

TRANSPORTATION DEMAND MANAGEMENT TECHNICAL COMMITTEE BY-LAWS

ARTICLE I

PURPOSE

The composition of the Transportation Demand Management (TDM) Technical Committee (formerly the Commute Trip Reduction Board) is established in statute to represent government and private organizations charged with implementing the state's transportation demand management program. The purpose of the TDM Technical Committee is to oversee implementation of the program and to identify ways to increase the program effectiveness at the state, regional and local level.

The former Commute Trip Reduction Board approved a new governance structure in late 2018, creating the TDM Technical Committee and TDM Executive Board. These by-laws apply to the TDM Technical Committee only.

The TDM Technical Committee establishes processes, criteria, and procedures for implementing the program. It approves local and regional plans and develops a statewide TDM plan. It establishes guidelines to ensure consistency between local commute trip reduction plans, Growth and Transportation Efficiency Center (GTEC) programs, and other transportation demand management strategies. The Committee allocates state funding to support the program and recommends changes to transportation policies and funding priorities at the state, regional and local levels.

ARTICLE II

MEMBERSHIP

Section 1. Voting Members

The Committee shall consist of at least 16 voting members, per RCW 70A.15.4060. The voting members are:

- a) The Secretary of the Department of Transportation or the Secretary's designee who shall serve as the Chair;
- b) One representative from the Office of Financial Management;
- c) The Director or the Director's designee of one of the following agencies, to be determined by the Governor:
 - i. The Department of Enterprise Services
 - ii. The Department of Ecology
 - iii. The Department of Commerce
- d) Three representatives from cities and towns or communities appointed by the secretary of transportation for staggered four-year terms from a list recommended by the Association of Washington Cities, or Washington State Association of Counties;

- e) Two representatives from transit agencies appointed by the secretary of transportation for staggered four-year terms from a list recommended by the Washington State Transit Association;
- f) Two representatives from participating Regional Transportation Planning Organizations appointed by the secretary of transportation for staggered four-year terms;
- g) Four representatives of employers at or owners of major worksites in Washington, or Transportation Management Areas, Business Improvement Areas, or other transportation organizations representing employers, appointed by the secretary of transportation for staggered four-year terms; and
- h) Two Citizens appointed by the secretary of transportation for staggered four-year terms.

Additional members that are not in statute may join the Committee through a majority vote of the current members.

Section 2. Term limits

Members of the Committee who serve in termed positions are encouraged to vacate their position after two consecutive four-year terms to provide opportunities for other interested individuals to serve on the Committee.

Section 3. Proxy

For regular meeting attendance, no members of the Committee will be allowed a voting proxy.

Members of the Committee may be allowed a voting proxy in the event of a Member taking extended leave. Proxy requests must be shared with Committee staff, and approved by the Chair of the Committee.

Section 4. Officers of the Committee

The Chair of the Committee shall be the Secretary of the Washington State Department of Transportation or designee. The Chair shall preside over all meetings of the Committee and do all such other things that are appropriated for or delegated to such officer by the Committee. The Committee will have a Vice Chair who will be elected by the Committee and will not be a state employee. The Vice Chair will serve on a two year rotation (based on the State of Washington's fiscal year, which begins July 1 and ends June 30).

Section 5. Staff of the Committee

The Department of Transportation shall staff and provide administrative support to the Committee.

Section 6. Committee Recruitment

Members shall be recruited in accordance with RCW 70A.15.4060. Prospective members must complete an application for the Committee, which shall be evaluated by WSDOT staff. Staff will make recommendations to the Committee, who shall develop consent on a final member candidate.

Section 7. Withdrawing Membership from the Committee

If a member is unable to complete their term, a letter of resignation must be sent to the TDM Technical Committee Chair indicating the date the resignation is effective, and whether or not the Committee member is able to serve until a replacement is named.

ARTICLE III

MEETINGS & BUSINESS OF THE COMMITTEE

Section 1. Time and Place of Meetings

All meetings of the full Committee are public meetings under RCW 42.30. Regular meetings of the Committee must be held a minimum of four times each fiscal year. Additional meetings of the Committee may be scheduled by the Chair on an as-needed basis. Meetings will generally be held in Olympia when the state legislature is in session. It is the intent of the Committee to schedule meetings throughout the state in order to promote public awareness of the TDM program and to build relationships within the affected communities.

Section 2. Notice to Members of Meetings

Notice of all Committee meetings shall be given to each member via email. Such notice shall be sent and posted on the Committee website at least ten (10) days prior to the meeting. Subject material on agenda items shall be emailed to Committee members prior to the meeting. Materials for an agenda item will be provided at least two working days prior to the meeting or no action may be taken on the item.

Section 3. Attendance

A Committee member may forfeit his or her position on the Committee as a result of poor attendance. As this is a working Committee, regular attendance and participation in working groups is essential so that decisions will represent the opinions of the Committee as a whole. It enables Committee members to keep abreast of concerns and helps ensure that issues are examined from a variety of perspectives.

- a) Members (or their proxies) should notify the Chair and WSDOT Committee staff if they are unable to attend a meeting. Members should provide as much advance notice as possible.
- b) A member (or their proxy) who has two unexcused absences in a row may be contacted by the Chair to discuss their interest and/or availability in continuing as a Committee member.

Section 4. General Notice of Meeting and Agenda Items

A notice of all Committee meetings shall be given by WSDOT by e-mail or in writing to all persons who have made a request of the Committee at least five (5) days prior to the meeting.

Committee Meeting dates, times, and locations will be posted on the TDM Technical Committee website.

Section 5. Business of the Committee

In general, it is anticipated that Committee actions will be by consent. When the Chair determines consent is not achievable or decides it is necessary to expedite a decision, business of the Committee shall be transacted by motion and majority vote. Motions and seconds may be made by any member in attendance, including the Chair. Except as otherwise provided, *Robert's Rules of Order, Newly Revised*, shall generally be used to govern the meetings of the Committee.

As determined by the Chair, business of the Committee may also be transacted through Gradients of Agreement:

1. Strongly Agree (I like it)
2. Agree with minor concerns (Basically, I like it)
3. Agree with reservations
4. Disagree, but willing to go with majority (I don't like it, but won't block it)
5. Strongly disagree (I will block this)

Motions and resolutions will be posted on the TDM Technical Committee website.

ARTICLE IV

QUORUM

The presence of a majority of the current voting Committee membership shall constitute a quorum for the transaction of the Committee's business. It shall require a majority of those members to carry any motion and/or resolution.

ARTICLE V

MEETING SUMMARY

All actions of the Committee made by consent or motion shall be included in the meeting summary produced by the Public Transportation Division within Washington State Department of Transportation, and shall be posted on the Committee webpage. Meeting summaries will be posted on the Committee website for at least two years, at which point they may be archived.

ARTICLE VI

CHANGE OR REPEAL OF INTERNAL RULES

Amendment, alteration, change, additions to or repeal of the rules governing internal management of the Committee, not affecting regular procedures available to the public, and not in conflict with state law, may be made by the Committee subject to compliance with other applicable sections of these rules.

ARTICLE VII

EXPENSES OF COMMITTEE MEMBERS

Members of the Committee shall not receive compensation for their service on the Committee, but, upon request of the member, non-state agency members will be reimbursed for actual and necessary expenses incurred in performing their duties as members as set forth in RCW 43.03.220 (Compensation for members of part-time Committees and commissions), RCW 43.03.050 (Subsistence, lodging and refreshment, and per diem allowance), and RCW 43.03.060 (Mileage allowance). Committee members may request reimbursement for travel and per diem expenses for attendance and participation in the following activities:

- a) All officially called regular and special meetings of the Committee.
- b) Attendance at working group or committee meetings at the request of the Chair.
- c) Attendance at transportation conferences or meetings as designated by the Committee or Committee Chair.
- d) Meetings and hearings with such committees as the State Legislature or the Governor's Office as designated by Committee or Committee Chair.

ARTICLE VIII

SUBCOMMITTEES

The Committee can, at their discretion, establish permanent or ad hoc subcommittees. Subcommittees shall be chaired by a Committee Member. The Chair may appoint Committee and non-Committee members to participate in these committees. When making appointments to these committees, the Chair shall strive to maintain a balance of interests represented on these committees.