

Transportation Policy Board BY-LAWS

Section I: Purpose

The purpose of the Transportation Policy Board (TPB) is to advise and make recommendations to the Thurston Regional Planning Council (TRPC) on policy and programs relating to regional transportation issues pursuant to state and federal legislation.

Section II: Membership

Each voting member agency of TRPC, as determined by Section III (Membership) of TRPC's "Agreement," shall be entitled to one seat on the TPB. Pursuant to RCW 47.80.040, the TPB shall also allow participation by: the Washington State Department of Transportation regional office (WSDOT); the Port of Olympia; and Intercity Transit. TPB membership shall also include up to three (3) representatives of major employers, business, or industry associations, and two citizen representatives, all of whom shall be appointed by the TPB.

In accordance with 2003 state legislation (RCW 47.80.040 as amended by ESB 5245), any members of the Washington State House of Representatives or Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting members of the TPB.

The Port of Olympia shall designate an elected official to serve on the TPB, Intercity Transit shall designate an Authority member, and the WSDOT shall designate a high-level staff person to serve on the TPB. The Port, Intercity Transit, and the WSDOT shall convey to the TPB Chair in January of each year who their designated members shall be.

With the exception of citizen and business representatives, members should officially designate alternates. Alternates from non-tribal members shall be elected officials from the same membership agency, with the following proviso. In the event an elected official from a member jurisdiction is not available to serve as a TPB alternate that jurisdiction may, with approval from the TPB Chair, appoint a high-level, at-will department head from that jurisdiction to serve as alternate. Any non-elected TPB alternate must have the authority to speak for that jurisdiction and vote on regional policies on its behalf.

If the officially designated member-representative or the officially designated alternate member-representative is unable to attend a specific meeting, then the member-representative may designate, for that meeting only, an additional alternative member-representative. This additional alternate will have all rights, privileges and authorities exercised by the member-representative and his/her appointed alternate.

Section III: Appointment of Business and Citizen Representatives

The TPB shall appoint up to three business representatives and two citizen representatives to its membership. The TPB Chair shall establish a subcommittee to develop criteria, establish a recruitment process to fill vacancies, and to make a recommendation to the full TPB on appointments. Appointment of business and citizen representatives requires approval by a majority of voting members present at a regularly scheduled TPB meeting.

Business and citizen representative appointments shall be for a term of one or two years. Terms shall be staggered to provide for continuity on the Board. There is no limit to the number of terms a representative may serve. At the end of an initial term, the Board may reappoint the business or citizen representative for only a second term without initiating the recruitment process.

At least 60 days prior to the expiration of the first term of a business or citizen representative, staff will contact the representative to ascertain his/her desire to serve another term. Staff will notify the Board, who may reappoint the representative for a second term. If the business or citizen representative does not wish to serve another term or if the Board does not elect to reappoint the representative to another term, staff will initiate the recruitment process. At the end of the second term of a business or citizen representative, staff will initiate the recruitment process. Incumbents may apply.

The recruitment process consists of a 60-day notification and outreach to the public regarding the opportunity to serve as a citizen or business representative. For business representative recruitment, in addition to general public outreach, staff will work with the Chambers of Commerce, Economic Development Council and other business entities.

Section IV: Membership Roles, Responsibilities, and Expectations

The TPB advises TRPC on matters related to regional transportation. This advisory role is essential for TRPC to carry out its responsibilities as the federally-designated Metropolitan Planning Organization (MPO) and state-designated Regional Transportation Planning Organization (RTPO). To effectively carry out this advisory role, TPB members must be fully engaged in the activities and work of the TPB. TPB members are expected to regularly attend, prepare for, and actively participate in scheduled meetings. It is expected that TPB members will also participate in other ad hoc meetings, committees, and transportation-related events as appropriate. TPB members may also be asked by the TPB Chair to represent the TPB to other organizations. It is important that members maintain a regional perspective on transportation matters. TPB members work within a committee structure that strives for informed consensus in all of its decisions while respecting the diversity of viewpoints represented.

Section V: Officers

The officers of the TPB are Chair and Vice Chair. Officers are elected at the February meeting of the TPB from among the representatives of the voting members provided that the current officers continue to serve until their successors are elected. All voting members of the TPB are eligible to be officers.

- A. The *Chair* presides at all meetings, coordinates with TRPC staff in setting the agenda for meetings, calls special meetings, and also sets the time and place of meetings in consultation with the membership. In addition, the Chair establishes committees and their membership for the purpose of making recommendations to the full TPB on policy issues. The Chair officially represents the TPB before other groups and agencies and also carries out other duties as designated by TRPC.
- B. The *Vice Chair* serves in the Chair's absence. The Vice Chair, when directed by the Chair, may officially represent the TPB before other groups and agencies.

Section VI: Meetings

The dates and times of the regular monthly meetings of the TPB shall be held in accordance with the schedule set by the TPB each year at its January meeting. To ensure appropriate notice, public involvement and effective regional decision-making, all meetings shall comply with the requirements of the State Open Public Meetings Act. The Executive Director of TRPC shall ensure that official minutes are taken for each regular TPB meeting, and that they are signed by the Chair and the Executive Director after review and approval by the TPB.

Written notification of regular meetings shall be sent to all representatives and alternates at least five (5) days prior to the date of the meetings. Notice of special meetings called by the Chair may be by telephone and appropriate members will be notified. Robert's Rules of Order will be observed at all regular TPB meetings.

Section VII: Quorum

A quorum shall consist of a simple majority of voting TPB members. All TRPC member agencies eligible for membership on the TPB shall indicate their interest in TPB membership and shall designate their representatives prior to the February TPB meeting for the purpose of calculating a quorum.

Section VIII: Voting

All actions and recommendations of the TPB shall be approved by a simple majority of the quorum.

Section IX: Amendments

Amendments to these bylaws may be approved by a two thirds majority of the voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the TPB will be taken.

Section X: TRPC Staff

TRPC staff are responsible to carry out all administrative functions required by the TPB. TRPC staff will be the key point of contact between the Technical Advisory Committee (TAC) and the TPB. The Chair (or project chair) of the TAC will join TRPC staff in presenting TAC recommendations or technical information to the TPB as needed.

Approved by TRPC: February 11, 1994

Amended by TPB: May 14, 2003

Amended by TPB: January 10, 2007

Amended by TPB: September 14, 2011

Amended by TPB: October 10, 2012