



# TOWN OF RAYMOND HIGHWAY SAFETY COMMITTEE RULES OF PROCEDURE

## SECTION I: PURPOSE

These Rules of Procedure describe the duties and methods of operation of the Highway Safety Committee.

The mission of the Highway Safety Committee (HSC) is established to review traffic and highway related issues and make recommendations to the Board of Selectmen, Planning Board, School Board and/or residents.

The Highway Safety Committee meets on an as needed basis depending upon issues that may arise. Solutions such as improved signage, pavement markings, directed police patrols, etc. are frequently within the power of the individual administrative staff members who sit on the Committee. Some initiatives recommended require approval of the Board of Selectmen such as initiatives that require a new ordinance or formal ordinance change.

Committee meetings may include attendance by interested members of the other Town Boards, Commissions, Committees or Departments on an as needed basis. Frequently meetings of the group revolve around resident concerns that are received or requests.

The Highway Safety Committee follows all appropriate federal and State Department of Transportation guidelines when appropriate and applicable.

## SECTION II: ORGANIZATION

### A) MEMBERSHIP

The Committee shall consist of one citizen appointed by the Board of Selectpersons, one member of the Board of Selectmen, Police Chief, Fire Chief, Director of Public Works, Building Inspector / Health Officer, School Facilities Director and Town Manager.

The Selectperson is appointed annually by the Board of Selectmen. There are no set terms for the balance of the Committee.

### B) RESPONSIBILITIES OF MEMBERS

1. All members shall make every effort to attend each scheduled meeting.

2. Members of the Committee have authority only when acting as a Committee legally in session. The Committee shall not be bound by any action or statement made by any individual Committee member, except when such statement or action is pursuant to instructions from the Committee.
3. The Secretary of this Committee shall be appointed by Town Manager.

### C) OFFICERS:

1. ELECTIONS: A Chairperson and Vice-Chairperson, shall be elected at the first regularly scheduled meeting following the annual Town Meeting. Election shall be by a majority vote of those present.
2. DUTIES: The Chairperson shall preside at all meetings of the Committee, and perform all duties required by law. The Chairperson's duties are as follows:
  - a) To open the session at the time at which the Committee is to meet by calling the members to order.
  - b) To announce the business before the Committee in the order in which it is to be acted upon as stated in the Agenda or revise the order of items as may be necessary.
  - c) To recognize members entitled to the floor.
  - d) To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
  - e) To protect the Committee from annoyance.
  - f) To assist in expediting all business in every way compatible with the rights of the members by:
    - Allowing remarks when controlling debates and to keep discussion orderly
    - Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
    - Guiding the members when engaged in a debate to stay within the rules of order.
    - Ensuring on all occasions the observance of order and decorum among the members.

The Vice-Chairperson, in the absence of the Chairperson, shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall perform the following duties:

- 1) Be responsible for recording the minutes of the Committee's meetings.
- 2) Filing an official copy of the records in the Town Clerk's Office and opening the records to inspection by any person at reasonable times.
- 3) In addition to keeping the minutes of the meetings, it is the duty of said Secretary to keep a roll of members, and to call the roll when required.
- 4) Said Secretary shall record the essentials, called "the minutes" of the proceedings as follows:
  - a). The type of meeting: regular, special, work session, or recessed.
  - b). Time and place of meeting.
  - c). The presence/absence of Committee members.
  - d). Noting whether the minutes of the previous meeting were approved or amended.
  - e). A written record of the items discussed, key elements of the discussion and content of presentations made to the Committee.
  - f). All motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
  - g). Record of any votes by the Committee, including the names of those Committee members

- opposed if not unanimous.
- h). The hour of adjournment.
- i). To post meetings

## **SECTION III: OPERATION**

### **A) MEETINGS:**

#### **1. ORGANIZATIONAL MEETINGS**

An organizational meeting to elect officers shall be held in accordance with II, C, 1. The Committee may adopt the previous Committee's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Committee shall establish a schedule for meetings for the upcoming year.

#### **2. REGULAR MEETINGS**

A formalized meeting of the Committee generally conducted in accordance with the order of the published Agenda format contained herein.

#### **3. NON-PUBLIC MEETINGS**

A meeting of the Committee held for issues in accordance with RSA 91-A:3.

#### **4. SPECIAL MEETINGS**

May be called by the Chairperson in accordance with RSA 91- A:2, II; or upon demand of three (3) members of the Committee. The Chairperson shall notify each member in accordance with RSA 91-A:2, I II.

### **B) SCHEDULE OF MEETINGS:**

The Committee shall meet every month for a regular meeting, unless there is no business for the Committee to act upon, in which case it becomes the Secretary's responsibility to notify each member that the meeting is canceled. Each meeting shall be posted in accordance with RSA 91-A.

### **C) CONDUCT OF MEETINGS:**

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline, with a vote of the Committee being the final deciding authority.

### **D) RECORDING OF VOTES:**

Votes shall be by a show of hands, or by a roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting in the same calendar year, except by majority vote of the members present and voting.

## **SECTION IV: RULES OF ORDER**

## QUORUM:

A quorum suitable for the commencement of a meeting shall consist of four (4) members of the Committee.

## AGENDA:

The agenda for the monthly meetings shall be prepared by the Secretary of the Highway Safety Committee, and distributed to all Committee members prior to the meeting.

A suggested format for the agenda is provided below:

1. Call to order.
2. Reports
3. Unfinished Business.
4. Correspondence.
5. Old Business.
6. New business.
7. Adoption review of Minutes
8. Good of the Committee
9. Adjournment

## SECTION V: REQUEST FORM

- A) A request form has been adopted by the Committee to assist Residents in notifying the Committee of traffic and highway issues or seeking an evaluation of an issue by the Committee.
- B) Blank request forms will be available at the Police Department, Public Works Department and online.
- C) Completed forms should be submitted to the Highway Safety Chairman
- D) The Chair/ Secretary staff will be responsible to issue the monthly agenda's in a timely fashion.

The agenda package shall include:

1. A short cover memo listing the date, time, and place of the next meeting, along with the agenda for the meeting.
2. Copies of individual request forms.
3. Copy of the last meeting minutes.