



TRANSPORTATION ADVISORY COMMISSION OPERATING RULES

Article I. Name

The name of the commission is the Dover Transportation Advisory Commission.

Article II. Authority and Duties

- A. The Transportation Advisory Commission ("TAC" or "Commission") is an advisory commission and shall have the authority to:
 - 1. Review transportation policy and safety matters concerning all forms of transportation affecting the City such as conventional vehicles, commercial vehicles, public transit, alternative modes, and attendant amenities.
 - 2. Serve as a sounding board for citizen concerns and suggestions about traffic, pedestrian, and safety issues, and make recommendations to the City Council or City Administration for appropriate action.
 - 3. Coordinate with and solicit feedback from the School Department regarding school transportation safety issues.
 - 4. Study issues arising under the City of Dover Master Plan as they relate to transportation; make recommendations to the City Council and/or Planning Board; and prepare reports to aid to in the development, implementation and general improvement of the Master Plan relating to the transportation in the City of Dover.
 - 5. Aid in the development of City Capital Improvements Program (CIP) and Transportation Improvements Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council.
- B. The TAC is not a policy-making body and does not have a budget. It does not have the authority to order actions of city departments or employees; or to order engineering or traffic studies; hire consultants; initiate extensive research projects; create crosswalks; order the installation of signage, equipment such as Rectangular Rapid Flashing Beacons (RRFBs), or engineered structures such as speed tables or sidewalks; or take similar actions that require funding.

Article III. Membership

- A. The Transportation Advisory Commission will consist of nine (9) members. Members shall include one (1) representative from the City Council, one from the COAST Public Transit system, and four (4) resident citizens. The COAST Public Transit member and the resident citizen members shall be appointed by the City Council and serve for three-year terms. There shall also be three staff representatives, one each appointed by the Police, Planning and Community Services Departments. Each staff member representative may send an alternate staff member in their absence. One staff representative shall serve as the staff liaison.

- B. After the initial appointments, (two members for a 3-years term; one member for a 2-year term; one member for a 1-year term) resident citizen members shall be appointed for three-year terms. Any member so appointed may, after a public hearing, if requested, be removed for cause by the City Council. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term.
- C. Alternate members. There shall be alternate members as designated by the City Council in accordance with its rules. Alternates are expected to attend Commission meetings whether they are seated as members or not. To make clear who is a voting member, alternates shall sit with the audience when they are not seated as members.
- D. The Chair or designee of the Chair shall make timely notice of vacant resident positions within one month. The City Council appointments committee shall fill vacant resident positions as soon as possible.

Article IV. Officers and Staffing

- A. Officers shall be Chair, Vice Chair, and Clerk.
- B. The Commission shall appoint a Chair from its membership annually at the first meeting of each calendar year. The Chair shall preside at all meetings. The chair shall appoint all sub-committees. The Chair shall appoint the Vice Chair and the Clerk, preside at meetings, and appoint sub-committees as needed. The Chair shall prepare meeting agendas in consultation with the Staff Liaison. The Chair or Staff Liaison shall distribute meeting minutes, agendas, and supporting materials in advance of meetings.
- C. The Vice Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform the duties and have the powers of the Chair during the absence of the Chair.
- D. The Clerk shall prepare minutes of all meetings and be responsible for the timely posting of minutes and meeting notices. The Clerk shall make arrangements for the video and/or audio recording of meetings and provide such recordings to the City Clerk for timely posting. The Clerk shall maintain a copy of the By-Laws and Roberts Rules of Order, revised, and any legally adopted special rules of the Commission at all meetings, and shall perform all duties incident to the office of Clerk and other duties, if assigned to them by the Chair.

Article V Meeting Procedures

- A. **Meetings.** The Commission shall generally meet monthly **or** bi-monthly on the fourth Monday. Meetings will be held in the Police Department Meeting Room at 6:00 pm unless another satisfactory time/place has been agreed upon. Special meetings may be called by 2/3 majority of the membership.
- B. **Quorum.** A quorum shall consist of five (5) members. In the absence of a quorum, members present may choose to hear from sponsors, receive public comment, and hold discussions, but no motions or actions may be made or voted upon. Alternatively, agenda items may be continued entirely to a future meeting.
- C. **Appointing Alternates.** If a non-staff member of the Commission is absent at roll call, the Chair shall name an alternate member to sit in the regular member's place for the duration of the meeting. Alternates will be chosen in a rotating manner or based off attendance. If a staff representative is absent, that seat shall remain unfilled for the duration of the meeting or until such time as the staff representative arrives.
- D. **Agenda.** Business at regular or special meetings shall be taken up in the sequence of the posted agenda, provided that during meetings, the Chair may modify the order of agenda items for the

efficient conduct of the meeting or as a courtesy to accommodate unusually large numbers of public attendees.

- E. **Role of Sponsors.** Requests for placement on the agenda shall be submitted by a sponsor to the staff liaison at least ten (10) days in advance of a scheduled meeting and shall include sufficient supporting information. Sponsors shall be residents of Dover, property owners in Dover, owners of businesses located in Dover and shall identify themselves by name and address. Sponsors shall be limited to a maximum of two proposed agenda items per meeting. Requests for placement on the agenda of items that are materially similar to items considered and acted upon by the Commission within the preceding four (4) years shall be considered out of order and not placed on the agenda for reconsideration. Staff members of the TAC may also add items to the agenda before posting.
- F. **Public Forum.** Meetings shall include a public forum after meetings are called to order and attendance is taken. Speakers at public forum may address any topic relevant to the Commission that is not on the agenda. Members of the public wishing to comment on items on the agenda shall reserve comment until the agenda item is taken up. Speakers shall be residents of Dover, property owners in Dover, or owners of businesses located in Dover, and shall identify themselves by name and address. Comment during public forum shall be limited to three minutes per speaker. The Chair shall keep the time. Speakers requiring more than the allotted time are encouraged to submit their comments in writing.
- G. **Introducing Agenda Items.** When agenda items are taken up, the Chair shall invite the Sponsor to introduce and speak to the topic. Sponsor comments shall be limited to five minutes. The Chair shall keep the time. In the absence of the Sponsor, the Chair may invite the staff liaison to introduce the item, or the Chair may indefinitely continue the item to a future meeting without further discussion. Following the introduction, whether by Sponsor or staff liaison, the staff liaison shall report on any staff response or recommended course of action.
- H. **Question Time.** After the agenda item has been so introduced, the Chair shall invite members of the Commission to ask questions of the Sponsor and staff liaison.
- I. **Public Comment.** After questions have concluded, the Chair shall invite public comment on that agenda item only. Speakers shall be residents of Dover, property owners in Dover, or owners of businesses located in Dover, and shall identify themselves by name and address. Comments shall be limited to three minutes per speaker, who shall have a single opportunity to speak on the agenda item. The Chair shall keep the time. Speakers requiring more than the allotted time are encouraged to submit their comments in writing. When all those wishing to speak have been heard, the Chair shall close public comment. Once public comment has been closed on an item, no further public input shall be taken on that item.
- J. **Discussion and Action by the Commission.** After public comment, the Chair shall call for discussion among Commission members. The Commission may take one of two actions with respect to agenda items. The Commission may make a recommendation of a specific action, or it may make a recommendation of no action. Decisions shall be taken on the basis of a motion made and duly seconded by any member of the Commission.
- K. **Duty to Vote.** Commission members have a duty to vote yea or nay and not to abstain unless for a stated reason, which shall not be an inability to decide.
- L. **Receiving or Transmitting.** Neither Public Forum nor Public Comment is two-way, back-and-forth dialogue between speaker(s), Commission members, and/or staff.

Article VI Miscellaneous

- A. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised*, current edition except as provided by these rules or local, state or federal law.

- B. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- C. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- D. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- E. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- F. **Reappointment.** The Chair shall stay aware of expiring terms. Between 60 and 90 days before a term's expiration, the Chair shall communicate with appointed members about their interest in re-appointment to the Commission. Within 60 days before a term's expiration, the Chair shall make a recommendation as to re-appointment to the Chair of the City Council's appointments committee.
- G. **Excused Absences.** An absence shall be considered excused if and only if members or alternates contact the Chair or staff prior to the posted start of a meeting to indicate they cannot attend for good cause shown, as determined by the Chair and set forth in the minutes.
- H. **Vacancies.** Records of attendance, resignations, and vacancies shall be kept by the Chair. Vacancies shall be created for non-attendance in accordance with Dover Code Chapter 9.
- I. **Conflicts of Interest.** Members and alternates shall abide by the ethics rules set forth in the Dover City Code and Dover City Charter. Members and alternates generally shall not represent interest groups from seats on the Commission. Members are expected to recuse themselves from discussions of agenda items sponsored by an interest group of which the Commission member is a member. This provision does not apply to the COAST representative, because that seat exists specifically to ensure the views of public transit have a voice on the Commission.

- J. **Amendment of Rules.** These rules may be amended, added to, altered or repealed at any meeting of the Commission by vote of a two-thirds majority of the Commission, provided intent to consider such a rules change is noticed in the posted agenda of the meeting prior to the meeting at which the rules change is considered. Amendments are not valid unless and until approved by City Council.
- K. **Suspension of Rules.** The Commission may temporarily suspend any of these rules for the duration of one meeting by a two-thirds majority of voting members present.

Article VII Validity

- A. If any section of these operating rules shall be considered inconsistent with any law and be declared invalid, then such section shall be removed from said operating rules, but shall not affect the validity of the remaining operating rules.