



**MEMORANDUM**

**TO:** Scott Hughes, RTC Board Chair  
**FROM:** Matt Ransom, Executive Director  
**DATE:** July 28, 2020  
**SUBJECT:** **Bylaws of the Southwest Washington Regional Transportation Council – Remote Participation Review**

**AT A GLANCE – INFORMATION**

*The purpose of this memorandum is to review the Remote Participation provisions of the RTC Bylaws.*

**BACKGROUND**

The [Bylaws of the Southwest Washington Regional Transportation Council](#) govern activities of the Board of Directors, and were most recently adopted on December 3, 2019. The Bylaws Article 6.11, Participation by Communications Equipment, provides specific terms for *Remote Participation* in Board of Directors meetings.

**CURRENT SITUATION**

In March 2020, under Washington Governor’s Proclamation 20-28, the meeting format for regular meetings of the RTC Board of Directors has moved exclusively to a remote meeting format. Barring a significant change in current and foreseeable circumstances, RTC staff are planning to convene each of the upcoming meetings of the RTC Board of Directors in a remote format.

Beyond the current situation, and in consideration of the lessons learned and logistical and participatory factors of remote meeting participation, staff is presenting the following matter for discussion and review.

**BYLAWS ARTICLE 6.11**

**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.

**NEXT STEPS**

Should revisions of the Bylaws be necessary or desired, then the Amendment procedures of Bylaws Article 6.11 will be initiated.