

REGIONAL TRANSPORTATION ADVISORY COMMITTEE

BYLAWS

Adopted by the Southwest Washington Regional Transportation Council
Resolution 08-94-20 on August 2, 1994.
Amended: Resolution 01-07-01 on January 2, 2007

ARTICLE I

This Committee shall be known as the Regional Transportation Advisory Committee (RTAC)

ARTICLE II

The Regional Transportation Advisory Committee (RTAC) coordinates and guides the regional transportation planning program in accordance with the policy of Regional Transportation Council (RTC) Board of Directors. The regional transportation planning program includes transportation policy development, the development of regional transportation plans, and programming of transportation projects. Participation of a broad range of jurisdictions, agencies, and stakeholders is welcomed at RTAC meetings.

The responsibilities of RTAC with respect to transportation planning are:

- a) Review the Unified Planning Work Program (UPWP) for transportation planning.
- b) Monitor and provide advice concerning the transportation planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic, and environmental factors in plan development.
- c) Advise on the development of the Metropolitan Transportation Plan in accordance with current transportation-related federal, state, and local laws and regulations including the federal Transportation Act, the state Growth Management Act, the state Commute Trip Reduction Efficiency Act, the federal Clean Air Act and its Amendments, and the state Clean Air Act.
- d) Advise on the development of the Metropolitan Transportation Improvement Program in accordance with applicable federal and state transportation-related laws.
- e) Review policies, projects, and plans affecting the regional transportation system.
- f) Advise on the compliance of the regional transportation planning process with all applicable federal requirements for maintaining Metropolitan Planning Organization (MPO) certification.

- g) Develop amendments to existing transportation policies for consideration by the RTC Board of Directors, as needed.
- h) Certify that the transportation elements and policies in local comprehensive GMA plans conform with the requirements in the Growth Management Act and are consistent with the Metropolitan Transportation Plan.
- i) Recommend needs and opportunities for involving citizens in transportation matters.

The responsibilities of RTAC with respect to air quality planning are:

- a) Comment on transportation related emissions and their relationship to overall air emissions in the region, including particulates, carbon monoxide, nitrous oxide, and air toxins.
- b) Discuss and assist in the evaluation and development of transportation control measures (TCMs), if needed. Recommend TCMs to maintain federal air quality standards in Clark County, if needed.

ARTICLE III

MEMBERSHIP, VOTING, MEETINGS

This section addresses RTAC membership and voting rights. However, participation of a broad range of jurisdictions, agencies, and stakeholders with interest in transportation is encouraged at RTAC meetings.

Section 1. Membership

- a) The Committee will be made up of representatives from local jurisdictions and implementing agencies as follows:

Clark County, Public Works	1
Clark County, Planning	1
City of Vancouver, Transportation	1
City of Vancouver, Planning	1
C-TRAN	1
WSDOT	1
City of Camas	1
City of Washougal/Port of Camas-Washougal	1
City Battle Ground/Town of Yacolt	1
City of Ridgefield/City of La Center/Port of Ridgefield	1
Port of Vancouver	1
Human Services Transportation Provider	1
ODOT	1
Metro	1
Total	14

- b) Each member shall serve until removed by the appointing agency.
- c) Alternates may be appointed to serve in the absence of the regular member.
- d) Unexcused absence from regularly scheduled meetings for three (3) consecutive months shall require the Chairperson to notify the appointing agency with a request for remedial action.

Section 2. Voting Privileges

- a) Each member, or alternate of the Committee, shall be entitled to one (1) vote on all issues presented at regular and special meetings at which the member or alternate is present.
- b) The Chairperson shall have no vote.

Section 3. Meetings

- a) Regular meetings of the Committee shall be held each month at a time and place established by the Chairperson.
- b) Special meetings may be called by the Chairperson or a majority of the Committee members.

Section 4. Conduct of Meetings

- a) A majority of the voting members (or designated alternates) shall constitute a quorum for the conduct of business. The act of 60% of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee.
- b) All meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.
- c) The Committee may establish other rules of procedure as deemed necessary for the conduct of business.
- d) An opportunity will be provided at each meeting for citizen comment on agenda and non-agenda items.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. Officers

The permanent Chairperson of the Committee shall be the RTC Transportation Director or designee.

Section 2. Duties

The Chairperson shall preside at all meetings he/she attends and shall be responsible for the expeditious conduct of the Committee's business.

Section 3. Administrative Support

- a) RTC shall supply staff, as necessary, to record actions of the Committee and to handle Committee correspondence and public information concerning meeting times and places.

ARTICLE V

SUBCOMMITTEES

Subcommittees may be established by the Chairperson. Membership composition shall be determined according to mission and need. The Chair shall consult with the full committee on membership and charge before organization of subcommittees. Subcommittee members can include RTAC members, alternates, and/or outside experts. All such committees shall report to the Regional Transportation Advisory Committee.

ARTICLE VI

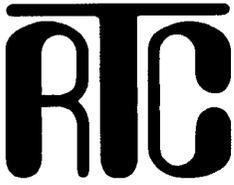
REPORTING PROCEDURES

The Committee shall make its reports and findings and recommendations to the RTC Board of Directors. The Committee shall develop and adopt procedures which adequately notify affected jurisdictions on matters before the Committee.

ARTICLE VII

AMENDMENTS

The Bylaws may be amended or repealed only by the RTC Board of Directors.



STAFF REPORT

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM:  Dean Lookingbill, Transportation Director
DATE: December 26, 2006
SUBJECT: **Regional Transportation Advisory Committee (RTAC) Bylaws Amendment, Resolution 01-07-01**

BACKGROUND

The purpose of this resolution is to propose approval and adoption of amendments to the Bylaws of the Regional Transportation Advisory Committee (RTAC). The RTC Board reviewed the proposed revisions at the Board's December 5, 2006 meeting. As stated in the RTAC Bylaws, the Regional Transportation Advisory Committee (RTAC) coordinates and guides the regional transportation planning program in accordance with the policy of the Regional Transportation Council (RTC) Board of Directors. RTAC provides technical review of traffic data, analysis, transportation reports, plans, and project programs, and makes recommendations to the RTC Board for the Board's decision making. The existing RTAC Bylaws were adopted in 1994. However, with Clark County's growth and with federal transportation laws now requiring coordination with a greater number of transportation stakeholders, it is now timely to update these Bylaws. A redline version of the RTAC Bylaws, with revisions recommended by RTAC and reviewed by the RTC Board in December 2006, along with the proposed amended version is attached for your approval.

PROPOSED RTAC BYLAWS REVISIONS

Many of the proposed revisions are administrative in nature with wording updated to reflect the current transportation laws (refer to Bylaws page 1) and the duties of RTC relating to air quality planning (refer to Bylaws page 2). Proposed revisions to the RTAC Bylaws focus on RTAC membership (refer to Bylaws page 2). RTAC members agree that broad participation from a wide range of transportation interests is desirable at RTAC meetings. However, the practicality of attaining meeting quorum was kept in mind in proposing the revised list of members with voting rights. The revised Bylaws propose increasing RTAC voting membership from ten to fourteen. RTC welcomes participation of all cities and ports within Clark County but recognizes that not all have staff available to attend RTAC meetings. Therefore, some jurisdictions and ports are paired. The largest jurisdictions, Clark County and the City of Vancouver, are proposed to have two members each; one from public works and one from planning. Planning staff can inform the Committee of land use decisions that affect trip making and travel. The existing federal transportation act, SAFETEA-LU, requires closer coordination between the MPO and stakeholders involved in human services transportation. The MPO is now required to

participate in the development and adoption of a Human Services Transportation Plan. Therefore, the addition of a representative of the Human Services Council is proposed. Indeed, review of the RTAC Bylaws was initiated following a request by the Human Services Council to become an RTAC member. The Human Services Council provides a transportation brokerage to assist low income, seniors and people with disabilities needing transportation for medical and/or employment needs. A majority of the voting members or designated alternates is required for meeting quorum in order to conduct Committee business. In recognition of the need for consensus recommendations by RTAC to forward to the RTC Board, the act of 60% of the members or designated alternates present at meetings at which a quorum is present shall be the act of the Committee (refer to Bylaws page 3).

POLICY IMPLICATION

The proposed RTAC Bylaws amendment would add four voting members to the Regional Transportation Advisory Committee that would allow for a broader participation at RTAC meetings. The proposed amendments would also update the RTAC Bylaws to reflect current laws and expectations of RTC.

BUDGET IMPLICATION

This bylaw amendment is an administrative action and will not have impact on RTC's 2007 budget.

ACTION REQUESTED

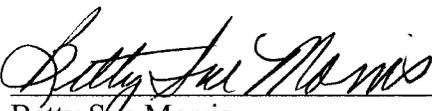
Adoption of Resolution 01-07-01, "Regional Transportation Advisory Committee (RTAC) Bylaws Amendment".

ADOPTED this 2nd day of January 2007,

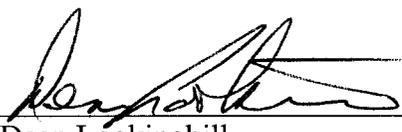
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:



Betty Sue Morris
Chair of the Board



Dean Lookingbill
Transportation Director

Attachment