

# **TRANSPORTATION ADVISORY COMMITTEE CHARTER**

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## **1. GENERAL**

The Transportation Advisory Committee (“TAC” or “Committee”) is an appointed committee of the SRTC Board, and reports to the Board of Directors. The TAC makes comments and recommendations on plans, programs and activities conducted by and through the Spokane Regional Transportation Council.

## **2. POLICY**

The Spokane Regional Transportation Council (SRTC) established the Transportation Advisory Committee to provide a means for the community to be involved in the SRTC’s programs, finances, and ongoing operations, monitor conformance to adopted plans and priorities, and recommend such changes as it considers desirable. The TAC does not: (a) conduct analysis or determine whether any analysis is in accordance with generally accepted transportation planning principles, which is the responsibility of SRTC management, the SRTC Board and the US Department of Transportation, or (b) assure compliance with applicable laws, regulations and the SRTC, WSDOT, STA, and local jurisdiction policies.

## **3. COMPOSITION**

The Transportation Advisory Committee shall consist of not more than 13 members comprised as follows:

Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the SRTC Board. Members shall be able and willing to attend meetings of the TAC on a regular basis. Those who miss 75% of meetings in a calendar year will be asked to resign so their position can be filled with an active member. Members should reflect the diversity of geography, modal and policy expertise, local jurisdictions, agencies, and constituent groups with a direct nexus to the regional transportation planning program. Such members shall be appointed by the SRTC Board of Directors for three-year staggered terms and may be appointed to a second term upon application and vote of the SRTC Board.

Each of the Transportation Advisory Committee members and past members of the Committee who serve as ex-officio members shall be “transportation and/or land use planning/development literate.” Literate is defined as being able to read and understand fundamentals of land use and transportation planning as established the in the Revised Code of Washington.

The Transportation Advisory Committee shall not have the authority to directly retain consultants or experts. Should the SRTC Board deem it necessary or appropriate to provide training to committee members to meet the requirements described above, the SRTC Board shall budget sufficient funds for the Transportation Manager to retain consultants or experts.

## **4. FUNCTIONS**

To carry out its duties and responsibilities, the Transportation Advisory Committee shall:

- A. Provide policy review, comments and recommendations on the development of transportation plans, programs and projects being developed by and through the activities of the SRTC.
- B. Communicate with and review the activities and effectiveness of the regional transportation plans, programs and projects being developed by and through the activities of the SRTC.
- C. Participate in the independent review of the regional transportation planning program conducted by the U.S. Department of Transportation, as well as ensure SRTC's objectivity and independence from any individual jurisdiction and agency. Monitor such relationships and services to assure independence of outside influences that could materially impact the integrity of the SRTC's transportation planning program.
- D. Designate its Chair to represent the TAC for purposes of attending SRTC Board meetings, provided any recommendations presented to SRTC Board by the TAC shall have previously been considered at a regularly scheduled meeting of the TAC.
- E. Participate in processes for prioritizing regional projects, advocate for transportation improvements on behalf of the region, and as necessary, engage and/ or create subcommittees to solicit input on issues of relevance from the general public.
- F. Review the work of consultants developing plans, programs or projects for consistency with the Scope of Work approved by the SRTC Board;
- G. Review management's representations, transportation modeling and project prioritization and selection processes to ensure a fair and balanced opportunity for all eligible participants
- H. Review the annual report of the SRTC and provide comments and recommendations for upcoming work program activities
- I. Monitor corrective actions that may be established by the SRTC Board to assure they satisfy the TAC concerns.
- J. Unless otherwise directed by the SRTC Board, be directly responsible for appointment of the Chair and Vice-chair.
- K. Review the regional transportation processes and procedures for assessing and addressing proposed transportation and land use changes being contemplated by local jurisdictions;
- L. Review the Committee compliance with SRTC's established code of conduct;
- M. Review key program measures established by the SRTC Board to ensure they are representative of the Committee's progress toward stated goals and objectives;
- N. Oversee other activities pursuant to this charter as directed by the Board of Directors;

- O. Report its findings, conclusions and recommendations to the Board of Directors so as to assist the Board in fulfilling its fiduciary and agency accountability responsibilities and to help maintain a direct line of communication between the Board and the Committee;
- P. Monitor conflict of interest policy and related procedures;
- Q. Resolve disagreements, if any, between management and the Committee;
- R. Review and assess the adequacy of the charter on an annual basis;
- S. Nominate the appointment of committee members for final approval by the SRTC Board;
- T. Assure that Committee members do not receive any compensation, advisory contracts or special accommodation for participation on the Committee.
- U. Activities prohibited from being performed by the Committee include:
  - (i) Bookkeeping;
  - (ii) Financial information collection and disclosure;
  - (iii) Independently outsourcing services or activities;
  - (iv) Management functions or human resources;
  - (v) Independently securing goods or services to support the Committee;
  - (vi) Legal services and expert services;
  - (vii) Preparing independent analyses; and
  - (viii) Other activities that might intervene in the exercise of SRTC's statutory authority or the statutory authority of those jurisdictions and agencies entering into the regional transportation planning program.

## **5. TERM OF OFFICE:**

TAC membership will be appointed to three-year staggered terms, providing for reasonably balanced representation.

Members may be eligible for appointment to an additional term.

## **6. OFFICERS:**

A Chair and Vice-Chair shall be elected by a majority vote of members of the TAC. The term for Officers will be one (1) year, with eligibility for one additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason.

The Committee shall recommend the TAC Chair and Vice-chair to the SRTC Board for approval.

The Vice-Chair shall serve as Chair of the TAC meeting in case of the absence of the Chair and shall report TAC recommendations to the SRTC Board in the absence of the Chair. The Vice-Chair will not serve as a voting member of the SRTC Board in the absence of the Chair.

## **7. MEETINGS**

The Committee shall meet on a regularly scheduled monthly basis and at such other times as directed by its Chair, upon written notice to the members at least 10 days in advance of such special meetings. A majority of its members will constitute a quorum. The Committee shall maintain written minutes, which shall be kept on file at the SRTC. All meetings of the Committee shall be open public meetings with agendas published as per the SRTC Public Involvement Policy.

## **8. PROCEDURE**

A. The Committee shall meet with representatives of various interest groups to review and discuss:

(i) The results of the Regional Transportation Planning Program and its underlying findings and determinations;

(ii) Comments regarding the adequacy of the current process and procedures;

(iii) External relationships that may impact objectivity and independence of the program;

(iv) Other relevant matters noted during the annual review, along with management's response regarding such comments;

(v) Assurance that members were not subject to undue influence by external forces during the course of the annual program review; and

(vi) The scope and objectives of the program for the current year.

B. The Committee shall meet with the Transportation Technical Committee at least twice annually to:

(i) provide input during development of the Unified Planning Work Program;

(ii) receive presentations on plans, programs or projects being considered for funding as part of any "Call for Projects";

(iii) review and evaluate the Transportation Improvement Program; with an opportunity to discuss proposed amendments to the Metropolitan Transportation Plan; and

(iv) review other plans that will be submitted to the SRTC Board.

C. All recommendations, motions, or other actions of the Committee shall be adopted by a favorable vote of a majority of those present. In the event that a majority is not present, or action is required in a timely manner that does not permit postponement to the next scheduled meeting, Committee members will be asked to participate in an electronic vote via email. All TAC members will be requested to cast a vote in the event of electronic votes. As with all other votes, electronic votes must be adopted by a favorable vote of a majority of Committee members. Each voting member shall be able to view the votes of other members.

**9. FINANCIAL SUPPORT**

Financial support for the Transportation Advisory Committee shall be provided from the general funds of the SRTC. SRTC shall make adequate provisions for the payment of fees and other compensation as necessary to fulfill the responsibilities of the Committee and to any consultants or experts retained by SRTC to support Committee activities.

**10. CHANGES TO THE CHARTER**

The SRTC Board of Directors must approve changes to this Charter.

Approved by majority vote of the Committee this 6 day of April, 2011.

**Transportation Advisory Committee**

By:           - Signed Original -            
Barbara Chamberlain, Chair

Accepted by the SRTC Board this 14 day of April, 2011.

**Spokane Regional Transportation Board**

By:           - Signed Original -            
Gary Schimmels, Chair