

RESOLVED, that the following By-laws be adopted, effective immediately, for the Village of Rockville Centre Board of Trustees Parking, Traffic and Transportation Citizens Advisory Committee:

Village of Rockville Centre Board of Trustees Parking, Traffic and Transportation
Citizens Advisory Committee By Laws

Article 1: Name

The Name of the organization shall be the Village of Rockville Centre Board of Trustees Parking, Traffic and Transportation Citizens Advisory Committee (“Parking Committee”).

Article 2: Authority

The Parking Committee has been established by the Board of Trustees of the Village of Rockville Centre.

Article 3: Purpose and Function

The purpose of the Parking Committee shall be to:

- Study parking, traffic and transportation concerns, complaints and issues of Village residents and businesses;
- Provide advice and recommendation to the Village Board of Trustees on parking, traffic and transportation issues.

Article 4: Membership

The Parking Committee shall be composed of individuals representing a cross section of groups and organizations that use or have concerns about parking in the downtown business district of Rockville Centre.

- The Parking Committee shall be limited to 15 voting members.
- The Mayor and each Village Trustee shall have the power to designate two voting members each; one voting member will be designated by the Chamber of Commerce; one voting member will be selected by a majority vote of the Board of Trustees from the membership or leadership of a Rockville Centre civic group; and there shall be one voting member each from the following Village departments: (1) Police; (2) Code Enforcement; (3) Village Courts.
- Each of these 15 members shall be a voting member of the Parking Committee. A majority of the voting members shall constitute a quorum.
- The Village Administrator, the Mayor and the members of the Board of Trustees shall be ex officio, non-voting, members of the Parking Committee.

Article 5: Terms of Appointment

The terms of the voting members shall be one official year; any member may serve successive terms.

Article 6: Officers

Officers of the Parking Committee shall be selected by and from the voting membership of the Parking Committee. The officers shall be two Co-Chairs and a Secretary.

Elections of Officers shall be held at the first meeting after appointments are made pursuant to these by-laws. Nominations may be made by voice nomination, and the vote by voice or secret ballot. A vote of the majority of the membership shall be necessary for election of officers.

Article 7: Powers and Responsibilities of Officers

Officers of the Parking Committee shall have the following powers and responsibilities:

- **Chairs:** Each Co-Chair shall preside over alternating meetings of the Parking Committee. Each Co-Chair will set the agenda according to the advice and recommendation of the member representatives from the Village departments: Police, Code Enforcement and Courts, and the advice and recommendation of the Village Administrator. Each member, including ex officio members, shall be permitted to add an item to the agenda for the next Parking Committee meeting. There shall be no agenda necessary for the public comment period, but one may be provided by the Co-Chair in charge.
- **Secretary:** The Secretary shall take the minutes of each meeting. The Secretary shall record as part of the minutes the ayes and nays of any voice vote taken by the Committee. All votes except the vote for the officers shall be voice votes; the vote for officers may be voice vote or secret ballot. The draft minutes shall be circulated to the members for review and requested revisions. The minutes shall be deemed approved by majority vote of the Parking Committee.

Article 8: Meetings

Meetings of the Parking Committee shall be held monthly on the last Tuesday of the month, at 7:30 pm, at the Sandel Senior Center, or at any other time or place determined by a majority vote of the members. The meetings shall be open to the public; the public will have an opportunity to address the committee during an open public comment period of each meeting, the length of which will be established by a majority vote of the Committee. At each meeting, the Parking Committee will also meet in work session to review the comments and information received from the public. The work session shall not be less than one hour of committee time. The work session will be devoted to discussion by voting members of information presented, and preparing advisory reports of the Committee.

Article 9: Reports and Recommendations

The Parking Committee shall issue written Advisory Reports and Recommendations to the Board of Trustees. Each Advisory Report and Recommendation shall provide the Parking Committee's recommendations regarding reasonable and realistic solutions to parking, traffic and transportation problems, issues and concerns.

Each Advisory Report and Recommendation shall be drafted by the Co-Chairs, with input and recommendations from the member representatives of the Village Departments, Police, Code Enforcement and Courts. Each Advisory Report and Recommendation shall be circulated to the Parking Committee members in draft form at least 30 days prior to the meeting on approval, for comments and review by all members.

Each Advisory Report and Recommendation must be based on data gathered by the Committee. Each Advisory Report must include clear reference to all studies, reviews, public comments, and other information which support the Recommendation.

No Advisory Report and Recommendation shall issue without the consent of at least two-thirds of the Committee membership. Any Advisory Report and Recommendation which does not receive unanimous approval of the Parking Committee must be combined with a written report from those members who have not voted to approve the Advisory Report and Recommendation (the "Minority Report"). The Final Advisory Report and Recommendation, and any Minority Report thereon, shall be presented to the Village Board of Trustees at a Village Board Meeting in May.