

Spokane Regional Transportation Council Rules of Procedure

Through Interlocal Agreement local governments and other interested parties established the Council to perform the functions of a Metropolitan Planning Organization and a Regional Transportation Planning Organization.

These Rules of Procedure are adopted pursuant to the Interlocal Agreement and are intended to govern the meetings and business of the Council's governing body, known as the "Board." For decisions on points of order, the Board shall refer to the most recent edition of Roberts Rules of Order.

Capitalized terms shall have the meaning set forth in the Interlocal Agreement, unless otherwise defined in these rules of procedure.

1. GENERAL RULES

1.1 Meetings to Be Public: All meetings of the Board shall be open to the public with the exception of executive sessions as defined in RCW Chapter 42.30.

1.2 Quorum: A majority of Board members (excluding ex officio members) shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance may adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.3 Attendance, Excused Absences: A Board member shall forfeit their appointment by accruing, during a calendar year, three (3) unexcused absences from regular meetings of the Board.

If attendance is not possible, Board members should contact the Chair prior to the meeting and state the reason for the inability to attend the meeting. If the member is unable to contact the Chair, the member should contact the Executive Director. The Chair shall inform the Board of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member.

Upon passage of such motion, the absent member shall be considered excused and the appropriate notation will be made in the minutes. If the motion is not passed, the minutes will reflect that the absence is unexcused.

1.3.1 Alternate Board Member. An alternate Board member may serve in the absence of the designated representative. If the designated representative is an elected official, the alternate must also be an elected official from that agency's governing body. For non-elected officials, the alternate shall be a manager or senior official from the appointing agency

- 1.3.2 **New Board Member.** When an agency appoints a new Board member due to a resignation or early termination of the designated representative, the appointee shall serve the remainder of the departing Board member's term or appointee's tenure in office, whichever first occurs. SRTC shall maintain a record of the term being served by Board members, designees and appointees to the Board.
- 1.4 **Attendance of Staff:** The Executive Director shall attend all meetings of the Board unless excused by the Chair. SRTC Staff shall attend Board meetings at the request of the Chair or Executive Director.
- 1.5 **Journal of Proceedings:** A journal of all proceedings (minutes) of the Board shall be kept by the Administrative Secretary. The approved minutes shall constitute the official record of the Board.

2. TYPES OF MEETINGS

- 2.1 **Regular Board Meetings:** The Board shall meet regularly on the second Thursday of each month beginning at 1:00 p.m. and ending at 3:00 p.m., with a one (1) hour extension upon a duly adopted motion of the Board. The location of the meetings shall be the SRTC offices located at 221 West First Avenue, Suite 310, Spokane, Washington (the Intermodel Facility), unless specified otherwise by a majority vote of the Board.
- 2.2 **Special Meetings:** Special meetings may be called by the Chair or a majority of Board members. The Administrative Secretary shall prepare a notice of the special meeting stating the time, place and business to be transacted. The Administrative Secretary shall notify each member of the Board, either by telephone, fax, e-mail or otherwise of the special meeting. The Administrative Secretary shall give at least 24 hours notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Administrative Secretary a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered.

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

- 2.3 **Continued And Adjourned Sessions:** Any meeting of the Board may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
- 2.4 **Study Sessions or Workshops:** The Board may meet in study sessions or workshops (open to the public). The purpose is to review and discuss current or proposed programs or projects including the receipt of information from Staff or others. Final Board action shall not occur at a study session or workshop.

- 2.5 **Executive Sessions:** The Board may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session will be concluded. The announced time limit for executive sessions may be extended by announcement from the Chair.

Board members, Chair and all participants must keep confidential all oral and written information provided during executive sessions. Confidentiality also includes information provided to Board members outside of executive sessions when the information is considered exempt from disclosure under the Code of Ethics for Municipal Officers.

3. **SELECTING THE CHAIR AND VICE CHAIR**

- 3.1 **Nomination:** The Chair will be selected by the voting Board members. Board members may each nominate one person for Chair. Nominations require a second. Each Board member shall be given the opportunity to submit a nomination for Chair. After all nominations are made, the Chair will call for a vote on the nominations in the order they were made. Voting will be by a recorded vote as determined by the Chair. As soon as one nominee receives a majority vote, that Board member will be declared the Chair. No votes will be taken on the remaining nominees. The same process shall be followed for the Vice Chair.

3.1.1 **Term.** The term for Chair may not exceed two (2) years from the date of election. If no term is stated, the term for the Chair or Vice Chair shall be for one (1) year.

- 3.2 **Vice Chair Succession.** The Vice Chair is the presumptive incoming Chair.

- 3.3 **Removal of Chair:** The Chair may be removed from office upon a majority vote of the Board members.

4. **CHAIR AND DUTIES**

- 4.1 **Chair:** The Chair presides at all meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Chair and Vice Chair, the Board shall elect a temporary Chair.

4.1.1 Only Board members who are elected officials may serve as the Chair or Vice Chair. To be eligible for the Chair position, the Board member shall have served on the Board for at least one (1) year.

- 4.2 **Call to Order:** The meetings of the Board shall be called to order by the Chair. In the absence of both the Chair and Vice Chair, the meeting shall be called to order by the Administrative Secretary for the election of a temporary Chair.

- 4.3 **Points of Order**: The Chair with the assistance of the Board Attorney shall determine all points of order, subject to the right of any member to appeal to the Board.
- 4.4 **Questions to Be Stated**: Prior to a vote, the Chair shall state the motion, call the question and announce the result.
- 4.5 **Presiding Officer - Powers**: The Chair may move, second, debate and vote subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Board member by reason of acting as the Chair.

5. BOARD ORDER OF BUSINESS AND AGENDA

- 5.1 **Order of Business**: The order of business for all regular meetings shall be set forth in an agenda.
- 5.1.1 Except for the Consent Agenda and, unless waived by the Board, matters requiring action should generally have appeared on a preceding agenda.

6. VOTING AND MOTIONS

- 6.1 **Voting**: Votes during Board meetings shall be taken by voice. At the request of the Chair or any Board member a roll call vote shall be recorded by the Administrative Secretary.
- 6.1.1 A majority (more than half of those present) is required to approve an action. A tie vote results in no action.
- 6.2 **Motions**: No motion shall be considered or debated until duly seconded. Thereafter, the motion shall be recorded and, if desired by any Board member, it shall be read by the Administrative Secretary before it is discussed.
- 6.3 **Disqualification**: Any Board member who is disqualified from voting on a matter shall not participate in the discussion. The Board member shall state the reason for the disqualification.
- 6.4 **Motions to Reconsider**: A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting.
- 6.5 **Motion to Amend**: A motion to amend a pending motion may be accepted by the Maker unless there is an objection from a voting Board member. Upon objection, the motion to amend shall be treated as a separate question to include a second and vote of the Board.

7. PUBLIC PARTICIPATION

- 7.1 **Meeting Participation:** The public is welcome at all Board meetings and is encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting. It is expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the subject under consideration.
- 7.2 **Subjects Not on The Current Agenda:** Under agenda item "Public Comments" persons may address any item they wish to discuss with the Board. They shall first obtain recognition by the Chair, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Board may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Board Committee for action or investigation and a report at a future meeting.
- 7.3 **Subjects on the Current Agenda:** Any member of the public who wishes to address the Board on an item on the current agenda shall make such request to the Chair.

8. PREPARATION OF AGENDA

- 8.1 **Staff Duties:** The Administrative Secretary, under the direction of the Executive Director, will prepare the agenda for each Board meeting setting forth a brief description of each item to be considered by the Board. The agenda prior to submission to the Board shall be reviewed by the Chair.
- 8.2 **Agenda Items:** An item to be considered by the Board at a regular meeting may be placed on the agenda by the Chair, voting Board member or the Executive Director.
- 8.3 **Timing of Preparation:** The agenda will be put in final form by 4:00 p.m. Monday prior to the following Thursday meeting. Nothing contained herein shall prevent the Chair, Board members or the Executive Director from adding a matter to the agenda of a regular meeting.

9. COMMITTEES

9.1 **Standing Committees:** The Board establishes the following advisory committees:

9.1.1 **Transportation Advisory Committee (TAC):** The Transportation Advisory Committee provides comments, recommendations and reports on plans, programs and activities conducted by SRTC. The TAC shall draft and may amend its Committee Charter, which shall be reviewed and approved by the Board.

9.1.2 **Transportation Technical Committee (TTC):** The Transportation Technical Committee is comprised of professional staff from various local and state agencies. The TTC reviews projects, SRTC work programs and consultant contracts, and offers comments, expertise and recommendations to the Board.

9.2 **Other Committees:** The Board may establish subcommittees as necessary.

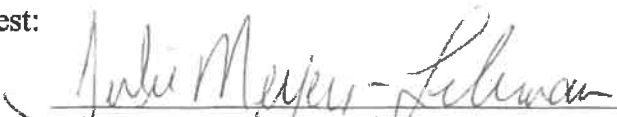
10. SUSPENSION AND AMENDMENT OF RULES

10.1 **Suspension of These Rules:** Any provision of these rules may be temporarily suspended by a vote of a majority of the Board.

10.2 **Amendment of These Rules:** These rules may be amended or new rules adopted by a seventy-five percent (75%) positive vote of all voting members of the Board, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Board meeting.

ADOPTED this 11 day of July 2019 at a duly convened meeting of the Board of the Spokane Regional Transportation Council.

By: 
Al French, Chair

Attest: 
Julie Meyers-Lehman, Administrative
Secretary of the Board

Adopted May 12, 2011
First revision June 11, 2015
Second revision July 11, 2019