

## Proposed Amendments to IRTPO Bylaws – May 27, 2020

Page 4

**Section 3.5** Special Rule: Funding Allocation Actions. If voting on funding allocations, all voting members or alternates must be elected officials of the ~~Island Region~~ agency they are representing. However, Island Transit may specify any member of its Board of Directors that is an elected official of any Island region municipality as a voting member on funding allocations.

(Possible additional language: Mayors may designate City Administrators or Managers as alternate voting members on funding issues by proxy.)

This special rule needs to be clarified because it potentially creates two unintended issues: 1) As written, it prevents City Administrators or other non-elected functionaries from voting as alternates. 2) It provides a strange loophole. If, for instance, a WSDOT representative happened to be a City Councilperson in one of the Island County communities, that member would also be an elected official of the Island Region, giving them the right to vote on funding allocations.

Page 6

**Section 5.5** Quorum. A quorum for conducting business shall be ~~a majority (six (6) out of ten (10)) of voting members present.~~ All decisions must be made by a majority vote of the quorum present at the meeting.

This section clarified to avoid confusion between a quorum and a majority. If only six members are present, you have a quorum. Four votes (a majority of the six present) would be needed to take an action.

**Section 6.1** TAC Description. The IRTPO Transportation Advisory Committee shall be represented by a total of 15 staff and citizen representatives ~~corresponding to the fifteen IRTPO Board approved TAC positions as~~ identified in Appendix A. Staff representatives will be appointed ~~authorized~~ by their member agencies/organizations. ~~they are associated with and~~ Appointments may be approved d by action of the IRTPO Executive Board, the Board Chair, or the Executive Director. The Port of Coupeville and Port of South Whidbey, will be represented by one staff member from either agency, alternating between these agencies each calendar year.

The language in this section has been cleaned up and clarified.

(Question: Why do we alternate Port representation? Should both be at the table every year?)

**Section 6.2** Citizen Representatives. ~~A citizen from each County Commissioner District shall also be appointed by the Commissioner from the respective d~~One citizen from each County Commissioner District shall be appointed by the Commissioner of that 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.

The language in this section has been cleaned up and clarified.

*(Additional Question: Do we want to have a limit on how many years/terms an individual citizen member may serve?)*

Page 7

**Section 6.4** TAC Scoring and Voting. Each participating TAC member is entitled to one vote, or when evaluating project applications, one scoring opportunity per project. ~~When scoring,~~ TAC member(s) ~~will~~may not score ~~a given~~ projects ~~if for which~~ their agency is the project lead. Project scoring may be facilitated by email ballots when necessary to meet quorum requirements or if the IRTPO Board Chair or Executive Director determine that additional scoring participation is needed. A list of participating TAC members is attached herein as Appendix A and may be updated as an administrative change (per section 6.1), to reflect staff availability according to defined positions.

The language in this section has been cleaned up and clarified.

**Section 6.7** TAC Meeting Date, Time, and Place. Meetings will be held on the second Thursday of the month at 1:00 pm in Island County Law and Justice Building, Room 131, or as otherwise specified on the meeting agenda/invitation.

Amending the designation meeting time/location for the TAC to allow for flexibility in the event of circumstances such as we are now in with COVID-19.

*(Additional Question: Should we include language for TAC and the Executive Board that specifies the option of virtual meetings and includes alternate meeting notification processes?)*

Page 8

**Section 7.2** TEC Scoring and Voting. Each approved TEC member is entitled to one vote or, when evaluating project applications, one scoring opportunity per project. ~~When scoring, a~~ TEC member(s) ~~will~~may not score ~~a given~~ projects if for which their agency is the project lead. Project scoring may be facilitated by email ballots when necessary to meet quorum requirements or if the IRTPO Board Chair or Executive Director determine that additional scoring participation is needed. A list of appointed TEC members is attached herein as Appendix B.

The language in this section has been cleaned up and clarified.

**Section 7.5** TEC Meeting Schedule. Meetings of the Transportation Equity Committee will be held not less than twice per year, or as needed to address planning requirements related to available grant opportunities.

Two times per year is not nearly often enough to maintain the kind of working relationships and mutual trust needed to facilitate this process. Quarterly would be my recommendation (assuming you can get people to attend). Perhaps the language should say something like “not less than twice per year” so we don’t give the impression that it can only be two meetings per year.

*(Additional Question: Do we want to include language here about coordinating to meet the needs of the low-income, elderly, disabled, and minority populations the TEC Committee members serve? The existing language indicates that the TEC is only important related to applying for funding. Perhaps that is the role of the Transportation Equity Network (TEN) which is not defined in the bylaws. If so, should it be included here?)*

Page 9

**Section 9.1** Amendment Procedure. These bylaws may be amended by a majority vote of a quorum of voting members. Amendments approved by the Transportation Planning Organization are effective immediately.

A clarification related to Section 5.5. A majority of the quorum, not the entire quorum, is required to take an action.

**Section 10.2** Ethics Violations. Any Executive Board member who violates these policies will be subject to disciplinary action as determined by a majority vote of the Executive Board Council. Any employee in violation of these policies is subject to disciplinary action as outlined in their Personnel Policies. Any volunteer who violates these policies will be subject to disciplinary action as determined by the Executive Director.

Language has been changed because the name of the voting body has changed.

**Appendix A:** This page needs to be updated with names of current staff representatives.

**Appendix A (updated as needed by administrative action)  
Transportation Advisory Committee Members**

Position	Current Staff Representative
Island County Public Works	Connie Bowers
Island County Planning & Community Development	<del>Nathan Howard</del>
Island County District 1 Citizen	Don Meehan
Island County District 2 Citizen	<del>Christine Boswell-Still</del>
Island County District 3 Citizen	Bob Monize
City of Oak Harbor Public Works	Alex Warner
City of Oak Harbor Planning & Community Development	Cac Kamak
City of Langley	Stan Berryman
Town of Coupeville	Owen Dennison
Port of Coupeville / Port of South Whidbey	Stan Reeves Chris Michalopoulos
Island County Public Transportation Benefit Area	Todd Morrow
Island County Economic Development Council	Sharron Sappington
Scenic Isle Way Manager	Sherrye Wyatt
Naval Air Station Whidbey Island	Bryan Tyhuis
Washington State Dept. of Transportation	John Shambaugh

**Appendix B:** This page needs to be updated as well. It is recommended that job titles rather than names be used for staff representatives to the TEC, as these positions seem to change frequently.

**Appendix B (updated as needed by administrative action)  
Transportation Equity Committee Members**

Position (number of representatives)	Current Staff Representative
Island County Public Works (1)	Connie Bowers
Human Services (1)	Jackie Henderson
Veterans Services (2)	Cynthia Besaw Mike Brenaman
Developmental Disability (1)	Mike Etzell
Juvenile & Superior Court (1)	Megan Frazier
Public Schools (2)	Vacant
Homeless (3)	<del>Vivian Rogers Decker</del> Lori Cavender?
Low Income (2)	Lisa Clark Joanna Dobbs
Employment (1)	Vacant
Tribes (1)	<del>Nora Pederson</del>
Limited English Proficiency (1)	Vacant
Seniors (3)	Liz Lange Cheryn Weiser Bonnie Eckley <u>(new)</u>
Healthcare & Acquired Disability (3)	Roger Meyers
Activities (2)	Mary Campbell
Transit (2)	Todd Morrow Maribeth Crandell
Private Transportation Services (1)	Vacant
WSDOT Public Transportation (non-voting)	Marianna Hanefeld <u>(new)</u>