

SRTC Advisory Committee Bylaws and Procedures

Approved December 12, 2019

Spokane Regional Transportation Council
421 W. Riverside Ave, Suite 500
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BACKGROUND

The Spokane Regional Transportation Council (SRTC) is a federally designated Metropolitan Planning Organization (MPO) and the state designated Regional Transportation Planning Organization (RTPO) for Spokane County.

SRTC's mission:

To develop plans and programs that coordinate transportation planning in the Spokane region.

SRTC's vision:

The Spokane region possesses the best multi modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods for a region of our size.

SRTC's values:

- Regional Leadership
- Collaboration
- Accountability
- Innovation
- Transparency
- Inclusiveness
- Integrity

The planning process is required by both federal and state regulations to be collaborative, continual and comprehensive. 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 those three 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 of Directors 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.

Per the 2013 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 as needed to perform the duties of the committee as requested by SRTC staff or as directed by the SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

All meetings of SRTC advisory committees shall be open and public and all persons shall be permitted to attend any meeting unless otherwise provided in RCW Chapter 42.30.

QUORUM

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

Per the SRTC 2013 Interlocal Agreement, the Chair of the TTC and the TAC serve as an ex-officio member of the SRTC Board of Directors. The Vice-Chair shall serve as Chair in the absence of the Chair and shall serve on 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. A summary of SRTC advisory committee's discussions will be included in the SRTC Board monthly packet.

AGENDA

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda.

RULES OF ORDER AND MOTION PROCEDURES

Current informal practice encourages regional discussion and collaboration. Advisory committee votes shall occur following a motion, second and discussion. The Chair/Vice Chair will rely upon Roberts Rules of Order 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
TOTAL	22

*City of Deer Park, City of Millwood, City of Medical Lake, Town of Fairfield, Town of Latah, Town of Rockford, Town of Spangle, Town of Waverly.

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 bring topical, contextual policy recommendations to the SRTC staff, TTC, and SRTC Board of Directors in the development of SRTC planning work. The TAC will base their work on the adopted SRTC mission, vision, values and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP): Horizon 2040. The TAC is comprised of individuals who will bring their professional expertise in their respective work areas to the transportation policy discussion.

MEMBERSHIP

As required by the SRTC Interlocal Agreement, the Transportation Advisory Committee shall consist of not more than 13 members. Members will be appointed by the SRTC Board and selected through an open application process complying with federal requirements and in alignment with SRTC's commitment that no person shall be excluded from participation in any program or activity based upon the grounds of race, color, sex, national origin, income or disability.

Members shall be chosen to represent **users of the transportation system and** community/industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. TAC members shall not be elected officials or members of the SRTC Board.

TERMS

The term of TAC members shall be until the effective date of a new SRTC Interlocal Agreement, anticipated to be by December 2021. Members may be appointed to a second term upon vote of the SRTC 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.