

ROADS AND STREETS COMMITTEE

BYLAWS

I. NAME OF THE COMMITTEE

The name of the committee shall be the Roads and Streets Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Roads and Streets Committee is to advise the City Council on the status of all roads and streets within the city limits of Birchwood, including maintenance, upgrading, and repair of such roads and streets and the funding of all such work.

III. COMMITTEE MEMBERSHIP

A. Members. The committee shall consist of up to seven members appointed by the City Council.

****Amended by Council action January 8, 2013****

B. Terms. The terms of each member shall be for three years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from July.

****Amended by Council action May 9, 2017****

C. Resignation. Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

D. Removal. The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.

E. Vacancy. In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full three year term upon expiration of the filled term.

F. Council Liaison. The member of the City Council who is appointed the liaison to the Roads and Streets Committee shall be the liaison to the committee. The Council liaison shall not be a voting member of the

committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

****Amended by Council action January 8, 2013****

G. List of Members. The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

IV. COMMITTEE OFFICERS

A. Chair. The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from July to July. The Chair may serve up to three consecutive terms.

B. Secretary/Treasurer. The committee shall also elect a Secretary/Treasurer. The term shall run from July to July. The Secretary/Treasurer may serve up to three consecutive terms. The committee may determine to separate the office of Secretary/Treasurer and decide to elect two people to serve these roles, one as Secretary and one as Treasurer. Whether the office is combined or not may be changed from year to year.

C. Majority Vote. All officers shall be elected by a simple majority vote.

D. Resignation. Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.

E. Vacancy. Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

V. COMMITTEE MEETINGS

A. Scheduling. The Chair of the committee shall call for meetings of the committee as deemed necessary. The committee shall meet at least once every three months. The Chair shall call for a meeting upon the request of three committee members.

B. Open Meeting and Notice. All meetings of the Roads and Streets Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the

City's webpage and by posting a notice on the bulletin board outside city hall, along with a draft agenda.

- C. Quorum Not Necessary.** The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting. However, a quorum is required for any recommendation or action requiring a vote of the committee.

****Amended by Council action May 9, 2017****

- D. Minutes.** The committee shall keep Minutes of all its meetings. The Secretary or other person shall be responsible for keeping the Minutes of each meeting. Upon approval of the Minutes by the committee, the Chair shall forward the approved Minutes to the Clerk and the Council and the approved Minutes shall be posted on the city webpage.

VI. COMMITTEE ACTION

- A. Recommendations to the City Council.** The committee shall make recommendations to the City Council on the maintenance, upgrade, repair, and other work on any of the roads and streets within the city limits of Birchwood. The committee shall also make recommendations regarding the funding of any of the work on the roads and streets in Birchwood recommended by the committee. The committee may file both a majority report and a minority report with the Council on any recommendation.
- B. Authority.** The committee shall have no authority to make final decisions with regard to any work on the roads and streets in Birchwood. All final decisions shall be made by the Council.
- C. Expenses and Budget.** The committee shall not incur any expenses without the approval of the City Council. The committee may request the City Council to budget funds for the work of the committee. The committee shall submit any budget requests to the Council by October 1 of the year previous to the year for which funding is requested.
- D. Report to the Council.** Upon the request of the City Council, the Chair or another member shall report to the Council on the activities of the committee.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. COMPENSATION

Members of the Roads and Streets Committee shall receive no compensation for their service on the committee.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

****APPROVED June 12, 2012****

****AMENDED January 8, 2013****

****AMENDED May 9, 2017****