



**MEMBERS:**

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

**ASSOCIATE MEMBERS:**

- Lacey Fire District #3
- Puget Sound Regional Council
- The Evergreen State College
- Thurston Conservation District
- Thurston Economic Development Council
- Timberland Regional Library

**MEMORANDUM**

TO: Technical Advisory Committee

FROM: Paul Brewster, Senior Planner

DATE: February 9, 2024

SUBJECT: 2024 Technical Advisory Committee Officer Elections/Appointments

**PURPOSE**

TAC Bylaws require that officers be elected annually at the beginning of the year.

**Summary:**

- The TAC Bylaws specify the Chair and Vice Chair are to be elected at the first meeting of each calendar year.
- Due to TRPC staff oversight, officer appointments were not scheduled during the TAC's first meeting in 2024.
- On February 15, TAC members will approve the appointment of its officers.
- TAC Members will deliberate on the necessity of any amendments to the Bylaws regarding the appointment of its officers.

**REQUESTED ACTION**

Elect the Chair and Vice Chair in accordance with the Technical Advisory Committee Bylaws.

**ATTACHMENTS**

Technical Advisory Committee Bylaws, Amended December 3, 2020.  
pb:bl



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### BACKGROUND

The TAC Bylaws, last amended on December 3, 2020, outline the roles and responsibilities of the Chair and Vice Chair. The Chair's primary duties include leading voting procedures during meetings and representing the TAC at external events such as Transportation Policy Board and Council meetings. While the frequency of this role has decreased over time, instances may arise where members prefer an officer to directly engage with policymakers on specific issues. In the absence of the Chair, the Vice Chair assumes their responsibilities.

Since 2021, officers have been appointed annually on a rotating basis, following the alphabetical order of member agency names. In 2023, Sophie Stimson from the City of Olympia served as Chair and Matt Unzelman from Thurston County as Vice Chair. Both vacated their positions in 2023, and successors were identified from their respective agencies. However, as these replacements were new TAC members, it wasn't suitable for them to immediately assume officer roles. Consequently, the TAC continued to operate without officers until now.

As per the rotational appointment process, the representative from Thurston County is slated to become Chair in 2024, while the Tumwater representative will become Vice Chair. In 2025, the Tumwater representative will transition to Chair, and the Yelm representative will become Vice Chair. This process will continue as long as the succeeding officers agree to their roles.

### DISCUSSION

The TAC Bylaws do not provide specific guidance for replacing both officers simultaneously, as happened in 2023. In hindsight, TRPC staff could have taken a more assertive role in requesting action from members to fill the officer vacancies. Members could have initiated a process of nominating and voting for new officers or proceeded with appointing new officers following the subsequent alphabetical order of member agencies, provided the chosen members agreed to take on the officer roles.

Do TAC members want to consider any revisions or amendments to the bylaws to:

1. Clarify the roles of officers.
2. Clarify the appointment process for officers in the event of simultaneous vacancies in both positions.
3. Maintain the current bylaws at this time.

### REQUESTED ACTION

Elect the Chair and Vice Chair in accordance with the Technical Advisory Committee Bylaws.

# TRPC Technical Advisory Committee Bylaws

## Purpose

The purpose of the Technical Advisory Committee (TAC) is to advise the Transportation Policy Board (TPB), Thurston Regional Planning Council (TRPC), and TRPC staff on technical considerations relating to transportation issues pursuant to state and federal legislation. The TAC also provides guidance on the Regional Transportation Plan and other metropolitan- and regional transportation planning issues.

## Membership

The TAC shall be comprised of staff from jurisdictions that provide general purpose transportation facilities and services in the Thurston Region. This includes, but is not necessarily limited to, Thurston County, its cities and town, Intercity Transit, Washington State Department of Transportation Olympic Region, the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, the Port of Olympia, and public school districts.

Participation is voluntary. Eligible jurisdictions will be contacted annually at the beginning of each calendar year to confirm their interest in actively participating in the TAC. Each member jurisdiction will appoint a primary and alternate representative. More than one staff member from each jurisdiction may attend and participate in TAC meetings.

TRPC staff members are participants, but not voting members, of the TAC. TRPC staff members are the key point of contact between the TAC and the TPB and TRPC.

## Officers

The TAC shall annually elect a Chair and Vice Chair at the first meeting of each calendar year. Nominations will be sought for the officer positions. The Chair shall:

- Represent the TAC with TRPC staff at TPB and TRPC meetings, as necessary.
- Preside over a call to vote at TAC meetings.
- Advise TRPC staff on agenda settings, if needed.
- Request nominations for an alternate member representative to present TAC positions or issues to the TPB and TRPC in lieu of the Chair when specific subject matter expertise is necessary.

The Vice Chair is responsible for the duties of the Chair in the absence of the Chair.

Alternate officer selection: The duties and responsibilities of the Chair and Vice Chair will be appointed annually on a rotating basis. The term of the Chair expires in December and the Vice Chair will become the Chair during the first TAC meeting of the new year. A new Vice Chair will be appointed based by alphabetical order of the member agencies name. For example, if Intercity Transit was the prior Vice Chair, Lacey's primary member becomes the new Vice Chair. The Vice Chair from Intercity Transit would become the Chair. If a TAC member, who is next in line to become an officer and is unable to serve, that member agency will be skipped and the primary member from the next agency in line would be appointed.

## Voting

Voting shall be used to elect a chair and vice chair, and in amending the bylaws. Voting may be used when consensus on an issue or recommendation cannot be reached. The vote is decided by a simple majority. Each member jurisdiction present at the time a vote is called shall have one vote. A call to vote may be requested by any member jurisdiction present and conducted at the direction of the TAC Chair, or if absent, the Vice Chair. If the TAC Chair and Vice Chair are absent, TRPC staff will conduct the vote.

Voting may be used when consensus cannot be reached. If such a vote is called, all minority views shall be recorded and presented when a majority recommendation is forwarded to the TPB or TRPC.

## Meetings

The TAC shall meet as often as required to accomplish tasks. TAC meetings will generally be held on the first and third Thursdays each month from 2:00 p.m. to 4:00 p.m. Any change in meeting time or day will be discussed with the TAC prior to scheduling.

TRPC staff will facilitate the TAC meetings. TRPC will distribute an agenda and staff reports/attachments one week in advance of a meeting. TAC members will contact TRPC staff if they have items for the agenda.

## Amendments

Amendments to these bylaws shall be approved by a vote, in accordance with the voting procedure above.

Amended: December 3, 2020