VILLAGE OF RIDGEWOOD, NEW JERSEY

CITIZEN SAFETY ADVISORY COMMITTEE

BY-LAWS

ARTICLE I. Definitions

As used in these by-laws:

1. “Committee” means the Citizen Safety Advisory Committee (CSAC) of the Village of Ridgewood established by the Ordinance.
2. “Members” means the appointed members of the Committee.
3. “Ordinance” means Ordinance No.14-170 of the Village of Ridgewood, effective July 1, 2014, a copy of which is attached to these by-laws as Annex A.

ARTICLE II. Mission Statement

1. The purpose of the Committee is to make recommendations to the Village Council on issues concerning pedestrian, bicycle and vehicular safety on all roads and thoroughfares located in the Village including the use of parks and open space whether owned by the Village or other Governmental entity. The purpose of the committee is also to promote awareness of and education on questions of pedestrian, bicycle and vehicular safety on the public streets and lands located in the Village aimed at improving the safe travel of all persons within the boundary of the Village.
2. The Committee shall report to the Village Council and the members of the Village Government as may be determined by Members or as requested by the Village Council or Members of the Village Government.
3. The Committee may engage in any other activities, consistent with the Ordinance, as may be determined by the Members.

ARTICLE III. Members

1. The Committee is comprised of (7) Members appointed annually by the Village Council for terms of two (2) years.
2. The Committee is comprised of one (1) each of the following: Village Council Liaison, Board of Education Representative, Ridgewood Police Department Representative, Village Engineer or their designee, Federated H.S.A President or their designee.
3. One Member of those appointed shall be a CSAC Liaison to the Central Business District Advisory Committee.

ARTICLE IV. Meetings

1. Regular meetings of the Committee shall be held on the third Thursday of each month in the Garden Room at Village Hall unless otherwise agreed by the Committee.
2. Additional meetings may be held by call of the Committee Chairperson upon general agreement by the Members.
3. A majority of the Members shall constitute a quorum (i.e. 5).
4. The Committee shall generally act by consensus of all the Members.
5. The Committee may hold public forums related to Safety or other public sessions at its discretion with prior approval from the Village Council.
6. The Committee may also hold informal meetings with individuals or groups of interested or affected citizens on specific subjects when the Committee believes it has a need for citizen involvement or advice.
7. Agendas for the meeting will be made available on the Village website at least 2 days prior to any meeting.
8. Minutes will be published and made available to members prior to the following meeting. Minutes would also be published on the Village Hall website.
9. The public is welcome to attend meetings and can present/voice their concerns regarding public safety. The agenda will always reflect an item for public comment.

ARTICLE V. Officers

1. The Committee shall annually (first meeting of CSAC heldon or after Jan 1st) select a Chairperson from the appointed members.
2. The Committee may also create a Vice Chairperson in the event the Chairperson cannot attend any meeting.
3. The committee can select a secretary whose job would be to capture the proceedings of the meeting and to publish the minutes.

ARTICLE VI. Subcommittees

1. The Members may create a subcommittee for any purpose deemed necessary, appropriate or desirable by the Members.
2. Subcommittees may be appointed from within the Committee.
3. The Chairperson shall be an ex-officio member of all subcommittees and notified of all subcommittee meetings.

ARTICLE VII. Complaints; Conflicts of Interest

1. Any complaints regarding the activities of the Committee, whether by Members or Citizens, shall be brought to the attention of the Village Council or the Village Manager for handling and resolution.
2. If a Member believes he or she may have a conflict of interest regarding any matter concerning the Committee’s activities, such Member shall inform the other Members of the potential conflict of interest. In appropriate circumstances, as determined by the other Members per their reasonable discretion, a Member with a conflict of interest may be asked to recuse himself or herself from participating in any matter related to the conflict of interest.

ARTICLE VIII. Amendments

1. These by-laws may be amended by request through the Village Council Liaison to the Village Council. This request must be in writing and must be agreed upon by at least a majority of the Members.