



STAFF REPORT

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: October 29, 2019
SUBJECT: **Bylaws of the Southwest Washington Regional Transportation Council - Amendment**

AT A GLANCE – ACTION

The purpose of this staff report is to present to the RTC Board a recommendation for amending the Bylaws of the Southwest Washington Regional Transportation Council.

BACKGROUND

The Washington State Legislature convened for its 2019 session on January 14 and concluded on April 28. New law created by the Legislature and signed by the Governor (EHB 1584) compels Regional Transportation Planning Organizations (RTPO) to invite Tribal Nations within their planning boundaries, to become voting members of the RTPO Policy Board.

IMPLEMENTATION OF EHB 1584

EHB 1584 became effective law as of August 1, 2019. Upon that date, as a condition to being eligible to receive state appropriated planning funds (for designated RTPO purposes), RTC “must provide a reasonable opportunity for voting membership to federally recognized tribes that hold reservation or trust lands within the planning area...”. RTC must offer that voting membership either: “every two years or when the composition of the Board (of the RTPO) is modified in an interlocal agreement”.

In fulfillment of the new law obligation, RTC staff transmitted a letter of invitation to the Cowlitz Indian Tribe and Yakama Nation on August 7, 2019. To date, both the Cowlitz Indian Tribe and Yakama Nation have responded to RTC’s invitation. At this time, the Cowlitz Indian Tribe has responded with a resolution affirming their desire to formally join RTC as a member. The Yakama Nation has expressed interest in RTC’s services and has elected to begin to participate in the Klickitat County Transportation Policy Committee, and will at this time defer full Board membership.

RTC BYLAWS AMENDMENT

In order to incorporate the Cowlitz Indian Tribe’s participation as a voting member to the RTC Board, the Bylaws must be amended.

Per the RTC Bylaws Article 9, any proposal to amend the Bylaws shall be forwarded to a Bylaws Committee, which will consist of 3-5 members of the Board to be appointed by the Chair and chaired by the Vice Chair. The Bylaws Committee shall make a recommendation to the full Board and shall publish that recommendation at least 30-days prior to Board consideration.

RTC BYLAWS COMMITTEE

The Board Chair directed RTC to support the convening of a sub-committee of the Board named the Bylaws Committee. The composition of the Bylaws Committee is as follows:

Bylaws Committee Members:

- 1 - Clark County – *Temple Lentz* (MPO County)
- 1 - City of Vancouver - *Anne McEnerny-Ogle* (MPO Large City)
- 1 – City of Camas – *Melissa Smith* (MPO Small City)
- 1 – Port of Ridgefield – *Scott Hughes* (Special District) *Committee Chair*
- 1 - WSDOT – *Carley Francis* (Special District)

RTC Staff & Legal Support:

- Executive Director – *Matt Ransom*
- RTC General Counsel - *Ted Gathe*

BYLAWS COMMITTEE PROCESS

The Bylaws Committee was convened for a single meeting on October 22, 2019. The scope of the Bylaws Committee review was to review specific amendments to the RTC Bylaws as proposed by Staff and reviewed by the General Counsel.

BYLAWS COMMITTEE RECOMMENDATION

The Bylaws Committee recommended amending the RTC Bylaws for implementation of state law EHB 1584, by specifically recognizing the Cowlitz Indian Tribe as a full voting member of the RTC Board. The Bylaws Committee's full recommendation is presented in the proposed: 2019 Bylaws Committee Review – Recommended Edits to the *Bylaws of the Southwest Washington Regional Transportation Council (2017)*. (Meeting Summary and Recommended Revisions attached).

The *proposed* is formally presented to the RTC Board for consideration. The *proposed* was advertised for RTC Board review on October 29, which provides sufficient notice in advance of the December 3, 2019 RTC Board meeting. The *proposed* will be presented for preliminary review by the Board at the November 5 Board meeting.

PROCESS SUMMARY

The formal Board process to develop the proposed amendments to the Bylaws is summarized as follows. Additional consultation with the RTC Board Executive Committee and General Counsel have supplemented the formal development process.

Formal Board Briefings:

- October 1: RTC Board Memorandum and briefing
- October 22: Bylaws Committee meeting #1
- November 5: RTC Board Memorandum and briefing (*planned*)
- December 3, 2019: RTC Board Resolution (*planned*)

POLICY REVIEW

The proposed Bylaws implements the provisions of state law EHB 1584, providing recognition and inclusion of the Cowlitz Indian Tribe as a full participant on the RTC Board.

NEXT STEPS

Following consideration of the Bylaws Committee's recommendation, the Bylaws amendments will be scheduled for Board action at the December Board meeting.

Attachments:

- 1) RTC Bylaws Committee – Meeting Summary, October 22, 2019
- 2) 2019 Bylaws Committee Review - Recommended Revisions *to the Bylaws of the Southwest Washington Regional Transportation Council (2017)*

RTC Bylaws Committee

Meeting Summary

October 22, 2019

The meeting of the RTC Bylaws Committee convened at 9:30 a.m. at RTC offices (Clark County Public Service Center Room 187).

Member Present: Scott Hughes, Port of Ridgefield (Committee Chair); Anne McEnery-Ogle (Board Chair), Mayor City of Vancouver; Temple Lentz, Clark County Council; Melissa Smith, City of Camas Council; and Carley Francis, SW Regional Administrator WSDOT.

RTC Staff: Matt Ransom, RTC Executive Director and Ted Gathe, RTC General Counsel

1. Meeting Summary

Committee Chair Scott Hughes convened the meeting.

Matt presented Agenda Item 2 and discussed a memorandum describing the Bylaws Committee process and responsibilities as they are currently defined in the RTC Bylaws.

Matt presented Agenda Item 3. Matt described the reason for amending the Bylaws, which is to implement state law EHB 1584 and the Cowlitz Indian Tribe's expressed desire to become a full member of RTC and to participate on the RTC Board of Directors. Matt explained the proposed text amendments to the Bylaws (2017). Ted Gathe provided further background as to the basis of the text edits and how they would accomplish the goals of the statute.

The Committee discussed the scope of changes.

COMMITTEE RECOMMENDATION: A Committee member made a motion which was seconded, and the Committee voted in the unanimous to propose the staff recommended revisions to the full RTC Board for consideration.

Matt described another element of the Cowlitz Indian Tribe's participation which is they have agreed to help fund RTC by payment of a local member dues assessment, beginning January 2020 (pending Bylaws approval). Matt described the basis of the proposed dues assessment and stated the same matter would be presented to the full Board at their November meeting.

Matt introduced another item for the Committee's review, which was review and consideration of amendments to the Regional Transportation Advisory Committee (RTAC) Bylaws (2007). Matt explained the nature of the proposed changes. Matt described the RTAC committee review of the proposed Bylaws changes from their October 18 meeting. In summary, as proposed by staff RTAC preliminary review supports expanding RTAC membership to add: the Cowlitz Indian Tribe; separate membership to reflect that each Clark County region member agency has an individual position on the committee; and to expand membership to include a business stakeholder position which as proposed would be designated for assignment by the Columbia River Economic Development Council (CREDC). Further, Matt explained the RTAC discussion of further expanding membership and described that RTAC did not recommend expanding membership beyond what was proposed at that meeting.

COMMITTEE RECOMMENDATION: A Committee member made a motion which was seconded and the Committee voted in the unanimous to propose the staff and RTAC preliminary review revision to of the RTAC Bylaws (2007) to the full RTC Board for consideration.

The Bylaws Committee concluded at 10:00 a.m.

**BYLAWS
OF
SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL**

ADOPTED: July 7, 1992

AMENDED: February 3, 2004

AMENDED: April 6, 2004

AMENDED: January 3, 2006

AMENDED: April 7, 2009

AMENDED: November 2, 2010

AMENDED: December 4, 2012

AMENDED: December 5, 2017

2019 Bylaws Committee Review – Recommended Revisions

COLOR CODING KEY:

 = Deleted Language

 = New Language / Section / Numbering

No color coding = No changes

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BYLAWS
OF
SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL

ARTICLE 1
IDENTIFICATION

1.1 Corporate Name. This Corporation that was formed under the authority of the Interlocal Corporation Act, Chapter 39.34 RCW shall be known as Southwest Washington Regional Transportation Council, hereinafter called the “Corporation,” formed under the laws of the State of Washington, specifically under Chapter 24.03 of the Revised Code of Washington (the Washington Nonprofit Corporation Act) or any amendments thereto or recodification thereof.

ARTICLE 2
OFFICES

2.1 Principal Office. The principal office of the Corporation shall be located at 1300 Franklin Street, Vancouver, Washington 98660.

2.2 Other Offices. The Corporation may also, where necessary or convenient to the accomplishment of its corporate purposes, maintain offices or facilities elsewhere within the State of Washington of such nature and at such locations as the Board of Directors, hereinafter called the Board, may, from time to time, determine.

ARTICLE 3
FUNCTIONS

3.1 The purpose of the Corporation shall be as prescribed by the Articles of Incorporation, and generally, to do all other things incidental, necessary, convenient or expedient for the attainment of the purposes therein set forth, including maintaining a continuing, cooperative and coordinated transportation planning/program process, adopting a regional transportation plan for southwest Washington, prioritizing and selecting federally funded projects, carrying out all responsibilities and duties required by current and future federal state and local transportation planning and coordination law, and other applicable federal transportation legislation and federal and state Clean Air and Growth Management Act requirements, and for the accomplishment of the duties and responsibilities imposed upon the Corporation by the laws of the State of Washington, federal laws and by these Bylaws.

3.2 The function of the Corporation are further defined by the Interlocal Agreement For The Establishment of the Southwest Washington Regional Transportation Council (“Interlocal Agreement”) entered into on July 1, 1992.

ARTICLE 4
BOARD OF DIRECTORS

4.1 Powers. The property and business affairs of the Corporation shall be managed by its Board of Directors. All powers shall be vested in and may be exercised by the Board of Directors, except those powers these Bylaws or the laws of the State of Washington reserve or delegate to groups other than the Board. The Board may hold meetings at such times and places as it shall deem appropriate; appoint committees and task forces on particular subjects; carry on correspondences and communicate with other entities interested in the same purposes for which the Corporation has been organized; and devise and carry into execution such other measures as it deems proper and expedient to promote the purposes of the Corporation and to best protect the interests and welfare of the Corporation. The powers and duties of the Board shall also include, but not be limited to, the following items:

4.1.1 To determine the amount of annual contributions payable to the Corporation by the member agencies for the succeeding fiscal year.

4.1.2 To collect, use and expend the fees and other moneys collected to maintain, pay tax on, care for and preserve the Corporation property and generally carry out the corporate purposes;

4.1.3 To employ an Executive Director and to administer operations of RTC subject to Board oversight and approval, as per the terms of adopted policies and the Bylaws.

4.1.4 To bring and defend actions by or against one or more existing or former Board Members, Officers or other agents, pertinent to the operation of the Corporation.

4.2 Representation. The parties to the Interlocal Agreement as well as ODOT, Metro, Cowlitz Indian Tribe, and members of the Washington House of Representatives and the Washington State Senate whose districts are wholly or partly within RTC's RTPO boundaries shall be represented on the Board of Directors. Except for the Oregon State Department of Transportation and the Metro, such Board Members shall represent any general purpose government, special purpose district, governmental agency, federally recognized tribal nation or political subdivision which is a party or becomes a party to the Interlocal Agreement or whose representation on the RTC Board is provided for by state law and agrees to fund the Southwest Washington Regional Transportation Council pursuant to the Interlocal Agreement and these Bylaws. Representatives of the Oregon State Department of Transportation and Metro shall also be representatives of the Board as provided in the Interlocal Agreement and the Articles of Incorporation.

4.2.1 Voting Members. The Board of Directors shall be comprised of ~~Fourteen~~ Fifteen (14 15) voting members designated as provided in the Interlocal Agreement creating RTC, with the exception of changing the designation of one of the City of Vancouver representatives from the City of Vancouver Manager to a City of Vancouver

Councilmember; and, One (1) voting member representing the Cowlitz Indian Tribe in conformance with ~~Section~~RCW 47.80.050 ~~RCW~~.

4.2.2 Ex-officio Members. The Fifteen (15) state legislative members of the 14th, 17th, 18th, 20th, and 49th districts that are wholly or partly within RTC's RTPO boundaries are ex-officio non-voting members of the Board.

4.2.3 Term. In the event a Board Member is a member of the Board by virtue of its position with a participating agency, such Board Member shall serve on the Board as long as he or she holds that position. For those Board Members who are chosen from several to represent its agency or several agencies on the Board, the agency or agencies so represented shall annually choose among themselves the person who shall represent them on the Board. Annual representation on the Board shall be communicated in writing to the Executive Director by January 31 of each year.

4.2.4 Alternates. Alternates will be allowed for RTC Board voting members only. A single alternate for each voting jurisdiction or agency may be appointed annually. Jurisdictions who have an elected official on the Board may appoint a single elected official as their alternate. Agencies who have a non-elected official on the Board may appoint a single non-elected official as their alternate.

4.3 Resignation. Should any entity, on behalf of whom a Board Member is serving as a representative to the Board, withdraw from the Interlocal Agreement, the Board Member shall be deemed to have resigned from the Board effective as of the date of withdrawal.

4.4 Compensation. Board Members shall not receive a salary or per diem for their services as such.

4.5 Contracts and Services. Should any Board member or Officer of the Corporation have a personal financial interest either directly or indirectly in any contract, transaction or issue relating to the operations of the Corporation, the Board member or officer must ensure that they are in compliance with the RTC Procurement and Ethics Policy and with all applicable conflict of interest and related provisions of federal and state law.

ARTICLE 5 OFFICERS

5.1 Designation. The Officers of the Corporation shall be a Chair, a Vice-Chair, a Secretary and a Treasurer, all of whom shall be elected by the Board.

5.2 Authority and Duties. All Officers, as between themselves and the Corporation, shall have such authority and perform such duties in the management of the Corporation as may be provided in these Bylaws or, to the extent not so provided, by the Board.

5.3 Officers.

5.3.1 Chair. The Chair shall be the chief executive Officer of the Corporation. He or she shall have all of the general powers and duties, which are usually vested in the office of the Chair of a nonprofit Corporation, including the obligation to preside at Board meetings. The Chair shall be chosen from the Board.

5.3.2 Vice Chair. A Vice-Chair shall have all the powers and authority of the Chair in the absence or inability of the Chair and he or she must perform all of the functions and duties of the Chair in that case. The Vice-Chair shall also be chosen from the Board.

5.3.3 Secretary. The Secretary shall have charge of such books and papers as the Board of Directors may direct. An employee of the Corporation shall be the Secretary. The Secretary shall in general perform all the duties incident to the office of Secretary. The Secretary shall compile and keep up to date at the principal office of the Corporation the following:

- (a) Current Bylaws;
- (b) A record of the members of committees, including addresses, and the entity they represent, if any;
- (c) Correct and adequate records of accounts and finances;
- (d) A record of Officers' and Board Members; names and addresses;
- (e) Minutes of the proceedings of the Board, and any minutes, which may be maintained by committees of the Board.

5.3.4 Treasurer. The Treasurer shall have the custody of all funds, property, and securities of the Corporation subject to such regulations as may be imposed by the Board of Directors. An employee of the Corporation shall be the Treasurer. He or she may be required to give bond for the faithful performance of the Treasurer's duties, in such sum and with such sureties as the Board of Directors may require. When necessary or proper, he or she may endorse on behalf of the Corporation for collection checks, notes, and other obligations, and shall deposit the same to the credit of the Corporation at such banks, trust companies, or other depositories as the Board of Directors may designate. The Treasurer shall enter regularly on the books of the Corporation, to be kept by the Treasurer for that purpose, a full and accurate account of all monies and obligations received and paid or incurred by him or her for or on account of the Corporation, and shall exhibit such books at all reasonable times to any Board Member on application at the offices of the Corporation. He or she shall, in general, perform all the duties incident to the office of Treasurer, subject to the control of the Board of Directors. The Treasurer shall work in conjunction with the Clark County Treasurer in carrying out its duties.

5.4 Election of Officers. The Officers shall be elected annually by the Board at its annual meeting and shall hold office at the pleasure of the Board.

5.5 Removal of Officers. Upon an affirmative vote of sixty percent (60%) of the members of the Board, any Officers may be removed, with or without cause. His or her successor shall be elected at any annual or regular meeting of the Board, or at any special meeting of the Board called for such purpose.

5.6 Resignation and Vacancies.

5.6.1 Resignation. Any Officer may resign at any time by giving notice in writing to the Board of Directors. Unless otherwise specified, such written notice of such resignation shall take effect upon receipt of the notice by the Board.

5.6.2 Vacancies. In case any office becomes vacant by death, resignation, retirement, disqualification, or any other cause, an Officer shall be elected by the Board to fill such vacancy. The Officer so elected shall hold office and serve until the next annual meeting of the Board of Directors, and until the election and qualification of his or her successor.

ARTICLE 6 MEETINGS

6.1 Place of Meetings. Regular and special meetings shall be held at the principal office of the Corporation or at such other place as the person calling the special meeting.

6.2 Annual Meetings. The annual meeting of the Board shall be held on the first Tuesday of December, for the purposes of appointing Board Members, electing Officers, and transacting such business as may properly come before the meeting. Provided, however, meetings and notices therefore shall be conducted in accordance with the Open Public Meetings Act.

6.3 Regular Meetings. Regular meetings of the Board, or any committee designated and appointed by the Board, may be held at such time and place as shall be determined, from time to time, by a resolution of the Board. Provided, however, meetings and notices therefore shall be conducted in accordance with the Open Public Meetings Act. An annual list of meeting dates for the succeeding calendar year shall be published and adopted by resolution at the annual meeting.

6.4 Special Meetings. Special meetings of the Board, or any committee designated and appointed by the Board, may be called by any Board Member or the Chair. Written notice stating the place, day, hour and reason of any special meeting shall be delivered personally or e-mail or by facsimile transmission to each Board Member not less than three (3) nor more than ten (10) days before the date of such meeting. Provided, however, meetings and notices therefore shall be conducted in accordance with the Open Public Meetings Act and any

other applicable laws. Only business or purposes mentioned in the notice shall be transacted at such special meeting.

6.5 Study Sessions or Workshops. The Board may meet in study sessions or workshops. The purpose is to review and discuss current or proposed matters including the receipt of information from Staff or others. Final Board action shall not occur at a study session or workshop and shall be held in conformance with the Open Public Meeting Act requirements.

6.6 Executive Sessions. The Board may hold an executive session during a regular or special meeting and shall convene and conduct such sessions in conformance with Open Public Meeting Act requirements. Members shall not participate in an Executive Session using the provisions provided for in Section 6.11 (Participation by Communications Equipment).

6.7 Parliamentary Authority. Meetings shall be conducted in general accordance with Roberts Rules of Order Newly Revised or adopted supplementary Board rules governing procedural and process questions.

6.8 Chairperson. At all meetings of the Board of Directors, the Chair, or in the absence of the Chair, the Vice Chair, or in their absence a member of the Board chosen by the Board present, shall preside as Chairperson.

6.9 Quorum. At least a majority of voting Board Members, but no less than nine (9) total Board Members of the Corporation shall be present at a meeting to constitute a quorum for the transaction of business at all meetings of the Board.

6.10 Decision Making. The acts of a majority of the voting Board members at a meeting at which there is a quorum shall be the acts of the Board unless a greater vote is required by an express provision of a statute, the Articles of Incorporation or these Bylaws in which case such express provisions shall govern and control the decision of such question.

6.10.1 Actions of the Regional Transportation Planning Organization. When voting on matters solely affecting Washington State, voting Board Members must obtain a majority vote of the Washington agency Board Members before a matter may be adopted.

6.11 Participation by Communications Equipment. A member or alternate may participate in a meeting by telephone conference or other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Participation by such means shall constitute presence in person at a meeting for purposes of establishing a quorum, voting, and for all other purposes. Provided that remote meeting participation shall be limited to instances where a member or alternate is unable to participate in person due to adverse weather conditions, illness, unavoidable conflicts or other similar situations.

6.12 Meeting Procedures. The Board may adopt supplementary provisions guiding the conduct and procedures of Board meetings.

ARTICLE 7
COMMITTEES

7.1 Board Committees.

7.1.1 Executive Committee. The Executive Committee shall be comprised of the Chair, Vice-Chair and General Counsel. The Executive Committee shall be responsible for coordinating with the Executive Director in carrying out the business affairs of the Corporation, including developing recommendations for Corporation policies, review of budget and personnel matters, administration of the Executive Director's employment contract and performance evaluations, and other matters as the Board may delegate, for consideration by the full Board.

7.1.2 Bi-State Coordination Committee. The Board has jointly established a Bi-State Coordination Committee (RTC Resolution 05-99-11; and as amended by, Bi-State Transportation Committee Resolution No. 04-02).

7.1.3 Other Committees. The Board may establish other committees as necessary to carry out the duties of the Corporation.

7.2 Standing Sub-Committees for Policy and Technical Matters.

7.2.1 Skamania County Regional Transportation Policy Board Subcommittee. The Corporation hereby recognizes the existence of the Skamania County Regional Transportation Policy Board Subcommittee as a subcommittee of the Board, representing the RTPO functions within Skamania County. One member of this committee shall be a Board Member of the Corporation. The subcommittee shall allow representatives from the county, cities/towns, ports, Washington State Department of Transportation within Skamania County, and a representative of a major employer.

7.2.2. Klickitat County Regional Transportation Policy Board Subcommittee. The Corporation hereby recognizes the existence of the Klickitat County Regional Transportation Policy Board Subcommittee as a subcommittee of the Board, representing the RTPO functions within Klickitat County. One member of this committee shall be a Board Member of the Corporation. The subcommittee shall allow representatives from the county, cities/towns, ports, Washington State Department of Transportation within Klickitat County, and a representative of a major employer.

7.2.3 Regional Transportation Advisory Committee (RTAC). The Corporation hereby recognizes the existence of the Regional Transportation Advisory Committee (RTAC) as a sub-committee of the Board, representing the MPO and RTPO functions within Clark County. The subcommittee shall allow representatives from the county, cities/towns, ports, transit authority, Washington Department of Transportation, the Oregon Department of Transportation, ~~and~~ Metro, federally recognized tribal nation, and a representative of a major employer within Clark County.

ARTICLE 8
GENERAL PROVISIONS

8.1 Executive Director. The Executive Director shall be appointed or removed by the RTC Board. The Executive Director is responsible for the general supervision and management of the affairs of RTC under the direction of the Board of Directors, and shall perform the duties and responsibilities as outlined in the Director's Employment Agreement.

8.2 Books and Records. The Corporation shall, through the Secretary and Treasurer, keep correct and complete books and records of account and, specifically, shall keep all books and records of the Corporation provided for in the foregoing provisions of these Bylaws.

8.3 Official Reports, Records, and Returns. All reports, records and returns required by local, state or federal authority shall be prepared, at the expense of the Corporation, by such persons or firms as the Board shall, from time to time, designate.

8.4 Fiscal Year. The fiscal year of the Corporation shall be January 1 through December 31.

8.5 Executive of Documents. Unless otherwise authorized by the Board of Directors, all contracts, leases, deeds, deeds of trust, mortgages, powers of attorney, and all other documents executed on behalf of the Corporation shall be executed for and on behalf of the Corporation by the Chair or Vice Chair and the Secretary of the Corporation.

8.6 Member Dues Assessments. At each April meeting of the Board, the Board shall determine the amount of annual contributions payable to the Corporation by the agencies for the succeeding fiscal year. In setting the contribution, the Board shall consider all relevant circumstances, including: a review of the Corporation's written budget for the next fiscal year, the amount of reserves on hand, the Corporation's Work Plan for the current and projected next fiscal year, and the anticipated receipts and donations from all funding sources.

8.7 Procurement. Administration and procurement of contract and services and enforcement of ethical obligations of Board members and RTC staff shall be overseen by the Board, unless otherwise delegated under the provisions of the RTC Procurement Policy.

8.8 Conflict. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control.

8.9 Severability. Should any of the covenants, terms or provisions imposed in these Bylaws be or become unenforceable at law or in equity, the remaining provisions of these Bylaws shall, nevertheless, be and remain in full force and effect.

ARTICLE 9
AMENDMENTS

9.1 General Provisions. These Bylaws may be amended, repealed or altered, in whole or in part, at any regular or special meeting of the Board as provided herein. The Board meeting packet shall contain a full statement of the proposed amendment.

9.2 Procedures. Any proposal to amend a bylaw may be initiated by a voting Board member in writing to the Chair and be considered after providing a 30-day notice. At a minimum, Board review of the bylaws shall occur every five years.

9.2.1 Proposals to amend the Bylaws will be forwarded to a bylaws committee which will consist of 3 to 5 members of the Board to be appointed by the Chair and chaired by the Vice Chair. The bylaws committee shall provide a written recommendation to the Board regarding any proposal to amend the Bylaws. The Board shall not vote upon any bylaws amendment proposal, which has not been considered by the bylaws committee.

9.2.3 A proposal to amend a bylaw shall require an affirmative vote of sixty percent (60%) of all voting Board Members in order to pass.

9.2.4 In no event shall any amendment, repeal or alteration of these Bylaws be adopted or effective in any manner whatsoever which shall cause or contribute to cause any change in the structure, purposes or operations of this Corporation in such a fashion as to subject the Corporation and/or its property or assets to liability for payment of taxes, assessments or charges not otherwise payable by, or chargeable to, this Corporation pursuant to state or federal law.

ADOPTED by the Board of the Southwest Washington Regional Transportation Council on the 7th day of July, 1992.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 3rd day of February, 2004.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 6th day of April, 2004.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 3rd day of January, 2006.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 7th day of April, 2009.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 2nd day of November, 2010.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 4th day of December, 2012.

AMENDED by the Board of the Southwest Washington Regional Transportation Council on the 5th day of December, 2017.

Chair of the Board

ATTEST:

Secretary