

Traffic Safety Commission Standard Operating Procedures

Section I: Membership

The Clackamas County Traffic Safety Commission will consist of nine (9) private citizen members, one alternate member, and high school members all of whom are residents of Clackamas County. The private citizen and alternate members will be appointed by the Board of County Commissioners in such manner deemed best to promote countywide participation. The Commission, in such numbers and as it deems necessary, may appoint the high school student members. The additional student members shall for all purposes be treated as regular members of the Commission. It will be the responsibility of the chair of the Clackamas County Traffic Safety Commission to inform the Clackamas County Board of Commissioners in writing of any existing vacancies or within three (3) months of an upcoming term expiration(s). The letter will explain the reason for such vacancy and include a proposed letter of appreciation for services rendered, if appropriate. Any available documentary evidence necessary will be enclosed with the letter. If there are individuals known and considered qualified for Clackamas County Traffic Safety Commission service, names and addresses of such persons will be submitted in the letter as recommended replacements for appointment. The letter will identify the period of appointment and time of expiration of such appointment. These letters and recommendations will be

brought before the Clackamas County Traffic Safety Commission in regular or special meetings for approval in principle before being forwarded to the chair of the Board of County Commissioners for action. All appointments shall be in conformance with the Clackamas County advisory boards and commissions appoint policy implementation procedures manual. Alternates observe member regulations. Alternates are expected to attend all regularly scheduled meetings and to participate on all assigned committees.

Three or more consecutive absences from regularly scheduled Clackamas County Traffic Safety Commission meetings will be deemed as a positive indicator of disinterest by any member. This would be noted as a lack of desire to continue membership in the commission unless these absences can be adequately justified to the satisfaction of the chair of the Clackamas County Traffic Safety Commission, who will be the primary arbiter in these cases. Before any member is considered for release for any reason, they will be afforded the opportunity to appear before the Clackamas County Traffic Safety Commission as a whole and present their appeal for retention, if desired. The Clackamas County Traffic Safety Commission as a whole will make the final decision for retention of a member before forwarding the recommended action to the Board of County Commissioners for their approval. Irregular attendance, failure to accept adequate functional membership responsibility, or disruptive attitude toward specified goals of the Clackamas County Traffic Safety Commission may also be considered as a basis for release from membership on the Clackamas County Traffic Safety Commission. Any member, at their discretion, may propose the release from membership of any other member for cause. The entire basis for consideration of such release will be considered by the Clackamas County Traffic Safety Commission as a whole and if approved by a majority of the quorum present, will be acted on as described above.

Minutes of each meeting will record the presence and absence of each member and the reason for absence if known. If the absence is noted as "approved" by the chair of the Clackamas County Traffic Safety Commission, the cause of absence and the notation

of approval will be recorded. Any member who anticipates in advance an absence from a regularly scheduled Clackamas County Traffic Safety Commission meeting should report that possibility to the chair or to the vice-chair or secretary of the Clackamas County Traffic Safety Commission if the chair of the Clackamas County Traffic Safety Commission is not available.

Section II: Organization

Rules for the conduct of Clackamas County Traffic Safety Commission functions will be promulgated as the needs arise to ensure effective performance. Any member on any appropriate subject may propose rules. Such proposals will be submitted in writing to the chair of the Clackamas County Traffic Safety Commission through the secretary. The submitted proposals will be read during the meeting at which they are first presented. Discussion of the proposals will be limited to clarification of intent and verbiage at that meeting. The secretary will ensure that the proposal, as modified by the limited discussion in the meeting, will be forwarded to each Clackamas County Traffic Safety Commission member along with a copy of the recorded minutes of the meeting. The proposed rule will be voted on at the next official meeting of the Clackamas County Traffic Safety Commission. If a majority of the quorum present approves the proposal, it will be entered into the Standing Operating Procedures of the Clackamas County Traffic Safety Commission and will be observed in all activities henceforth. Additions on rules of conduct will be submitted to the Board of County Commissioners for their information.

At the first regular meeting of each calendar year the Clackamas County Traffic Safety Commission will elect a chair and vice-chair for the ensuing year. The election procedure will be relatively informal if the Clackamas County Traffic Safety Commission members so desire. The current chair will announce the matter of the upcoming election during the last meeting of the calendar year. Nominations for the offices may

be made at that time. Nominations may also be made at the elective meeting. If no person receives a majority vote for election on the first ballot, the two receiving the highest number of votes will be considered on a second ballot. The newly elected chair will take office immediately upon election and conduct the balance of the meeting and election from that point forward. The County traffic engineering section will provide a staff secretary or a commission member shall be appointed as secretary by the chair to serve during their term of office. The secretary will record and distribute minutes of each meeting. These will specifically be: to take minutes of all meetings and record them in permanent written form; to prepare an agenda for each scheduled meeting; to provide written notification of meetings; to maintain custody of all contracts, legal documents, resumes, copies of incoming and outgoing correspondence and all other documents and papers filed with the Clackamas County Traffic Safety Commission; to maintain membership records; and to prepare documents and reports needed by the Clackamas County Traffic Safety Commission. In addition, the secretary shall prepare an annual report to the Board of County Commissioners of program goals, activities and accomplishments.

The Clackamas County Traffic Safety Commission will normally meet the first Wednesday of each calendar month during the year, at a time and place designated by the chair of the Clackamas County Traffic Safety Commission. If this date should conflict with a recognized holiday, the chair will make an alternate date decision during the proceeding meeting. The secretary will assure that appropriate notice is provided all interested persons and agencies. The Clackamas County Traffic Safety Commission will meet not less than six times per year and under no circumstances will meetings be held less frequently than quarterly.

All monthly meetings of the Clackamas County Traffic Safety Commission will be open to the public. Normally, a period of time will be set aside for individuals to participate. The chair of the Clackamas County Traffic Safety Commission may declare recesses for comfort and convenience, if so desired.

A quorum of the membership shall consist of a majority of the membership. Members or alternates must be present to form a quorum and conduct official business. If a fewer number of members are present, only informal activities may be conducted. A majority of the quorum present will provide the deciding vote on any subject brought before the commission. The chair or presiding officer will vote only in the case of a tie vote. Alternates will participate on standing and special committees, as appointed by the chair.

Generally, meetings will observe orderly protocol in the conduct of business. The determination of the detailed procedure to be followed will be made by the chair of the Clackamas County Traffic Safety Commission. Agenda items will receive priority treatment. Normally, all agenda business will be completed at each meeting. If the time for conducting required business exceeds a reasonable hour, the chair, or any member, may propose a carry-over of remaining business to a special meeting date to be designated, or to the next regularly scheduled meeting.

The Clackamas County Traffic Safety Commission will be aided in the conduct of its functions by designated, specific County department staff, or their representatives. These designated representatives will be ex-officio members of the Clackamas County Traffic Safety Commission and will be nonvoting. They will be designated by the chair of the Board of County Commissioners. The chair of the Clackamas County Traffic Safety Commission may request additional appointees to be designated representatives if such need appears desirable. These representatives will provide the Traffic Safety Commission with consulting services and assistance in their respective technical areas. The chair of the Clackamas County Traffic Safety Commission will arrange with the representatives to ensure the Traffic Safety Commission is informed of the periodic "official coordinating committee" meetings with the chair of the Board of County Commissioners, and will request that the Clackamas County Traffic Safety Commission members or representatives be invited to attend such meetings.

Other governmental agencies serving Clackamas County will be solicited by the Clackamas County Traffic Safety Commission to participate as ex-officio nonvoting members of the Clackamas County Traffic Safety Commission if their input can provide attainment of goals established by the Traffic Safety Commission.

Section III: Duties and Responsibilities

The primary duties and responsibilities of the Clackamas County Traffic Safety Commission will be to work toward a program goal of reduction in traffic crashes, injuries and deaths in Clackamas County.

All resources available to the Clackamas County Traffic Safety Commission will be directed toward this endeavor. The primary thrust in this effort will be conducted through the direct involvement of all Clackamas County and political subdivisions, their officials, civic leaders and organizations, private groups and individual citizens in an educational, enforcement and engineering program. Each agency, group and individual can provide specialized input and assistance to this effort, and the Clackamas County Traffic Safety Commission will be the primary coordinating body in Clackamas County to assure an effective and meaningful ongoing program. Close liaison will be maintained with existing community traffic safety organizations and special efforts will be exerted to encourage formation of an effective Traffic Safety agency in all political subdivisions within Clackamas County. Close coordination with other county, state and federal safety offices and programs will be maintained.

Clackamas County Traffic Safety Commission will work toward organizing effective committees involving representative countywide membership in the following functional areas, as a minimum. Other areas of interest may be added at the discretion of the Traffic Safety Commission. Members of these functional committees who are not

Clackamas County Traffic Safety Commission members will be designated ex-officio Clackamas County Traffic Safety Commission members.

Generally, a member of the Clackamas County Traffic Safety Commission will be appointed as a representative to each functional area. Specific programs of action and function within these committees will be encouraged, monitored and assisted by the Clackamas County Traffic Safety Commission in a coordinated effort. Each committee will establish its own procedures and goals. Committee chair will be selected from within the group and will be encouraged to report proposed program goals, progress, difficulties and accomplishments periodically to the Clackamas County Traffic Safety Commission.

Alcohol/Drugs in Relation to Traffic Safety

Codes and Laws

Debris Hazard Control and Cleanup

Driver Education

Emergency Medical Services

Highway Design, Construction and Maintenance

Identification and Surveillance of Crash Locations

Pedestrian Safety

Police Traffic Services

School Bus Safety

Traffic Control Devices

Traffic Courts

Traffic Records

The Clackamas County Traffic Safety Commission will examine each of the foregoing functional areas and establish written program proposals and goals for immediate and long-range priorities. These programs will be used as proposed guidelines to each functional area committee. Progress and accomplishments of each functional committee will be measured against these written programs and goals. If functional area committees appear to be short of goal attainment, efforts will be made to correct

the situation by appropriate means. These written program proposals and goals will be under constant review by the Clackamas County Traffic Safety Commission, but will be formally reviewed for adequacy and applicability at least annually.

The Clackamas County Traffic Safety Commission, through its chair and director, will maintain close liaison with the chair of the Board of County Commissioners and various county committees and agencies on highway traffic safety matters. This will be accomplished through formal and informal reports and meetings. The secretary will maintain these reports and reports of meetings, and pertinent portions will be extracted for inclusion in periodic and annual reports as required by various directives.

The Clackamas County Traffic Safety Commission will maintain close liaison with each Clackamas County safety organization. Communities, municipalities and other recognized political, neighborhood or area subdivisions within the County would be encouraged to form and conduct effective traffic safety programs. Other political entities such as State, Federal and Metro will be targeted for inclusion and coordination in any on-going traffic safety programs conducted or supervised by the Clackamas County Traffic Safety Commission.

The Clackamas County Traffic Safety Commission, through its chair, will serve as an advisory body to the County Highway Safety Coordinator for the purpose of developing local actions necessary to implement projects under the Federal Highway Safety Act of 1966.

The Clackamas County Traffic Safety Commission will develop procedures to provide periodic review and analysis of local highway safety improvement programs.

Section IV: Policies

The Clackamas County Traffic Safety Commission will adopt and follow the general operating policies recommended by the Chapter Conference of the National Safety

Council. Primary among these policies and key guidelines to the Clackamas County Traffic Safety Commission are the following:

1. Operate as a non-profit, nonpolitical organization, devoted exclusively to accident prevention in traffic related instances.
2. Operate in the general public interest serving the County as a whole. It shall serve no special Interest.
3. Will work closely and cooperatively with official agencies having legal responsibility for safety. It will provide constructive plans for improving traffic safety conditions and shall actively work for their accomplishment.
4. Encourage and help all responsible local agencies, organizations, groups and individuals to engage in accident prevention activities within the sphere of their influence.
5. Will not endorse any commercial products or enterprise.
6. Shall base its program upon competent analysis of accident problems in the area served with major attention to major needs.
7. Shall have a written mission statement and standing operating procedures
8. At the beginning of each calendar year shall prepare goals and objectives for the year herein and submit an annual report to the Board of County Commissioners summarizing the previous years' activities and the new goals and objectives.

Section V: Authority to Bind

The Clackamas County Traffic Safety Commission, its members individually or collectively cannot commit Clackamas County, its officers or agents to financial obligation unless approved beforehand in writing for the express amount and purpose. Such approval must have the funding account and citation number approved. The Clackamas County Traffic Safety Commission may receive funds from sources unattached at various times. If this occurs, these funds may be used at the

discretion of the Clackamas County Traffic Safety Commission, when approved in official meetings. These funds will not be commingled with county funds and must be totally accounted for. The County or other interested official agency will be permitted to conduct an audit of such funds at any time.