

TRANSPORTATION DEMAND MANAGEMENT EXECUTIVE BOARD OPERATING PRINCIPLES

Transportation Demand Management Executive Board Guidelines

1. Role of Board Members

Board members serve as advisers on transportation demand management (TDM) policy matters to the Secretary of the Washington State Department of Transportation. They may study policy and make recommendations for changes or implementation to the Commute Trip Reduction and other TDM programs. Their analysis and recommendations play an important role in furthering the effective operation of state government.

2. Conduct of Board Members

- a) No board member may make unilateral decisions or take action without the consent of the board as a whole.
- b) Unless specifically authorized, board members must use discretion to avoid the appearance of speaking for the board at industry or professional meetings.
- c) Board members serve the public. It is inappropriate for board members to use board membership to create a personal platform.
- d) Board members should refrain from expressing personal opinions when providing testimony on behalf of the board. If a personal opinion is unavoidable, board members should indicate that they are expressing a personal and are not speaking for the board.

3. Attendance of Board Members

- a) In-person attendance is required at each board meeting. (Options for remote participation are not available).
- b) Alternates and designees are not permitted.
- c) A member who misses two full board meetings in a row will be contacted by the chair to discuss their interest in continuing as a board member.
- d) A member who misses three full board meetings in a row will be asked to resign.

4. Preparation for Effective Membership

Board members shape and influence board decisions and actions. As such, it is important that board member stay informed and up to date on pertinent issues, legislative activity and administrative rulemaking relevant to commute trip reduction.

To help board members make informed decisions, board staff will provide reports, proposals and other information as needed and requested.

Effective board members will:

5. Attend all board meetings.
6. Reviewed all meeting materials prior to board meetings.
7. Recognize that serving the public interest is the board's top priority.
8. Recognize that the board must operate in an open and public manner.
9. Be knowledgeable about the legislative process and issues affecting the board.
10. Examine all available information before making a decision.
11. Actively participate in group discussions.
12. Collaborate with other board members to make decisions.
13. Recognize that compromise may be necessary in order to achieve consent of all board members.

5. CTR Technical Committee Functions

The primary function of the technical committee is to carry out the rules, policies, and programs developed by the executive board and the CTR law. In addition, the technical committee may make recommendations and notify board members of pertinent issues and legislative activity. The technical committee may also arrange meetings, prepare meeting materials, compile background information, produce policy briefs and conduct research.

A secondary function of the technical committee is to serve as a liaison with other boards and agencies, the Attorney General, the Legislature, and the public.

ISSUES THAT COME BEFORE THE BOARD

The board will work to resolve all issues by consent.

CHANGE OR REPEAL OF OPERATING PRINCIPLES

Amendment, alteration, change, additions to or repeal of the operating principles, not affecting regular procedures available to the public, and not in conflict with state law, may be made by resolution of the board.

RESTRICTIONS AND REQUIREMENTS

Board members should be aware of certain restrictions and requirements that may affect them during their tenure.

- a) Board members must be familiar with and operate within their board's operating principles, and state and federal laws at all times.
 - b) To ensure accountability, all applicable policies and procedures adopted by the Board should be in written form.
 - c) Members are restricted by RCW 42.52.130, 140, 150, and 42.18.230 from accepting or soliciting anything of economic value as a gift, gratuity, or favor if it is given only because the member holds a responsible position with the state.
 - d) Questions about board issues should be directed to the board's administrative or executive officer, who will see that all board members receive full information by the next regular meeting.
 - e) Details of board investigations, personnel files, or business discussed at closed executive sessions should not be disclosed unless they are part of the public record.
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ETHICS IN PUBLIC SERVICE

The Ethics in Public Service Act places restrictions on the activities of those working with state agencies, boards, commissions, or any other entity of state government.

The Act provides that no state employee may use his or her position for personal services rendered during their term of state employment. State employees are prohibited from using any information acquired while in state service for personal gain.

The Act prohibits board members from engaging in actions that result in personal gain or benefit close relatives within a two-year period following termination of state service. The Act allows the agency head to dismiss, suspend, or take other appropriate action when provisions of the Act are violated. All board members should familiarize themselves with the Ethics in Public Service Act, chapter 42.52, RCW. The Assistant Attorney General assigned to the board can offer additional information.

As a board member, you are expected to uphold a high standard of ethics. It is *extremely* important that board members avoid conflicts of interest or even the *appearance* of conflicts of interest. Using a public position for private gain is improper and illegal. Similarly, actions benefiting close relatives are prohibited. There are penalties for violations of state ethics statutes. The following are examples of conflicts of interest:

- a) Directing state contracts to a business in which one has a financial interest.
- b) Using confidential information for private investments.
- c) Accepting gifts or favors in exchange for certain regulatory rulings.

- d) Accepting gifts or favors in exchange for making certain purchases.
- e) Obtaining personal favors from employees.
- f) Accepting favors for disclosure of confidential information.
- g) Engaging in outside employment which assists non-governmental entities in their quests for state business.

Board members can avoid conflict of interest problems by being aware of statutory restrictions, adhering to such restrictions, using good judgment, and being fair and equitable in decision-making.

Board should familiarize themselves with the Office of the Governor's booklet titled, Boards and Commissions Membership Handbook (January 2013).

OPEN PUBLIC MEETINGS ACT

The Open Public Meetings Act requires that all meetings of the governing body of a public agency, as well as other meetings regarding policies affecting the public, be open to the public. In addition, the public must be notified of such meetings in a timely manner.

Exceptions to the Open Public Meetings Act include confidential subjects such as personnel matters and real-estate transactions, which may be dealt with in "executive sessions."

The minutes of all regular meetings must be recorded and made available for public inspection.

To afford members of the public who have disabilities an equal opportunity to participate, meetings subject to the Open Public Meetings Act shall be held in facilities which are wheelchair accessible. Public notices regarding such meetings shall include a statement that sign language interpreters, materials in Braille, large print or tape, and other necessary auxiliary aids will be provided with advance notice. Notices should include the name and phone number of the individual responsible for coordinating such requests. The relevant statutes are RCW 42.30.010 and 42.30.900.