

SRTC Advisory Committee Bylaws and Procedures

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Spokane Regional Transportation Council
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BACKGROUND

The Spokane Regional Transportation Council (SRTC) is a Metropolitan Planning Organization (MPO) and the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. SRTC is responsible for conducting the federally designated metropolitan transportation planning process.

The planning process is required to be collaborative, continual and comprehensive while bringing together a forum of transportation agencies/organizations, elected officials, transportation advocates/experts and the general public. The process and forum address the region's short and long term transportation vision and needs, then identifies how to implement the Spokane region's priorities by allocating federal, and in some cases, state, transportation funds to projects.

Three required documents are produced by SRTC at regular intervals: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). In addition to producing the three aforementioned documents, SRTC also certifies concurrence with the Growth Management Act (GMA), develops a Congestion Management Process, conducts regional travel demand and air quality conformity modeling, and various sub-area studies and modal plans as needed.

SRTC's Board is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPO. The Board consists of elected officials, agency representatives and citizens.

Per the 2010 SRTC interlocal agreement: "The SRTC has the power to create committees as necessary, to advise the Board on regional transportation related matters. At a minimum this shall include:

- a.) The Transportation Advisory Committee (TAC) whose composition and responsibilities shall be defined by the Board.
- b.) The Transportation Technical Committee (TTC) whose composition and responsibilities shall be defined by the Board."

Both the TTC and the TAC respond to requests and direction from the Board in collaboration with staff to advise the Board on Regional transportation related matters. The Committees provide input and recommendations on development of SRTC's plans, programs and projects.

RULES COMMON TO ALL SRTC ADVISORY COMMITTEES

MEETINGS

SRTC advisory committees shall meet on a regularly scheduled basis, typically monthly, and at such other times as directed by their respective chair or SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

QUORUM

A quorum is a simple majority of committee members. No advisory committee shall take action without a quorum.

The Vice-Chair shall serve as Chair in the absence of the Chair and shall report 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.

SUB-COMMITTEES

The Chair of an SRTC advisory committee may appoint and establish sub-committees composed of members and non-members to carry out the functions of the general committee. Membership on subcommittees shall not include a quorum of the advisory committee. To encourage broad regional discussion, SRTC advisory committees may, on occasion, form joint sub-committees.

ADMINISTRATIVE SUPPORT

SRTC staff shall provide administrative support to SRTC advisory committees.

MINUTES

Minutes for all SRTC advisory committees will be taken and distributed by SRTC staff. Approved minutes will be posted on the SRTC website.

AGENDA

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda. Each agenda should include an item calling for future agenda items.

RULES OF ORDER AND MOTION PROCEDURES

Current informal practice encourages regional discussion and collaboration. Roberts Rules of Order will be followed when clarification is required on rules of order and/or motion procedures.

Transportation Technical Committee (TTC)

There are multiple purposes of the TTC; to 1.) provide a technical planning and engineering perspective on behalf of member agencies; 2.) provide a forum for regional coordination among member agencies; and 3.) provide input on the programming of projects, the development of plans and policies impacting the regional transportation system and 4.) other activities as directed by the SRTC Board.

MEMBERSHIP

<u>AGENCY</u>	<u>REPRESENTATIVE(S)</u>
Small Towns with fewer than 5,000 people*	1
City of Airway Heights	1
City of Cheney	1
City of Liberty Lake	1
City of Spokane	3
City of Spokane Valley	2
Spokane County	3
WSDOT Eastern Region	3
Spokane International Airport	1
Spokane Transit Authority	2
Spokane Regional Health District	1
Kalispel Tribe of Indians	1
Spokane Tribe of Indians	1
Spokane Regional Clean Air Agency	1
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TOTAL	22

*Rockford, Deer Park, Waverly, Fairfield, Spangle, Millwood, Latah, Medical Lake

Each agency shall appoint its representative(s) and alternate(s) in writing to the SRTC Executive Director. Each representative and alternate shall serve until changed by the appointing agency. Appointees should be technically competent, qualified and authorized to represent their agency's transportation related planning issues, goals and policies. The intent is to draw the needed expertise from each agency which would be found in the transportation planning, land use planning, traffic, and/or public works arenas.

OFFICERS

The TTC shall annually select and recommend to the SRTC Board one of its members to act as Chair and one as Vice-Chair for terms of one year. The SRTC Board will appoint the TTC Chair at a regularly scheduled meeting. The TTC shall recommend its Chair and Vice-Chair in such a way that no one participating agency is filling both positions at the same time. The selection shall be made no later than November of each year for the following calendar year.

The TTC Chair shall preside over all TTC 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. In the event the Chair vacates his/her position, and the Vice Chair fulfills the Chair's duties, the Vice Chair still remains eligible to serve an additional term as Chair. As an Ex-officio member of the SRTC Board, the TTC Chair or TTC Vice-Chair shall make every attempt to attend all meetings of the SRTC Board.

ATTENDANCE

Members of the TTC are expected to attend all regularly scheduled committee meetings and notify the TTC Chair or SRTC staff in advance of an absence.

If the member or designated alternate are unable to attend a meeting, the member can appoint a temporary alternate for that meeting by notifying the TTC Chair or SRTC staff.

Transportation Advisory Committee (TAC)

The primary focus of the TAC is to provide transparency and a community perspective. The TAC is responsible for advising the SRTC Board regarding plans, programs and activities to determine consistency with current policies of SRTC; makes recommendations on regional transportation policies; and other activities as directed by the SRTC Board.

MEMBERSHIP

Members will be appointed by the SRTC Board. 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. A diverse makeup of TAC members is desired. TAC Members will represent the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit. Members should be able to demonstrate an interest in transportation policy and be geographically diverse.

Each TAC member shall be “transportation and/or land use planning/development literate.” Literate means being able to read and understand fundamentals of land use and transportation planning as established in the Revised Code of Washington.

TERMS

TAC members shall be appointed by the SRTC Board for three-year terms and may be appointed to a second term upon application and vote of the Board.

OFFICERS

The Committee shall recommend by majority vote the Committee Chair and Vice-chair to the SRTC Board for approval. The Chair will represent the TAC on the SRTC Board.

Officers will be elected for a one (1) year term, with eligibility for election to an additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason. In the instance the Chair vacates his/her position, and the Vice Chair takes it over, the Vice Chair may serve out the remainder of the Chair's term and remains eligible to serve an additional term as Chair.

ATTENDANCE

Members shall be able and willing to attend meetings of the TAC on a regular basis. Those who miss 25% of regularly scheduled meetings in a calendar year will have their participation reviewed by the Committee Chair.

VOTING

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.