

NTSA Standing Rules

1. The NTSA Standing Rules may be amended or rescinded by a majority vote if notice of the proposed change is given at the previous regular meeting, or by a two-thirds majority at any regular meeting if no such notice is given. *(Adopted 4/21/2009)*
2. Regular NTSA meetings shall be held in the evening on the third Tuesday of each month, excepting the summer months and the month of December. The Executive Board will select the best time and location or venue (which may include virtual on-line meetings) based on availability, convenience to attendees (including City Staff and invited guests, when applicable), consistency as to time and location or venue, and other circumstances. The membership and other attendees will be notified of the meeting time and location or venue as far in advance as practical. *(Amended 11/15/2022)*
3. Regular NTSA meetings may be rescheduled, under unusual circumstances, fourteen (14) days into the future from the original meeting date, provided notice is given fourteen (14) days prior to the new meeting date. *(Adopted 5/19/2009)*
4. Special Meetings of the NTSA may be called pursuant to the Bylaws provided fourteen (14) days notice is given. A Special Meeting may be rescheduled, under unusual circumstances, into the future forty-eight (48) hours from the original meeting, provided forty-eight (48) hours notice is given prior to the new meeting time. *(Adopted 5/19/2009)*
5. The NTSA Annual Meeting shall be held in January of each year. Officers shall be elected at the annual meeting on even-numbered years, with nominations opened during the preceding regular meeting. *(Adopted 5/19/2009)*
6. Project Evaluation Panelists shall be selected, to the extent possible and practicable, from among those representatives whose neighborhoods do not have projects being evaluated in that process or cycle. *(Adopted 5/19/2009)*

NOTE: The NTSA Standing Rules are a compilation of resolutions passed by the NTSA membership—not a stand-alone document—and numbering is for identification purposes.

NTSA Standing Rules (continued)

7. Contents of the minutes shall be as follows:

If not yet approved, the draft document shall be clearly and conspicuously titled as the **"DRAFT Minutes,"** and shall not include the signatures of any executive officers. Once approved, or approved as corrected, the document should indicate the date on which they were approved, and the signature of the secretary and/or chair.

In keeping with the guidance of Roberts Rules of Order, 11th Edition, the contents of the minutes should constitute a record of what was done, and not what was said.

At a minimum, the minutes should contain:

- (a) The kind of meeting (regular or special); and
- (b) Name of the organization (Neighborhood Traffic Safety Alliance, [NTSA]); and
- (c) Date, place of meeting, and time the meeting was called to order; and
- (d) Identification of the chair and secretary, or identification of substitutes; and
- (e) Whether a quorum of neighborhoods in good standing, are represented; and
- (f) A list of those neighborhood associations represented, the names of their representatives, and identity by name and affiliation of all other attendees; and
- (g) Whether the draft minutes of the previous meeting were provided electronically in advance and/or in writing at the current meeting, and whether approved or approved as corrected; and
- (h) All main motions (except those that were withdrawn), stating the motion's maker and wording as adopted or disposed of; and
- (i) When motions are to adopt or endorse documents or plans of action, those documents or plans of action shall be incorporated into the minutes by attachment or reference (such as Internet hyperlinks) to the extent possible and practical; and
- (j) Voice votes are to be reported as passed or not passed. Hand votes and secret ballots are to be reported with the number of votes for and against the question. Roll call votes will be reported with a list of those neighborhoods by name casting votes in favor or against, and present to the question; and
- (k) Points of order and appeals, whether sustained or overruled, and the reasons given by the chair; and
- (l) Any commitment by an officer or representative to provide information to, or take action on behalf of the NTSA; and
- (m) Reports shall identify the name, position, and affiliation of those giving reports, the reports' general subject matter, and its relevance to the NTSA (such as general information for the neighborhoods, or if the NTSA is being asked to support a particular action or initiative). If a commitment is made to provide a clarification or additional information relating to a report, then that commitment shall be included. To the extent that the text, referenced report or visual presentation is available and suitable for distribution, it shall be referenced in, and distributed electronically with the draft minutes either as an email attachment, or as an Internet hyperlink.
- (n) Time of adjournment, and date if different from the date the meeting was called to order.

(Adopted 10/16/2012)

NTSA Standing Rules (continued)

8. When the designated representative of a city-recognized neighborhood association moves outside the neighborhood's boundaries, the neighborhood association may continue to be represented by that individual for a period up to six calendar months, provided that (a) this designated representative agrees to continue in that role, and (b) the association chair communicates in writing the neighborhood's intent to continued representation by this person to the NTSA. The NTSA Board may grant an extension up to 6 additional calendar months if the representative agrees to continue in this role, and the neighborhood association submits a written request for extension describing the extenuating circumstances for which the extension is requested.

(Adopted May 21st, 2019)