

## BYLAWS OF THE TRANSPORTATION BOARD OF THE CITY OF RIVERSIDE

Pursuant to Section 804 of the Riverside City Charter, the Transportation Board (“Board”) hereby prescribes its bylaws and regulation, copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection.

### 1. POWERS, DUTIES AND FUNCTIONS (RMC Section 2.62.030)

The Board shall act in an advisory capacity to the City Council in matters pertaining to:

- A. Advise the City Council with respect to on-street and off-street parking of vehicles.
- B. Advise the City Council with respect to the regulation of traffic on city streets.
- C. Annually review Public Works Department-proposed Capital Improvements Projects, including traffic signal construction and make recommendations to the City Council.
- D. Review proposed amendments to the Circulation and Community Mobility Element of the General Plan and make recommendations to the Planning Commission and the City Council.
- E. Annually review the City's Traffic Signal Synchronization Master Plan and make recommendations to the City Council.
- F. Explore neighborhood traffic calming alternatives and make recommendations to the City Council.
- G. Review speed limits, major road closures, grade crossings and other traffic operation and circulation matters and make recommendations to the City Council, when requested.
- H. Perform other functions and duties as may be directed by the City Manager or any member of the City Council.

### 2. MEMBERS (RMC Section 2.62.010)

- A. Pursuant to Section 2.62.010 of the Riverside Municipal Code, the Board shall be comprised of members appointed by the Mayor and City Council.
- B. Appointments to fill unexpired terms on the Board shall be filled in the same manner as original appointments.
- C. Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the Board.
- D. Members who fail to maintain qualified elector status must resign from the Board or be removed in accordance with Section 802 of the Riverside City Charter.

### 3. TERM OF OFFICE (Charter Section 802)

- A. The term of office shall be four (4) years. No member shall serve more than two consecutive full terms. Service of less than one year of an unexpired term shall not be counted as service of one term.

- B. In the event that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed.
- C. Members shall be subject to removal by the Mayor and City Council by a motion adopted by five affirmative votes with the Mayor entitled to vote.
- D. Members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.
- E. Any member may resign from the Board by submitting their written resignation to the Mayor and City Council, as well as to the Board Chair.
- F. The 5 remaining members of the Downtown Parking Committee were absorbed into the Transportation Board effective September 2011. These members will complete their unexpired terms.

#### 4. COMPENSATION; VACANCIES (Charter Section 805)

- A. Members shall serve without compensation for their services on the Board but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.
- B. Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a member absents himself/herself from three consecutive regular meetings, unless by permission of the Board, expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council. If a position on the Board has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Section 803 of the Riverside City Charter.

#### 5. OFFICERS (Charter Section 804)

- A. The Board shall have at least two officers, Chair and Vice-Chair, and such other officers as it deems necessary.
- B. The Chair shall preside over all meetings of the Board and shall have the same rights as other members, except the Chair shall not make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the Board after such documents have been approved by the Board, and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Board.
- C. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.
- D. The election of officers shall be conducted annually at the first meeting in March,

- or the next regularly scheduled meeting thereafter.
- E. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
  - F. Election of officers shall be conducted in a manner prescribed by the Board.
  - G. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
  - H. If the Chair and Vice-Chair are both absent at any meeting of the Board, the Board shall elect a Chair Pro Tern which shall perform all duties of the Chair.

## 6. MEETINGS

- A. Regular meetings of the Board shall be held on the first Wednesday of each month at 5:30 p.m. at Art Pick Council Chamber, City Hall, 3900 Main Street, unless otherwise agreed upon in advance by the Board. A special meeting may be called by the Chair or any five members of the Board. Members shall be given at least five (5) days' notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Riverside Sunshine Ordinance, Riverside Municipal Code, Title 4 ("Sunshine Ordinance").
- B. All meetings of the Board and its Standing Committees shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Sunshine Ordinance.
- C. A majority of all members of the Board shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- D. The Board meeting may be cancelled by the Chair, due to a lack of a quorum or lack of sufficient agenda items.
- E. The City Manager has designated a representative of the Public Works Department to act as secretary for the recording of minutes of the Board. The minutes shall be kept on file in the Public Works Department and shall be available for public inspection.
- F. The Board may promulgate such rules, regulations, policies and procedures for its conduct, as it deems necessary. All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk and shall bear the signature of the Chair and the date they were adopted.
- G. The City Council Rules of Procedure and Order (Resolution No. 23035), as amended from time to time, shall govern the proceedings of the Board in all cases, unless they are in conflict with these rules or the City Charter or the laws of the State of California. The Chair shall make all necessary rulings.

## 7. COMMITTEES

- A. The Board may establish standing committees, which shall consist of any appointed Chairperson and at least two other Board members.
- B. The Board may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of an appointed Chairperson and at least two

other Transportation Board members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

#### 8. REPORT TO THE CITY

The Board shall present an annual written report of its activities for the past year to the Mayor and City Council.

#### 9. AMENDMENT OF BYLAWS

The bylaws may be amended at any regular meeting of the Board by majority vote of the Board, provided that notice of such amendment was provided in accordance the Brown Act and the Sunshine Ordinance.

#### 10. CODE OF ETHICS

Board members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.

Respectfully Submitted,

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Robert Moran  
Chairperson

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Date of Adoption