission the removal of the Commissioner from office and also request the City Commission to appoint a new member.

## ARTICLE IV

### Meetings

Section 1. Regular meetings. Regular meetings of the Commission shall be held on the first Monday of each month, 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.

Section 2. Quorum. A quorum shall consist of five (5) members as provided by the joint Resolutions establishing the Commission. In the absence of a quorum, the members present shall re-schedule the meeting and absent members shall be notified by the chairperson or designated representative.

Section 3. Agenda. Agendas for all regular meetings shall be available at the Lawrence City Public Works Department office at least three (3) days prior to the meetings. Between meetings of the Commission, the City

Engineering staff will be available to provide information on matters which come or have come before the Commission.

- Section 4. Special meetings. Special meetings may be called by the chairperson and shall be called by the chairperson if requested by at least five (5) members of the Commission. Notice of special meetings shall be given by the secretary not less than five (5) days prior to the meeting. The notice shall state the purpose and time and place of the meeting. Notice may be by telephone or mail.

## ARTICLE V

### Conduct of Meetings

- Section 1. Parliamentary authority. Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these by-laws.
- Section 2. Order of Business. The secretary will prepare the agenda, which shall be limited to no more than ten (10) public hearing items for any one meeting of the Commission. The order of business shall be as follows: Roll call; Approval of minutes; Public Hearing Items; Staff and Committee reports; Communications; Other Matters; and Adjournment. Any matter or subject not appearing on the agenda shall also be considered if a majority of the Commission members vote consideration. Approval of consideration shall be based on a finding that a review or presentation would be in the best interest of the general public and not contrary to the provisions of public notice. No item will be considered unless sufficient data and information are available for consideration before a vote is taken.
- Section 3. Continuance. Any item may be continued upon written request by the applicant or recommendation of the Commission.
- Section 4. Appearance before Commission. Petitioners or their representatives, members of the community at large, or individuals or their representatives who feel that they will be affected by any action may appear before the Commission to present views and statements either for or against agenda items. Personal appearance before the Commission is recommended but written communication may be presented. The chairperson may, at his discretion, limit the length of presentation or discussion to insure the orderly conduct of Commission business, provided that the decision of the chairperson may be overridden by a majority of the Commission present.

- Section 5. Motions. Motions before the Commission shall be restated by the Chair or a designated Commissioner or staff person before a vote is taken. Every motion on a substantive matter shall set forth reasons.
- Section 6. Voting. Voting shall be by individual voice ballot on each item and shall be tallied by the secretary.
- Section 7. Voting After Site Visitation. The Commission recommendation must reflect a logical review of facts pertaining to all questions brought before the Commission. Therefore, each Commissioner should vote upon a problem concerning a specific location only after having visited and viewed the site in question.
- Section 8. Abstention. Each Commissioner should vote on every issue, but the Commissioner may abstain. No member of the Commission should vote on an issue in which the member has direct personal or pecuniary interest not common to the other members of the Commission.
- Section 9. Record of Proceedings. The secretary shall record the minutes of each meeting as a matter of public record and shall present such minutes to the Commission for approval.

## ARTICLE VI

### Matters to be Considered

- Section 1. Items to be Considered. The Commission shall consider matters relating to the safe and expeditious vehicular and pedestrian traffic flow within the jurisdiction of the City. The Commission shall not consider any proposal, request, or application, which is contrary to or in conflict with the provisions of the Standard Traffic Ordinances for Kansas Cities, as amended, or contrary to or in conflict with existing City ordinances. Further, the normal Commission recommendations should be in substantial conformity with procedures and warrants outlined in the Manual of Uniform Traffic Control Devices.

## ARTICLE VII

### Amendments

- Section 1. These by-laws may be amended by 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.

Approved and adopted by the Lawrence Traffic Safety Commission on October 5, 1981.

Amended by the Lawrence Traffic Safety Commission on February 3, 1997.