



Complete Streets Advisory Council
420 Broadway
Kingston, NY, 12401

Complete Streets Advisory Council Rules of Procedure

Definition and Purpose

Complete Streets is an approach to planning, designing and building streets that enables safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. This approach also emphasizes the needs of those who have experienced systemic underinvestment, or those whose needs have not been met through a traditional transportation approach, such as older adults, people living with disabilities, people who don't have access to vehicles, and Black, Native, and Hispanic or Latino/a/x communities.

As per Resolution 196 of 2010, SECTION 5, the Complete Streets Advisory Council's purpose is to serve as a resource on active transportation and vital streets. Its purpose will be to explore the potential to advance the City's adoption of Complete Streets practices by forming complementary recommendations. There will be coordination of the activities of this group with City staff and local nonprofits and civil organizations such as walking, biking, recreation clubs, local schools, health organizations, business groups, art organizations, and other interested parties. Examples of actions this group may initiate include:

- Explore goals, rationales, and indicators for Complete Streets and active transport;
- Inventory and evaluate how well the streets and transportation network of the City of Kingston are serving each category of users;
- Create training opportunities, including transportation officials;
- Identify desired projects and redesigns and option for achieving a quality community and street environment, including improved accessibility;
- Provide recommendations on policies and priorities; and
- Assess opportunities to integrate, accommodate, and balance the needs of all users in street projects and address potential obstacles to implementing Complete Streets practices in the City of Kingston.

Rules of Procedure

Rule 1: Officers and Membership Classes

1. **Voting Members** - The Council is to be composed of nine (9) voting members appointed by the Mayor with approval by the Common Council. Representatives from each of the following will be encouraged: Conservation Advisory Council; Planning Board; Tree Commission; Historic Landmarks Preservation Commission; Board of Public Works; and the Human Rights Commission.
2. **Non-Voting Members** - There shall be eight (8) non-voting members, or their designees, consisting of the: City Planner; City Engineer; Office of Economic Development; DPW Director; Recreation Director; a representative of the county transportation planning organization and two (2) Aldermen.

Rule 2: Procedure for Filling Commission Vacancies

The voting Council members will serve for two (2) year terms and vacancies shall be filled in the same manner as the original appointment, except that a vacancy occurring other than by an expiration of term shall be filled only for the remainder of the unexpired term. Any person serving four (4) consecutive terms may, after a lapse of one (1) years, be eligible for re-appointment to the Council.

Rule 3: Responsibilities of Voting Members

To fulfill its purpose the Council shall:

1. Have the power to provide support or endorsement of applications by the City and other organizations, with the approval of the City of Kingston, for grants related to the purposes described herein; and
2. Implement any other such powers or duties as may be given to, imposed on or required of the Commission under the appropriate laws of the State of New York or the City of Kingston.

Rule 4: Appointment and Responsibilities of Officers

This group will select a chair and form rules of procedure as they deem necessary and coordinate activities with other City staff and interested partners.

At the first meeting of the Commission of each calendar year, its members shall elect from among themselves a Chair, Vice-Chair, and Secretary. All officers shall be voting members unless the position of Chair is held by virtue of an individual's appointment as Staff Liaison.

1. The Chair shall be the principal officer of the Council and shall preside over all meetings. The Chair shall serve as the liaison between the Council and the Mayor, Common Council, and other interested parties.
2. The Vice-Chair shall carry out the powers, duties and responsibilities in the absence of the Chair.
3. The Secretary shall keep accurate records of the meetings and activities and shall provide the Staff Liaison or the Chair the minutes of the meetings no later than 7 days after the meeting.

Rule 5: Meeting Time and Place

The Commission shall meet at least six times a year at Kingston City Hall. At the first meeting of the year, the Commission shall set the date and time of regular planned meetings for the year. Additional meetings may be at a time and place called at the discretion of the Chairperson with approval by a majority of the members.

Rule 6: Quorum and Meeting Procedure

A majority of the voting members of the Commission constitute a quorum to transact business. Less than a quorum may adjourn any meeting. Roberts Rules of Order shall be used as guidance for procedure.

Rule 7: Attendance

Absence from three consecutive regular meetings, without excuse, shall automatically vacate the office of any member. Any member may be excused from attendance for good cause by reason of business or absence from the City or other good cause, which shall be entered into the minutes of such meeting. Any vacancy shall be reported by the Chairperson to the Mayor of the City of Kingston.

Rule 8: Agenda

Whenever possible, the Council meetings shall follow a formal agenda. The Chairperson or Staff Liason shall be responsible for the preparation of the agenda. Matters to be placed on the agenda must be presented no later than 12:00 noon five days preceding the meeting date. No matter other than those listed on the regular agenda shall be discussed or voted on at any meeting except when a majority of Commissioners votes to add it to the agenda at the beginning of the meeting. The agenda shall consist of those items placed thereon by order or direction of any member.

Rule 9: Order of Business

The order of business at all meetings shall be as follows:

- Call to Order
- Public Comment
- Approval of Minutes
- Administrative Matters
- Old Business
- Healthy Break – Stretch or Movement
- New Business
- Reports and Presentations
- Announcements/Communications
- Adjournment

The Chair may change this order as needed when drafting the agenda.

Rule 10: Public Participation

Any person interested or affected by any item on the agenda shall be entitled to speak on such subject provided, however, the total time period of public participation will be capped at fifteen minutes or three minutes per person, whatever is shortest and that the Chairperson shall have the right to terminate said discussion at any time where the same is repetitious, irrelevant or adds nothing new to the proceedings. Any person addressing the Council shall state his or her name and address for the record and reason for attending.

Rule 11: Motions

Motions to be acted upon must be seconded. When a motion is made and seconded, it shall, at the request of the Chairperson or any member of the Commission, be restated by the Secretary before a vote is taken thereon. A motion may not be withdrawn by the maker without the consent of the second.

Rule 12: Adoption of Motions

Motions can only be adopted when there is a quorum. It should be the intention of the Chairperson, supported by all the Councilmembers, that, once a motion is made and seconded, that any further action is the result of full discussion with all diversity of viewpoints aired with the goal of obtaining consensus. Consistent with this intent, motions may be adopted by the Chairperson stating to the effect that the motion is adopted. If there are no objections the motion shall be deemed adopted by unanimous vote. However, in the event of any objection by any member, a vote shall be taken and the motion shall be adopted by majority vote of those members present.

Rule 13: Reporting

The Council may report on matters within its purview to the Mayor and the City Council at least once per year with progress made toward safer streets. Additionally, from time to time, the Council shall submit such reports and recommendations as may be necessary to fulfill the purposes of the Council.

Rule 16: Amendments

These rules and regulations shall remain in full force and effective until amended or modified by the Council by majority vote.

Rule 17: Letters of Support

If the Council is asked to support a project with a letter of support, the request will be sent to the Chair for consideration. Any member of the Council or the staff liaison may draft the letter and send it to the Council members for review. After five days, the letter will be submitted to the Chair for approval. Any letter of support will be added to the Council's digital file storage.

Rule 18: Additional Resources

The Council encourages members to participate in yearly training and ongoing education. Please visit the [CSAC Additional Resources webpage](#) for suggestions.

Rule 19: Construction

If there is any conflict between the provisions of establishing resolutions [Resolutions 117 of 2015](#) and [196 of 2010](#) and these Rules of Procedure, the provisions of the Resolutions shall govern.