

LA JOLLA TRAFFIC AND TRANSPORTATION BOARD BYLAWS

Updated September 2009

ARTICLE I - NAME

The name of this committee is La Jolla Traffic and Transportation Board.

ARTICLE II - PURPOSE

The purposes of the La Jolla Traffic and Transportation Board are: to serve as the focal point for traffic and transportation matters for the community of La Jolla with governmental agencies and with the public; to investigate, evaluate and propose recommendations to the Chartering Organizations (see Art. III, Sec. 3.1) on matters pertaining to and transportation for the community of La Jolla.

ARTICLE III - MEMBERSHIP

- 3.1 The La Jolla Traffic and Transportation Board is a joint committee chartered by the La Jolla Community Planning Association (LJCPA), the La Jolla Town Council (LJTC), Promote La Jolla (PLJ), La Jolla Shores Association (LJSA), and Bird Rock Community Council (BRCC), hereafter to be known as the Chartering Organizations.
- 3.2 Additional La Jolla organizations may be added from time to time as conditions warrant with the approval of the Trustees of all the Chartering Organizations.
- 3.3 The Directors/Trustees of the Chartering Organizations may withdraw their organization from the La Jolla and Transportation Board at any time.
- 3.4 There shall be two types of membership: 1) general membership and 2) voting membership
 - 3.4.1. The general membership of the La Jolla Traffic and Transportation Board shall be composed of members in good standing of the Chartering Organizations.
 - 3.4.2. There shall be two voting members of the La. Jolla Traffic and Transportation Board from each of the Chartering Organizations. These voting members shall constitute the Executive Board of the La Jolla Traffic and Transportation Board.

Voting members shall be appointed by their respective organizations to serve a two-year team. Voting members serve at the discretion of their respective organizations.

- 3.4.3. It is recommended that appointments by each of the Chartering Organizations be staggered yearly to promote continuity with the Executive Board.
- 3.5 It is recommended that a voting member serve a maximum of two consecutive terms. .
- 3.6 Vacancies on the Executive Board shall be filled by the appointment of a new voting member by the Directors and/or Trustees of the affected Chartering Organization. The Chair shall track absences by Executive Board members and shall notify the affected Chartering Organization when a member has missed 3 consecutive meetings.

ARTICLE IV - OFFICERS

- 4.1 The La Jolla Traffic and Transportation Board shall have as officers a Chairperson, a Vice-Chairperson and a Secretary. The officers shall perform those duties normally assumed by such officers and shall perform such other duties as the Executive Board may direct. The Vice-Chairperson shall perform all the duties and exercise all the powers of the Chairperson when the Chairperson is absent or otherwise unable to act.
- 4.2 The regular June meeting of the La Jolla Traffic and Transportation Board shall be known as the Annual Meeting. Nomination of officers shall occur each year at the Annual Meeting and shall be made from the floor by the general membership in attendance. After the nominations have been closed the Executive Board shall determine the eligibility of the nominees. During the next regular meeting of the La Jolla Traffic & Transportation Board, the Executive Board shall elect officers from among the eligible nominees. No proxy votes will be accepted.
- 4.3 Elected officers shall be members of the Executive Board in good standing. Officers shall serve at the discretion of the Executive Board.
- 4.4 The Secretary shall be responsible for distribution of meeting minutes and for accounting for any monies collected or disbursed.

ARTICLE V – MEETINGS

- 5.1 Meetings of the La Jolla Traffic and Transportation Board shall be open to the public and held at a regular time each month at a location accessible to the public. Choice of the time and place of meetings shall be at the discretion of the Chairperson and the Executive Board.
- 5.2 A simple majority of the members of the Executive Board shall constitute a quorum.
- 5.3 Any issue to be voted upon by the Executive Board shall appear in the published agenda of the monthly meeting. Issues not on the agenda shall be referred to a subsequent meeting.

- 5.4 No proxy voting shall be allowed.
- 5.5 Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VI - PROCEDURE

- 6.1 An agenda containing a brief general description of items to be heard and the date, time and location of the meeting shall be posted at the La Jolla Recreation Center (615 Prospect Street) and made available for publication through the La Jolla Community Planning Association Website a minimum of 72 hours prior to each meeting. Publicity regarding the time, place, and agenda of the next Regular Meeting shall be arranged via electronic communication to all groups and/or individuals requesting notification. The listing of the agenda item shall include the intended action of the Board regarding that item, e.g., information item, action item.
- 6.2 Minutes of each meeting shall be prepared by the Secretary and distributed to the members of the Executive Board a minimum of one week prior to the next meeting. Minutes shall be made available to the general membership and to the public at that meeting.
- 6.3 The La Jolla Traffic and Transportation Board may function through sub-committees.
 - 6.3.1. Sub-committee chairpersons shall be appointed from the general membership by the La Jolla Traffic and Transportation Board Chairperson and approved by the Executive Board.
 - 6.3.2. All matters pertaining to a particular sub-committee will be referred to the sub-committee chairperson.
 - 6.3.3. Sub-committees are authorized to communicate with the appropriate City of San Diego departments during investigation of traffic and transportation matters.
 - 6.3.4. Sub-committee chairpersons shall report verbally any findings or developments pertaining to their area of responsibility to the Executive Board during regular meetings. Routine items requiring Executive Board discussion and/or action shall be placed on the agenda of the next regular meeting.
- 6.4 Topics that may be considered by the Board include, but are not limited to:
 - Water mains, storm drains and sewers;
 - Street paving;
 - Traffic signals and stop signs;
 - Traffic enforcement;
 - Facilities financing;
 - MTDB bus routes and rail lines;
 - Bike routes and bike routes;
 - TDM/APCD;
 - Parking lots;
 - Street lighting and signage;
 - Parking enforcement;
 - Street repair and cleaning;

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Sidewalks and crosswalks;
Street parking and rainbow curbs;

Right-of-way Vacation
Ad hoc sub-committees as needed.

- 6.5 The La Jolla Traffic and Transportation Board is responsible to the Chartering Organizations. The Executive Board shall furnish meeting minutes and shall make monthly reports to the Chartering Organizations. Minutes, motions and any other traffic and transportation matters which have been voted upon by the Executive Board shall be forwarded as recommendations to the Directors and/or Trustees of the Chartering Organizations for their consideration.
- 6.6 The Board operates under the authority of the Ralph M. Brown Act, which requires that meetings of the Board are open and accessible to the public. The Administrative Guidelines for Implementation of Council Policy 600-24 provide explanations of Council Policy 600-24's minimum standard operating procedures and responsibilities and are a guideline for the Board. Robert's Rules of Order Newly Revised is used when State law, Council Policy, the Administrative Guidelines, and these Bylaws do not address an area of concern or interest.
- 6.7 Any attempt to develop a collective concurrence of the board members as to action to be taken on an item by the Board, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.


Adopted by the Chartering Organizations:



President
La Jolla Community Planning Association



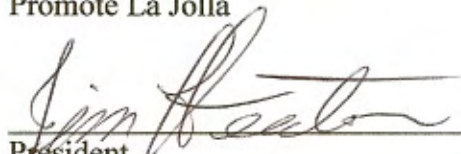
President
La Jolla Town Council



President
Promote La Jolla



President
Bird Rock Community Council



President
La Jolla Shores Association