

BYLAWS

NEIGHBORHOOD TRAFFIC SAFETY ALLIANCE

Vancouver, Washington

Article I: Name

The name of this organization shall be Neighborhood Traffic Safety Alliance. It may also be referred to as the NTSA or the Alliance.

Article II: Purpose and Function

Section 1. Purpose. As an organization of volunteers acting as a non-profit, the NTSA is an independent advisory body working with and on behalf of Vancouver neighborhoods to:

- A. Counsel and coordinate**
- B. Receive and process information**
- C. Inform and assist potential beneficiaries**
- D. Evaluate proposals**
- E. Seek funding sources for transportation projects benefiting Vancouver and its neighborhoods**
- F. Serve as an advocate for Vancouver neighborhoods on transportation issues**
- G. Recommend to Vancouver's Public Works Department, Community Development Department, or other transportation agencies, as appropriate, mitigation of traffic issues affecting neighborhoods within the limits of available resources.**

Section 2: Function. NTSA, serving as a technical advisory body when requested by Vancouver's Public Works Department, Community Development Department, or other transportation-related agencies, as appropriate, also seeks to mitigate traffic safety issues affecting Vancouver neighborhoods by:

- A. Providing a regular forum for neighborhoods to present their traffic concerns**
- B. Educating neighborhoods regarding possible solutions**
- C. Working with Vancouver's Public Works Department, Community Development Department, or other transportation-related agencies, as appropriate, to identify needs and aiding in implementation of solutions**
- D. Communicating regularly with neighborhood associations and City staff**
- E. Evaluating, when appropriate, proposals from neighborhoods, and making recommendations to City staff**
- F. Advocating and promoting the continuous improvement of the public-involvement process in transportation projects, thus allowing neighborhoods to have a strong voice in the design and execution of the projects**
- G. Expediting attainment of the stated purpose through incidental, necessary, or convenient methods.**

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Article III: Membership

Section 1: Each active neighborhood association recognized by the City of Vancouver may become a member of the NTSA and be represented in NTSA business and affairs by a neighborhood officer or appointed representative. Every active recognized neighborhood association is encouraged to be represented in the NTSA.

Section 2: Although not members, residents of all other Vancouver neighborhoods, whether organized or not, may come before the NTSA to present traffic safety concerns.

Section 3: Although not members, City of Vancouver staff personnel are welcome to meet with the NTSA on a regular basis.

Article IV: Meetings

Section 1: Regular Meeting. The NTSA shall hold at least five (5) regular meetings during the year, including an annual meeting. The date, time, and place of the regular meetings shall be determined by the membership.

Section 2: Special Meeting. The Chair may call a special meeting, or one may be requested by at least seven (7) members in good standing.

Section 3: Notice. Notices of regular and special meetings shall be sent in a timely manner to all members in good standing.

Section 4: Conduct. All NTSA business meetings shall conform to Washington State laws regulating open meetings and public disclosure of all information not protected by the right of personal privacy. All meetings shall also conform to any applicable ordinances and guidelines adopted by the City of Vancouver.

Article V: Voting and Elections

Section 1: Voting.

- A.** Voting membership rights shall be earned by a member neighborhood association in good standing, which means it has been represented at a majority of the regular meetings held within the most recent twelve (12) calendar months, including the current meeting. Each voting member shall designate a primary representative to participate in NTSA meetings, and may designate alternates.
- B.** A quorum shall consist of seven (7) voting members.
- C.** Only one vote shall be cast and counted from any one neighborhood association in good standing.

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Section 2: Elections.

- A. A candidate for any elective position must be a primary or alternate representative of a member neighborhood association in good standing.**
- B. Nominations of candidates may be made by any member in good standing.**
- C. Nominations for officers shall be opened at the regular meeting prior to the annual meeting, with nominations continuing and the election held at the annual meeting.**

Article VI: Officers and Executive Board

Section 1: Officers

- A. The officers shall be Chair, Vice Chair, and Secretary-Treasurer.**
- B. Term of office shall be two (2) years.**
- C. Vacancy. If an elected officer resigns or becomes unable to continue serving in that position, a special election shall be conducted at the next regular meeting to fill the vacancy and complete the term of office.**
- D. Removal. Any seven (7) members in good standing may petition the Executive Board to remove a Board member. The Executive Board shall provide notice to all members in good standing that a vote will be held at the next regular meeting. Removal of an Executive Board member requires a two-thirds affirmative vote of all members in good standing represented at that meeting.**

Section 2: Duties of Officers

- A. The Chair shall preside at all meetings of the NTSA and represent the NTSA in business with the City, neighborhood groups, and other community organizations.**
- B. The Vice Chair shall maintain the roster and attendance records of all members. At the request or in the absence of the Chair, the Vice Chair shall preside at meetings and represent the NTSA.**
- C. The Secretary-Treasurer shall maintain the records of NTSA, record the official minutes of all meetings, and provide them prior to the next regular meeting.**

Section 3: The Executive Board shall consist of the elected officers and a past officer. It shall function as a steering committee or quasi-board of directors, and shall meet as necessary to advance the purpose of NTSA.

Article VII: Committees and Panels

Section 1: Committees and special advisory positions may be appointed by the Chair when deemed necessary.

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Section 2: Project Evaluation Panels

- A. Elections. Article V, Section 2, A and B apply.**
- B. Alternates shall be nominated and elected in the same manner.**
- C. Elections shall take place at a time appropriate to each program.**
- D. Panelists shall perform the requested duties in a timely manner and record their scores for compilation.**
- E. If a panelist resigns or is unable to perform these duties, an alternate shall fill that vacancy.**
- F. Panelists shall be barred from voting on or evaluating projects located within their neighborhoods.**

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the NTSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the NTSA may adopt.

Article IX: Amendments

An amendment to these bylaws shall be submitted in writing to the membership at the regular meeting prior to the meeting at which it will be discussed and voted upon. Passage of an amendment requires a two-thirds majority vote by neighborhoods in good standing represented at that meeting.

Article X: Dissolution

Should it become necessary to dissolve the Neighborhood Traffic Safety Alliance, a resolution shall be submitted in writing to the membership at the regular meeting prior to the meeting at which dissolution will be discussed and voted upon. The resolution shall set forth the reasons for dissolving the NTSA. Passage of the resolution requires a two-thirds majority vote by neighborhoods in good standing represented at that meeting.

Adopted November 18, 2003

Amended January 17, 2006, April 21, 2009, October 18, 2011, and May 15, 2012.

Amended this 15th day of May, 2012, in Vancouver, Washington.

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Chair

Vice Chair

Secretary-Treasurer

Past Officer