I. PURPOSE

The University Traffic Bureau (UTB) reports to the Administrative Council and is responsible for the following actions:

- to advise the Administrative Council on all proposals, policies, and regulations pertaining to parking and traffic control of the Kutztown University campus
- to serve as an appellate body to hear and adjudicate violations of campus traffic and parking regulations
- to provide current information to the university community with regard to traffic and parking regulations

II. COMPOSITION AND TERMS OF APPOINTMENT

The UTB shall be composed of the following members and terms, all of whom shall be appointed by the Committee on Committees, unless otherwise noted:

- one APSCUF-appointed faculty member 3 years
- one AFSCME-appointed representative 3 years
- one at-large faculty member 3 years
- one at-large member of SCUPA or management 3 years
- two commuter students selected by the Student Government Board 1 year
- one resident student selected by the Residence Hall Association 1 year
- one graduate student selected by Graduate Studies 1 year
- Public Safety Management Technician (recorder) ex-officio
- the Associate Director of Public Safety (chair) ex-officio

III. DUTIES

The duties of the membership are to:

- Attend each scheduled meeting
- Consider all ticket appeals submitted to the UTB
- Review campus Motor Vehicle Regulations and revise, as necessary
- Advise the Associate Director of Public Safety regarding campus parking regulations

The duties of the Chair are to:

- Distribute the Mission Statement, Bylaws, and Operating Guidelines to members at the first meeting of the year for information and review
- Call meetings
- Set the agenda
- Advise the membership about current regulations and laws that affect the issuance of parking violations

IV. MEETINGS

The University Traffic Bureau shall meet at least five times during both the fall and spring semesters. Additional meetings shall be scheduled according to the amount of appeals being presented for adjudication.
V. VOTING

A. All members of the UTB may cast one vote in all matters requiring a vote, except for the Associate Director of Public Safety, who serves as a non-voting member.

B. All votes shall require a simple majority.

C. In some cases as determined by the Associate Director of Public Safety, an electronic vote may be required.

VI. AGENDA

The agenda shall consist of the following order of priority:
- Call to Order
- Consideration of ticket appeals submitted in person
- Consideration of ticket appeals submitted in writing
- Old business
- New business
- Adjournment

VII. RULES OF ORDER

A. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.

B. A quorum will consist of a simple majority of voting members.

C. A quorum is needed to hold meetings and conduct business.

VIII. AMENDMENT OF BYLAWS

A. Amendments to these Bylaws shall require a two-thirds majority of the voting membership.

B. Amendments shall be presented to the Administrative Council for approval.