

Island Transportation Planning Organization
Bylaws

Article I

Name of the Organization

- 1.1** This organization shall be known as the Island Transportation Planning Organization, herein referred to as the Transportation Planning Organization or ITPO.

Article II

Purpose and Duties

- 2.1** The purpose of the Transportation Planning Organization shall be to study countywide regional transportation concerns so as to make recommendations aimed at solving transportation problems of mutual interest and concern. Specific duties include, but are not limited to, the duties and functions listed in Section 3 of the ITPO Interlocal Agreement.

Article III

Membership

- 3.1** The Transportation Planning Organization Policy Board shall include representation from Island County, the City of Oak Harbor, Town of Coupeville, City of Langley, the Ports of Coupeville and South Whidbey, the Island County Public Transportation Benefit Area Corporation dba Island Transit, Naval Air Station Whidbey Island, and the Washington State Department of Transportation.
- 3.2** Voting members of the Policy Board are as follows: Island County shall be represented by the three county commissioners. The cities and towns shall be represented by the mayor of each jurisdiction. Each port commission shall select one port commissioner to represent their port district. The board of the Island County Public Transportation Benefit Area Corporation dba Island Transit shall be represented by its board chair or their designee.

- 3.3** Non-voting members shall be represented by the community planning liaison from Naval Air Station Whidbey Island and the designated staff from the Northwest Region / Mount Baker Area office of the Washington State Department of Transportation, or their designees. Any members of the state House of Representatives or the Senate whose districts are wholly or partly within the boundaries of the Transportation Planning Organization are considered ex officio, non-voting policy board members.
- 3.4** Each voting member of the Policy Board may designate an alternate to act in the member's absence. The alternate designation must be in writing for voting members, signed by the member, and be on file with the Transportation Planning Organization in order for the alternate to be allowed to act on the members' behalf. **If voting on fund allocations the alternate must be an elected official.**

Article IV **Officers**

- 4.1** The officers of the Transportation Planning Organization Policy Board shall be a Chairperson and Vice-Chairperson. The officers shall be elected during the first meeting of each calendar year. The selection of the officers shall be effective upon a motion that passes by a majority of the voting members of the Policy Board present.

Article V **Policy Board Meetings**

- 5.1** The chair shall preside over Policy Board meetings. In absence of the chair, the vice-chair shall preside. In absence of both officers, any other voting member may preside, after a motion to that effect is made and passed by a majority of the voting members of the Policy Board present.
- 5.2** Meetings will be held on the fourth Wednesday of the month at 11:00 am in the Island County Commissioner's Hearing Room. Additional meetings may also be called by the chair or by any three voting members of the Transportation Planning Organization. Notice of meetings shall be provided to each member at least one week (7 days) prior to the meeting.

- 5.3 Meetings of the Transportation Planning Organization shall be governed by the Open Public Meetings Act, RCW 42.30.
- 5.4 A quorum for conducting business shall be a majority of voting members present. All decisions must be made by a majority vote of the quorum present at a meeting.
- 5.5 The Chair shall sign all official documents that relate to specific action taken by the Transportation Planning Organization. The Vice Chair may sign documents when the Chair is absent.

Article VI

Technical Advisory Committee Meetings

- 6.1 The Technical Advisory Committee (TAC) shall be represented by the staff roles listed in the Interlocal Agreement. Each TAC member listed in the appendix is entitled to one vote.
- 6.2 A citizen from each County Commissioner District shall also be appointed by the Commissioner from the respective district to serve on the TAC. Terms for citizen representatives shall be three years and may be renewed. Terms shall be staggered with one citizen representative position available each year.
- 6.3 Citizen representatives may be removed for failing to attend meetings on a repeated unexcused basis.
- 6.4 A quorum for conducting business shall be a minimum of eight voting members. All recommendations to the Policy Board must be made by a majority vote of the quorum present at a meeting.
- 6.5 The Island County Transportation Planner shall preside over Technical Advisory Committee meetings. In absence of the Transportation Planner, any other member may preside.
- 6.6 Meetings will be held on the second Thursday of the month at 1:00 pm in Island County Law and Justice Room 131.

Article VII
Parliamentary Authority

7.1 Robert’s Rules of Order shall be an advisory document pertaining to parliamentary authority for use by the Transportation Planning Organization in parliamentary situations that are not provided in law or these bylaws.

Article VIII
Amendments

8.1 These Bylaws may be amended by a unanimous vote of a quorum of voting members. Amendments approved by the Transportation Planning Organization are effective immediately.

Adopted by a unanimous motion of the Transportation Planning Organization on the ___ day of _____, 2016 and signed by the participating jurisdictions as follows:

Board of Island County Commissioners
Island County, Washington

City of Oak Harbor

Richard M. Hannold, Chair Date

Bob Severns, Mayor Date

City of Langley

Town of Coupeville

Tim Callision, Mayor Date

Molly Hughes, Mayor Date

Port of South Whidbey

Port of Coupeville

Curt Gordon, Commissioner Date

John Mishasek, Commissioner Date

Island County Public Transportation Benefit Area Corporation dba Island Transit

Jackie Henderson Date

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Appendix
Technical Advisory Committee Members

Island County Public Works	Connie Bowers
Island County Planning & Community Development	Nathan Howard
Island County District 1 Citizen	Don Meehan
Island County District 2 Citizen	Vacant
Island County District 3 Citizen	Bob Monize
City of Oak Harbor Public Works	Arnie Peterschmidt
City of Oak Harbor Planning & Community Development	Cac Kamak
City of Langley	Stan Berryman
Town of Coupeville	Vacant
Port of Coupeville	Forrest Rambo
Port of South Whidbey	Angi Mozer
Island Transit	Ken Graska
Island County Economic Development Council	Ron Nelson
Naval Air Station Whidbey Island	Bryan Tyhuis
Washington State Dept. of Transportation	John Shambaugh