By-Laws
Of the
RIT Parking and Traffic Appeals Board

Note: Where email communication is specified, except where another mode of communication is specifically stated, electronic mail to appellant’s official RIT email address or, when not possible, to the email address appellant specified on the appeal form is considered acceptable written communication.

ARTICLE 1: Purpose
The RIT Parking and Traffic Appeals Board will be the authorized body by which members of the RIT Community, persons doing business with the Institute, and visitors may continue their appeals process in the event that the original appeal through the Parking Appeals Administrator is denied or unsatisfactory. The Parking and Traffic Appeals Board will report to the Assistant Vice President of Facilities Management Services, or his/her delegate.

ARTICLE 2: Composition and Eligibility
Section 1: The Parking and Traffic Appeals Board will consist of seven members including a Chairperson who only votes to break a tie. Three of the members will be full-time students appointed by the president of the Student Government, two will be faculty members appointed by the Academic Senate, and two will be staff members appointed by Staff Council. The chairperson will be appointed by a majority of the members of the board, and may be either Faculty or Staff. Students may not serve as chairpersons.

Section 2: The chairperson will be chosen from among the board members.

Section 3: All members, including the chairperson, serve for a term of two academic years, and may be reappointed to an additional two year term. No member may serve more than two consecutive terms. There is no limit to the number of non-consecutive terms a duly appointed member may serve.

Section 4: To facilitate continuity of experience on the board, the above terms of office will be staggered such that one faculty, one staff member and two students are appointed by the appropriate authority at the beginning of the first year of the cycle. The remaining members are appointed at the beginning of the second year of the cycle. In the first year of operation, the appointing authorities will designate one faculty, one staff member and two students to serve for a three year term.

Section 5: Students must present proof of eligibility at the beginning of each academic term, and on demand from the chairperson. Faculty and staff must be appointed in writing at the beginning of their academic year.

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term by their respective appointing authority. All members must meet eligibility requirements throughout their entire term.

**Section 6:** In the event of a vacancy, the original appointing authority will appoint another member to fill the remainder of the term.

**Section 7:** A member may be removed from the Board by a two-thirds vote of the members, under the following circumstances:

1) The member subject to removal cannot meet eligibility requirements.
2) The member subject to removal has missed either three consecutive meetings, or more than half of all scheduled meetings.
3) The member subject to removal continually behaves in a disruptive manner during meetings.

**ARTICLE 3: Officers**

**Section 1:** In addition to the chairperson, there will be a vice-chairperson and a recording secretary elected by and from the remaining board members at an organizational meeting at the beginning of the academic year. The appointment of these officers will not create vacancies on the board; they continue to act as board members while serving as officers.

**Section 2:** The chairperson will schedule and direct all meetings of the Board. He or she will rule on all questions relating to points of order, and will act as the Board’s liaison to the Parking Appeals Administrator or Public Safety.

**Section 3:** The vice-chairperson will act in the role of chairperson when the chairperson is absent.

**Section 4:** Within five business days of each meeting, the recording secretary must present a written record of the cases brought before the Board and their disposition to the Board members and the Parking Appeals Administrator for account adjustments.

**Section 5:** The chairperson will notify the appellants of the disposition of their respective cases for parking violation appeals via email to the respective appellant’s official RIT email address. For all other types of citation appeals, the chairperson will notify the respective appellants via both certified US mail and the appellant’s official RIT email address.

**Section 6:** At the end of the academic year, the recording secretary will prepare and the chairperson will present a written summary of all cases brought before the board during that academic year, and their disposition.

**Section 7:** The chairperson may not vote unless there is a tie. When acting as chairperson, the vice-chairperson will also not vote except in the event of a tie.
ARTICLE 4: Quorum and Decisions

Section 1: A quorum of the board requires the attendance in person of at least four members, plus the Chairperson. A telephone conference call is not considered attendance in person.

Section 2: A quorum of board members is required in order to reach a decision on the disposition of any appeal. Administrative and procedural matters may be decided independently by the chairperson in a manner consistent with these by-laws.

Section 3: An appeal will be decided by a majority vote of the members present. The chairperson may not vote unless there is a tie.

Section 4: At the discretion of the chairperson, any balloting method that produces unambiguous results may be used.

ARTICLE 5: Sessions

Section 1: Any member of the RIT community may request a hearing of an appeal of a citation(s) for a parking or traffic infraction before the Parking and Traffic Appeals Board, provided that the individual has first filed an appeal with the Parking Appeals Administrator. The request for a hearing must be made within 30 days of the decision of the Parking Appeals Administrator.

Section 2: Meetings will be held regularly as the demand for a hearing dictates, at the discretion of the chairperson, and no more than 45 days after the filing of a request for a hearing for appeals filed at least 60 days before the end of an academic term. Hearings for appeals filed within 60 days before the end of an academic term may, at the discretion of the chairperson, be deferred until the beginning of the next academic term. University “Intersession” and summer term do not constitute “academic terms” for purposes of this section. Hearings and meetings are scheduled and convened by the chairperson. The chairperson may cancel or reschedule a meeting by notifying all members in advance of that meeting.

Section 3: When a hearing is requested either by the Parking Appeals Administrator or a person not satisfied with the outcome of their appeal to the Parking Appeals Administrator, the requestor must submit that appeal in writing to the Parking and Traffic Appeals Board. This will be done on a form maintained by the Parking and Transportation office. The form will state that email communication from the board will be sent only to an appellant’s official RIT email address or, when not possible, to the email address specified by appellant on the appeal request form.

Section 4: The chairperson will schedule a hearing for an appeal during the next available session, and notify the requestor of the date, time and location of that session. For parking violation appeals, notification will be sent via email to the respective appellant’s official RIT email address. For all other types of citation appeals, the chairperson will notify the respective appellants via both certified US mail.

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and the appellant’s official RIT email address. The chairperson will also notify the Parking Appeals Administrator via any written method.

Section 5: The appellant may ask that their hearing be postponed, but such postponement is at the sole discretion of the chairperson. An appellant may not postpone their hearing more than once. In the event an individual does not attend the scheduled hearing and has not rescheduled, the Board will hear the case and decide the matter in the appellant's absence.

Section 6: The appellant may either attend the hearing to present his case, or may simply submit the appeal in writing. The Parking Appeals Administrator will be present, and if the hearing is related to a moving/traffic violation, the Public Safety officer who issued the citation will be required to attend. If one or both parties decline to attend, the board will hear the case and decide the matter in their absence, based on the information submitted at the hearing.

Section 7: The board will hear the appeal, may ask questions of the appellant and RIT Representatives present, and then will go into executive session to decide the disposition of the appeal.

Section 8: Executive sessions will include only Board members.

Section 9: The appellant and RIT Representatives will be notified in writing of the appeal outcome within 30 days of the meeting in which it is decided.

ARTICLE 6: Actions

The Board may neither increase the original fine or penalty, nor may it impose any further sanctions. The Board may take one of the following actions in response to the appeal:

a) Rescind the original fine and/or penalty on any given citation or citations. When this happens, a notation will be placed in the citation’s record stating that the citation was rescinded by action of the Board.
b) Uphold the original fine or penalty
c) Reduce the original fine or penalty
d) Refer the case to the Student Conduct office or Human Resources as appropriate, with a recommendation for further action. Such recommendation may include restriction or revocation of the individual’s driving or parking privileges on the RIT Campus.
e) Make additional recommendations to appropriate administrative personnel. Such recommendations may include a change in signage, parking regulations, policy, etc.
ARTICLE 7: Effective Date

These by-laws will be effective immediately upon ratification by two thirds of the board members.

ARTICLE 8: Amendments

These by-laws may be amended or repealed in whole or in part upon approval by two thirds of the board members, with the approval of Assistant Vice President of Facilities Management Services, or his/her delegate.

Revision History

Original bylaws: 12/14/2007-RPV dated 12/9/08

Revised bylaws: 20130821PTAB_Bylaws-APPROVED.doc Submitted by William P. Johnson, PTAB Chair, 2012-2013 (wpjiee@rit.edu) and approved by John Moore, Assistant Vice President for Facilities Management Services 8/21/2013. Note: Added additional provision for use of non-RIT email when necessary as suggested by Parking Appeals Administrator. For future editing: Password is <blank>

Revised bylaws: 20150401PTAB_Bylaws-APPROVED.doc Submitted by William P Johnson, PTAB Chair, 2014-2015 (wpjiee@rit.edu) and approved via email by John Moore, Assistant Vice President for Facilities Management Services on April 1, 2015. Note: Added title of “Assistant Vice President of Facilities Management Services, or his/her delegate” as the person overseeing PTAB and authorized as final approval for bylaws changes.

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