

MINUTES

THURSTON REGIONAL PLANNING COUNCIL – Bylaws Subcommittee

Friday, September 9, 2016

11:00 am – 12:00 pm

2424 Heritage Court SW, Suite A
Conference Room B, 1st Floor
Olympia, WA 98502

CALL TO ORDER

Chair Virgil Clarkson called the meeting to order at 11:10 am.

ATTENDANCE

Members Present:

Virgil Clarkson
Bill McGregor
Alan Vanell
Rich Davis

Staff Present:

Jared Burbidge
Veena Tabbutt
Sarah Selstrom

BACKGROUND AND REVIEW OF STAFF RECOMMENDED CHANGES

Deputy Director Jared Burbidge distributed copies of the Agreement and indicated there were no recommended changes. Mr. Burbidge said the intent is for the Council to have a first review at their October meeting, with adoption in November.

Mr. Burbidge provided background of the review and adoption process set forth in the bylaws themselves. He then reviewed proposed staff changes to the bylaws:

- Add language in Section II indicating that no committee constitute a quorum. There was discussion on the use of committee or subcommittee, there was consensus that subcommittee should be used in any reference other than the Transportation Policy Board and the Technical Advisory Committee.
- Add language in Section II to add the word “or designee” for signing of financial documents.
- Change language in Section VI from “informed consensus” to “informed consent.”
- Change language in Section VII change “notice” to “notification” and change “mail” to “sent” since electronic notification is used as well as postal notification.
- Under Member Assessments, include the actual per capita rate in the footnote on the page. Councilmember Davis suggested changing the sentence structure from passive to active.

There was consensus amongst the subcommittee to make proposed changes.

Inconsistency in document formatting was discussed. Staff indicated the format would be cleaned up prior to being sent to Council for first review.

Councilmember McGregor asked whether, in Section X, the month of August should be changed to September for appointment of the Work Program Subcommittee, since there is typically no August meeting. Staff indicated that change would be made.

Mr. Burbidge reintroduced the topic of the Agreement and indicated TCOMM911 would be removed from the signature page as they are no longer members of the Council.

Staff indicated updated documents, in track changes, will be forwarded to the subcommittee for approval prior to inclusion in the meeting materials for the October Council meeting.

ADJOURN

Meeting was adjourned at 12:07 p.m.

*Minutes prepared by Sarah Selstrom, Administrative Assistant
Thurston Regional Planning Council*

These minutes are not verbatim. A verbatim transcript of this meeting is available upon request. The minutes were not approved, as this was the only meeting of this subcommittee.