

## BYLAWS OF THE SPOKANE REGIONAL TRANSPORTATION COUNCIL COMMITTEES

### NAME

The name of the Committee shall be as follows:

#### TRANSPORTATION TECHNICAL COMMITTEE

hereinafter referred to in the bylaws as the "TTC".

### PURPOSE

- 1) "To provide the Spokane Regional Transportation Council Board, hereinafter referred to as the "Board", technical recommendations on all Regional Transportation matters."
- 2) "To conduct technical reviews and evaluations of Spokane Regional Transportation Council, hereinafter referred to as the "Agency", activities such as work programs, budgets, consultant contracts, or other transportation-related activities. These reviews and evaluations may include the method of collection and format of data bases, land-use studies, origin-destination and surveys, testing of alternative systems and proposals, and relevant findings, conclusions, recommendations and reports proposed by the Agency staff."
- 3) "To ensure that the appropriate federal and state transportation planning regulations are implemented during the planning processes."

### STAFFING

The staff support provided to the TTC shall be the Agency.

### MEETINGS

The TTC shall meet at least quarterly and at such other times as the Chair may deem necessary. The Chair shall give not less than five days notice of any specially-called meeting unless a quorum of members is agreeable to shorter notice. All meetings shall be open to the public.

MEMBERSHIP

The TTC shall be composed of representatives from the following agencies:

| <u>AGENCY</u>                                  | <u>REPRESENTATIVES(S)</u> |
|--|---------------------------|
| Small cities                                   | 2                         |
| City of Spokane                                | 3                         |
| Spokane County                                 | 3                         |
| WSDOT District 6                               | 3                         |
| Spokane Airport System                         | 1                         |
| Spokane Transit Authority                      | 2                         |
| Spokane County Air Pollution Control Authority | 1                         |

In addition to the above, the TTC shall include one non-voting ex-officio staff representative of the Federal Highway Administration and Federal Transit Administration.

Each agency shall appoint their representatives to the TTC in writing to the Board who will confirm the committee membership. Appointees should be technically competent, qualified and authorized to represent their agency's transportation related planning goals and policies.

QUORUM

A quorum of at least a simple majority shall be required to conduct routine business of the TTC.

ATTENDANCE

Each TTC member is expected to attend all regularly scheduled TTC meetings. In the event attendance is not possible, each TTC member shall have the authority and responsibility to designate an alternate to act in their absence where circumstances preclude the regular member's attendance at a meeting.

## OFFICES

The TTC shall annually select one of its members to act as Chair and one as Vice-Chair for terms of one year. The TTC shall select its Chair and Vice-Chair in such away that no one participating agency is filling both positions at same time. Said election shall be conducted not later than December, of each year for the following calendar year. Note: The initial election of officers shall occur on adoption of the bylaws and the duration of said offices shall expire in December, annually. The Agency shall provide a secretary for the committee.

## OFFICIAL DUTIES

The TTC Chair shall preside over all meetings. The TTC Chair shall be responsible for communicating to the Board and Agency on matters as may be directed by the TTC and shall further perform other duties as may be requested by the TTC. The TTC Vice-Chair shall perform all duties of the TTC Chair during the absence of the TTC Chairman. The TTC Chair or TTC Vice-Chair shall make every attempt to attend all regular meetings of the Board and the Citizens Advisory Committee on Transportation.

The secretary of the TTC shall assist the TTC in preparing necessary correspondence and documents related to their official duties and functions. The secretary shall keep an attendance record of the members of the TTC for all regular and special meetings. Additionally, the Secretary shall contact and advise the members in advance of all regular and special meetings.

## RULES

Roberts, Rules of Order, (current printing), shall prevail and govern the procedural aspects of all means, except as may be provided for herein to the contrary.

## COMMITTEES (SUB)

The TTC Chair may appoint and establish as many sub-committees as deemed necessary in order to carry out the functions of the general committee. Membership in the subcommittees shall consist of that number of members as the chair deems appropriate, unless otherwise specified by the TTC.

AMENDMENTS

These bylaws may be amended, repealed or altered in whole or in part by a majority of the vote of the total membership of the Board. The TTC may request amendments.

SEVERABILITY

If any provisions of these bylaws or its application by any person or circumstances is held invalid, the remainder of the bylaws or the application or provision to other persons or circumstances is not affected.

ADOPTED BY the Spokane Regional Transportation Council Board on the 6th day of January, 1994.



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CHAIR, SPOKANE REGIONAL TRANSPORTATION COUNCIL BOARD