

**ATTACHMENT to RESOLUTION R-22-07**  
**SPOKANE REGIONAL TRANSPORTATION COUNCIL**  
**TRANSPORTATION TECHNICAL COMMITTEE BYLAWS**

**June 9, 2022**

The Spokane Regional Transportation Council (SRTC) 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 an interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPPO.

**Per Section 6.B. of the 2021 SRTC Interlocal Agreement the SRTC Board shall create or maintain a Transportation Technical Committee (TTC) as a standing committee to serve in support of the Board.**

**PURPOSE**

The TTC is established to provide diverse technical insight and professional expertise to transportation planning activities and priorities of the SRTC and to advise the Board on regional transportation related matters. The TTC provides recommendations to the SRTC staff, and SRTC Board of Directors in the development of SRTC planning work. The TTC will base their work on the adopted SRTC mission, vision, values, and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP).

There are multiple purposes of the TTC: 1.) to provide a technical planning and engineering perspective on behalf of member agencies; 2.) to provide a forum for regional coordination among member agencies; 3.) to 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**

The TTC shall consist of 22 members.

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

\*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.

The eight small towns and small cities will meet as needed to address issues as identified by members of this group and at a minimum once per year to establish the voting representative and alternate for the upcoming calendar year. In the event that a small city or town reaches or surpasses 5,000 population (per Washington State Office of Financial Management), the Bylaws may be updated to reflect this change.

Each agency shall appoint its representative and alternate in writing to the SRTC Executive Director. Each representative and alternate shall serve until changed by the appointing agency and written notice is provided to the SRTC Executive Director.

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 could include representation from the following disciplines: transportation planning, land use planning, traffic, and/or public works. TTC members shall not be elected officials or members of the SRTC Board.

## **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 office shall rotate on a yearly basis among the following parties:

- City of Spokane
- WSDOT
- Spokane County
- Airway Heights, Cheney, Liberty Lake, Tribes, SIA, or Small Towns representative
- Spokane Transit
- City of Spokane Valley

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. Transportation Technical Committee (TTC)

In the event the Chair vacates his/her position, and the Vice Chair fulfills the Chairs 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 meetings or shall notify the TTC Chair or SRTC staff in advance of an absence and identify the designated alternate.

If the member agency 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 in advance of the meeting.

## **VACANCIES**

Should a vacancy occur on the TTC, SRTC will contact the Tribe/agency/jurisdiction for a membership designation.

## **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.

## **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. This includes developing committee agendas, arranging for materials and presentations as requested by the TTC, providing meeting notices and arranging meeting venues.

## **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 Robert's Rules of Order when clarification is required on rules of order and/or motion procedures.

## **REMOVAL**

All TTC Members serve at the pleasure of the SRTC Board of Directors. If a TTC representative violates these Bylaws, is disruptive or acts in a manner contrary to the general purpose of the SRTC or TTC, SRTC staff will contact the representative's appointing agency to resolve the concerns.