

## **Traffic Council Policy 4: Traffic Council Meeting Times and Dates**

Date Adopted by Traffic Council: February 28, 2013

As defined by City ordinance, it is the purpose of the Traffic Council to take action on requests for site-specific changes to parking and traffic regulations. The Traffic Council aims to be fair and consistent in its process for various situations that present themselves; hence the value to codify protocols that have evolved into some implicit policies. Members of Traffic Council intends that this information offers guidance to the public, Board members, and staff as it affects projects or proposals they may consider.

### **BACKGROUND**

Section 19-30 of the City Ordinance states the following procedures for Traffic Council:

- (a) In order to promote citizen participation, the Traffic Council shall endeavor to hold its meetings during evening hours when the Board of Aldermen or its committees do not have regularly scheduled meetings.

In addition, it states:

- (c) The Traffic Council shall make every effort to complete its review of each item within three (3) months from the date the matter first appears on its agenda.

Due to the volume of petitions typically received and the needed time to collect data in support of decision-making, newly docketed items may experience a six month delay before the matter can be taken up by the Council.

### **POLICY STATEMENT**

Traffic Council shall hold meetings during times which offer the greatest opportunity for citizen participation. Therefore, the Council shall not meet during school breaks, summer recess (especially the month of August), or during normal business hours (8 a.m. to 5 p.m.). By exception however, the Traffic Council may deem it appropriate and necessary to schedule meetings at non-standard times. Before a meeting during daytime or summer recess may be scheduled, the Traffic Council chair shall reach unanimous consent among all Traffic Council members. In addition, if the purpose of such non-standard meeting time involves an item impacting residents in specific Ward(s), consensus of all Ward Aldermen must also be attained. Examples of items which may arise that are preferable to be discussed during daytime business hours or summer recess, include routine internal Traffic Council administrative business, items affecting a population where non-standard meeting times are optimal for all involved, or to address items which are particularly time-sensitive due to the impact on public safety.