

Highlands Neighborhood Association (HNA)

Traffic Safety Committee

November 14, 2017

Background and Charter

The HNA Traffic Safety Committee is a standing committee established by the HNA Executive Committee in 2017 to look out for the safety of all residents related to traffic issues: motor vehicles, pedestrians, bikers, etc. The geographic scope of this committee is the City of Boise's definition of the Highlands which encompasses the Nextdoor neighborhoods of: Highlands, El Pelar, and Highlands Hackberry on Torridon.

This committee will act as a clearing house for all resident traffic concerns. Collecting inputs and comments, identifying and prioritizing issues to work on, gathering comments and data, and establishing workplans to address issues as needed. They are chartered with preparing, for review by the Executive Team, any Highlands wide input and comments to area traffic plans – such as with ACHD and the City of Boise. They should also be continually aware of Highlands-centric traffic topics in these organizations, establish linkages with them, understand and fit into their planning calendars, etc. This committee should prepare regular communications to Highlands residents on Traffic Safety related topics, including but not limited to, a presentation at the HNA Annual Meeting. This committee will exist until a future Executive Committee disbands it.

This committee is expected to hold regular meetings sufficient to deliver upon their charter, though no less than twice per year. All meetings will be open to all Highlands residents per our neighborhood Bylaws. However, participation at the meetings and any votes will be limited to committee members. Meeting dates, times, and locations will be published beforehand by the Chairperson or other identified committee member.

Membership

The committee is open to any Highlands Resident. The Committee Chairperson is responsible for selecting committee members. The committee should have at least 5 members and ideally from geographically diverse parts of the neighborhood. The Committee Chair and the Executive Team will work to recruit committee members as needed and communicate to all residents the opportunity to sit on the committee. Executive Team members may sit on the Committee though they may not be Chairperson. Members are expected to attend at least half of all committee meetings annually; in person or virtually. Members may sit on the committee for a maximum of three years. They may resign their seat at any time by informing the committee chair of their decision. The chairperson may also remove someone from the committee though this should only be used in exceptional circumstances and typically related to a lack of attendance or participation. In such situations the

member may request a face-to-face review with the Executive Committee if they disagree with the Chairperson's decision.

Chairperson

The chairperson will be appointed by the HNA Executive Committee. The chairperson must be a Highlands resident. Committee chair terms are 1 year or until the next annual meeting – whichever is soonest. Committee chair position may be renewed by the Executive Committee and these will be done immediately prior to the annual meeting and will be announced during the meeting. If the current chairperson's term is not being renewed then the Executive Committee will launch a search for a new chair with the goal of announcing that at the Annual Meeting.

The chairperson's role includes, but is not limited to the following activities. They are also free to, where applicable, assign these tasks to committee members:

- Recruiting and selecting committee members – the expectation from the Executive Team is that there will be at least 5 members and with wide geographic coverage within the Highlands. Efforts will be made to ensure all residents know they have an opportunity to participate.
- Calling and preparing for meetings – which are expected to be no less than twice per year and all meeting must be open to neighborhood residents to observe
- Establishing their committee rules of order – including voting on topics
- Preparing regular communications to the neighborhood including a presentation at the Annual Meeting.
- Establishing linkages to local organizations involved in neighborhood traffic issues – which would include attending their meetings as appropriate, understanding how to involve the Highlands in their planning and decisions, ensuring our participation, etc.