

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-22-01 SRTC

**ESTABLISHING A SPOKANE REGIONAL TRANSPORTATION COUNCIL
TRANSPORTATION ADVISORY COMMITTEE**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that authorizes the establishment of various advisory committees to make recommendations to the SRTC Board on various transportation matters; and

WHEREAS, Section 6.B.2. of the Interlocal Agreement identifies the establishment of a Transportation Advisory Committee (TAC) as a standing committee of the SRTC Board; and

WHEREAS, Section 6.C. of the Interlocal Agreement requires the SRTC Board to define the duties and powers of the TAC by resolution to contain at a minimum the statement of purpose, duties, responsibilities, and other matters of said Committee.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is establishing a Transportation Advisory Committee (TAC):

1. To provide broad and diverse community perspectives on the transportation planning activities and project priorities of the SRTC; and
2. For the purposes of ensuring compliance with the continuous, comprehensive, and cooperative (3C) transportation-planning; and
3. To operate in accordance with the committee bylaws as established in Attachment A of this resolution.

PASSED and APPROVED on this 13th day of January 2022 by the Spokane Regional Transportation Council Board of Directors.

Signature on file

Paul Schmidt, Council Member City of Cheney
Chair, SRTC Board of Directors

ATTEST

Signature on file

Julie Meyers-Lehman
Clerk of the Board

ATTACHMENT to RESOLUTION 22-01
SPOKANE REGIONAL TRANSPORTATION COUNCIL
TRANSPORTATION ADVISORY COMMITTEE BYLAWS
Adopted by the Board of Directors January 13, 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 RTPO.

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

PURPOSE

The TAC is established to provide a broad community perspective on the transportation planning activities and priorities of the SRTC and to advise the Board on regional transportation related matters. The primary focus of the TAC is to bring topical, contextual policy recommendations to the SRTC staff, 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). The TAC is comprised of individuals who bring their professional expertise and diverse community perspectives to transportation policy and planning discussions.

MEMBERSHIP

The Transportation Advisory Committee shall consist of 14 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 a broad and diverse population of 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 a TAC member shall extend for two (2) years from the date of appointment. Reappointments for subsequent terms are at the discretion of the board.

OFFICERS

The TAC 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 SRTC Advisory Committee Bylaws & Procedures states that; the Vice Chair will fill the Chair position 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. TAC members should provide SRTC staff at least 24 hours advance notice of meeting absence for excused absence and TAC members will vote to approve excused absences during the meeting. Members who are absent from 25% of regularly scheduled meetings in a 12-month period will have their participation reviewed by the Committee Chair. TAC members who have three unexcused absences in a 12-month period will receive a letter from the TAC Chair requesting their membership resignation.

VACANCIES

Should a vacancy occur on the TAC, SRTC staff will seek direction from the Board to review the most recent TAC member applications or begin a public TAC member application process.

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 2021 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. This includes developing committee agendas, arranging for materials and presentations as requested by the TAC, 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 Roberts Rules of Order when clarification is required on rules of order and/or motion procedures.

REMOVAL

All TAC Members serve at the pleasure of the SRTC Board of Directors. The Board may remove by a majority vote any TAC member for a violation of these Bylaws or acting in a manner contrary to the general purpose of the SRTC or TAC. The TAC may also recommend the removal by majority vote to the SRTC Board.