

CITIZENS SAFETY ADVISORY COMMITTEE
Village Of Ridgewood, NJ
COMMITTEE BYLAWS
As of 11/1/2024

Article I: Mission Statement.

The mission of the Citizens Safety Advisory Committee is to make recommendations to the Village Council on matters concerning pedestrian, bicycle and vehicular safety on all roads, thoroughfares, parks and open spaces located in the Village, whether owned by the Village or any other governmental entity. The Committee shall promote public awareness and education on pedestrian, bicycle and vehicular safety on the public streets and lands located in the Village with the aim of maintaining and improving safe access and travel of all persons within the Village.

The Committee shall report to the Village Council and to any directed Village personnel as may be requested by the Governing Body and/or the Village Manager. The Committee may engage in any other activities, consistent with this purpose or requested by the Village Council.

Article II: Committee Members.

The Committee shall be comprised of volunteer residents of the Village who are appointed by the Village Council. The Committee shall be comprised of seven (7) regular members and two (2) alternate members who are appointed by the Village Council for terms of two (2) years.

The term of the committee members, including alternate members, shall be staggered and overlap so that not all committee members are appointed the same year. The Village Council may by Resolution make adjustments in the term of a committee member so as to ensure the overlap of terms of the membership of the Committee.

Each year, the membership of the Committee shall elect a Chairperson, a Vice Chair and a Secretary for that upcoming year (hereinafter "Officers"). No member may hold more than one office at the same time. The elections shall take place at the first meeting of the new calendar year (reorganization) unless an alternate date is determined by a vote of the majority of the membership present at the first meeting of the new calendar year. Voting shall be limited to seven (7) votes made up of those regular members present at the reorganization meeting and if there are less than seven regular members present, then alternate members may vote to comprise seven voting members. All regular members of the Committee may vote on any matter before the Committee. In the instance of a tie vote the Council Liaison shall cast the tie breaking vote.

The Committee shall also be assisted at the Committee meetings in fulfilling the Committee's work by liaisons from the following: one (1) person from the Village Council as a Liaison; one (1) person from the Village Engineering Department; one (1) person from the Village Police Department; one (1) person from the Ridgewood Board of Education and one (1) person from the Federated Home and School Association or their designee. These persons shall not be members of the Committee and shall not vote on the Committee's actions.

Additionally, one (1) Committee Member shall be appointed by the membership of the Committee as a Liaison to the Village Central Business District Advisory Committee.

Article III: Duties and Responsibilities of Officers.

The Officers shall possess such powers and perform such duties as shall be determined by the Committee.

The Chair of the Committee shall:

- Preside at all meetings of the membership and all meetings of the Committee. The Chair shall perform all other duties customary to the position of executive or Chair or when uncertain, as directed by the membership of the Committee.

The Vice Chair of the Committee shall:

- perform such duties as the Chair may direct, or in the absence of the Chair, as the Committee may direct. In the absence of the Chair, the Vice Chair shall preside over any meeting of the Committee in which the Chair is not present and perform all other duties and obligation of the Chair in the absence of the Chair and Committee meetings or events.

The Secretary of the Committee shall:

- oversee the Notices for all meetings, maintain any minutes of the meetings if directed by the Chair.
- perform all other duties customary to the position of Secretary or as may be directed by the Chair or the Committee.

Article IV: Committee Meetings.

The regular meetings of the Committee shall take place only if a quorum of the membership is in attendance. The regular meetings shall be held at 7:30 pm on the third Thursday of each month in the Garden Room at Village Hall unless otherwise agreed upon by the Committee. The Committee may choose to suspend regular meetings in the months of July and/or August of any calendar year.

Additional or substitute meetings may be called by the Committee Chairperson upon general agreement by the Committee Members. Such additional meetings shall be scheduled only if same shall have a quorum of the full seven-member Committee in attendance. A majority of the membership of the Committee shall constitute a quorum.

The Committee shall act by the vote of a majority of the membership of those present once a quorum of the members is attained.

Article V: Action to be Taken.

The Committee may take the following action:

- may hold public forums related to pedestrian, bicycle or vehicular safety on roads, thoroughfares, parks, and open spaces in areas within the Village or other similar public sessions at its discretion with prior approval by the Village Council.
- may hold informal meetings with individuals or groups interested or affected citizens on specific subjects when the Committee believes it has a need for citizen

involvement or advice.

- Establish Agendas for CSAC meetings which shall be prepared by the Committee Chairperson and shall be forwarded to all Committee Members for review. Agendas shall then be forwarded to the Village for posting on the Village website in accordance with Village requirements.

- Prepare Committee meeting minutes which shall be forwarded to Committee Members for review prior to the next scheduled meeting. Minutes shall then be published and forwarded to the Village for posting on the Village website.

- Committee meetings shall be open to the public to attend and members of the public shall be permitted to express any concerns regarding public safety as discussed above in the Committee's Mission Statement. The meeting agenda shall designate a time or opportunity during the meeting for public comment. A protocol for meetings shall be established and enforced.

- Make recommendations to the Council, either through the Committee Council Liaison or by making a presentation by one or more of its members at the discretion of the Council.

Article VI: CSAC Subcommittees.

The membership of the Committee, may, in their sole discretion, create a subcommittee for any purpose within the Committee's Mission which may be deemed necessary, appropriate or desirable. Any such vote to establish any such Subcommittee shall be affirmed by a majority of the membership present at the meeting. Subcommittees shall be appointed from within the membership of the Committee and may include any one or more of the Liaisons from those identified in **Article II** above. Additionally, the Committee's Chairperson shall be an "ex officio" member of any subcommittee established and shall be notified of all subcommittee meetings.

Article VII: Complaints.

Any complaints regarding the activities of the Committee, whether initiated by members or citizens, shall be first brought to the attention of the Officers of the Committee in writing. If the Complaint is about an individual or a property, the written complaint shall be reviewed by the Officers of the Committee and the Officers shall provide the identified respondent or property owner an opportunity to respond to the Officers in writing within a reasonable time period prior to any presentation of the Complaint to the members of the Committee. If after the presentation of the Complaint to the Committee the matter remains unresolved or the Respondent fails to provide a written response or the Complaint is directed toward a member of the Committee or the Committee determines that further action is necessary by the Village, its departments and/or staff, the Chairperson shall forward the Complaint and any related/responding materials or documents to the Village Manager for review and resolution.

Article VIII: Conflicts of Interest.

Members of the Committee are representatives of the Village of Ridgewood and shall act in accordance with all obligations to adhere to the principles of public officials in that they recognize their respective obligation to disclose any conflicts of interest that they may have with any action discussed or to be taken by the Committee and to comply with such policy to be sure to effectively manage those conflicts of interest.

To assist the members of the Committee in fulfilling their respective obligation, a conflict of interest occurs when a person's personal interest conflicts with their responsibility to act in the best interests of the Committee. Personal interests may include direct personal interests as well as those of family, friends, or other organizations in which a member is involved or has an interest (e.g., decisions on tree plantings on streets or blocks in which the member lives or owns property, or a family member lives or owns property). It also includes a conflict between a member's duty to the Committee and another duty that the board member identifies. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the Committee and must be managed accordingly. The member must be vigilant in assessing whether the member has an interest in the matter being discussed or acted upon by the Committee.

If a Committee member believes he/she/they may have a conflict of interest regarding any matter concerning the Committee's activities, such Member shall inform the Chairperson in advance of the next Committee meeting or as soon as the member recognizes the Conflict. If the recognition of the Conflict arises at a Committee meeting, the conflicted member or members shall notify all Committee Members present of the conflict of interest. In such instances, the conflicted committee member shall recuse him/herself from the matter.

The conflicted member may respond to questions by the Committee in the interest of providing information.

If a conflict is determined to exist, the member shall state that he/she has a conflict on the particular matter under discussion, the nature of the conflict and recuse himself or herself by not participating in any part of the discussion or vote.

If there is a known or suspected conflict of a member of the Committee and the member does not recognize the conflict, the Committee may postpone or table the discussion or vote on the matter to the next meeting and seek guidance from the Village attorney as to whether there is a conflict. It is recognized and acknowledged by the Committee members that any question or unclear issue regarding the existence of a conflict should be determined on the side of caution and restraint.

Article IX: Amendments.

The Committee shall review the Bylaws annually. In order to amend the Bylaws, notice of the proposed amendment shall be delivered personally, electronically or by mail to each member at least two weeks prior to the time of the vote on the proposed amendment. The Bylaws may be amended by a super majority of the voting members of the Committee, which shall be five.