

# **SOUTH COUNTY AREA TRANSPORTATION BOARD (SCATBd)**

## **OPERATING PROCEDURES**

Revised September 28, 2017 ~~November, 2013~~

The purpose of these procedures is to guide the conduct of business of the South County Area Transportation Board (SCATBd) and its subcommittees ~~Technical Advisory Committee (TAC)~~. These procedures shall be reviewed and revised annually as needed.

### **I. SOUTH COUNTY AREA TRANSPORTATION BOARD (SCATBd)**

#### **A. Mission:**

The Board shall serve as a South County forum for information sharing, consensus building, and coordination to resolve transportation issues, identify priorities, make recommendations, and promote transportation plans and programs that benefit the South County area. (*Mission Statement adopted January 16, 1996*)

#### **B. Goals:**

(*Goals adopted July 19th, 1994, and subsequently amended*)

~~Goal 1: ——— Develop and promote a transportation system that will provide personal mobility choices for South County residents consistent with the transportation goals of the Growth Management Act and;~~

~~Goal 2:~~ Develop and promote intermodal transportation and related actions that accommodate economic development, through integrated, efficient movement of people, freight and goods, within the South County and contiguous areas.

#### **C. Role:**

The SCATBd is the forum established for the South King County area at which elected officials may provide input into local, regional, state and federal transportation-related issues or any other related issues as the members determine, including, but not limited to, the following:-

A. Recommendations for Federal and State transportation legislation, regional project identification, and Countywide project selection

B. Development and changes to the King County Metro Strategic Plan for Public Transportation and implementation of transit service priorities

C. Recommendations to Sound Transit on its plans and implementation of projects and services, consistent with the principle of subarea equity and other financial policies.

D. Coordination with the Eastside Transportation Partnership and the SeaShore Transportation Forum on national, state, countywide and regional transportation issues.

E. Other transportation related issues as the members determine.

**D. Membership and Voting:**

Membership shall be extended to the following local jurisdictions and agencies. The Board shall operate by consensus whenever possible, but in those matters requiring a vote, voting shall be assigned as indicated below:

The voting members of SCATBd and their voting rights shall be as follows:

Full Voting Members	Number of Reps.	Voting Rights				
		Membership and Dues <sup>1</sup>	Sound Transit <sup>2</sup>	Metro Transit <sup>3</sup>	Regional Competition <sup>4</sup>	Other <sup>5</sup>
City of Algona	1	Yes	Yes	Yes	Yes	Yes
City of Auburn	1	Yes	Yes	Yes	Yes	Yes
City of Black Diamond	1	Yes	<del>Yes</del> No	Yes	Yes	Yes
City of Burien	1	Yes	Yes	Yes	Yes	Yes
City of Covington	1	Yes	Yes	Yes	Yes	Yes
City of Des Moines	1	Yes	Yes	Yes	Yes	Yes
City of Enumclaw	1	Yes	<del>Yes</del> No	Yes	Yes	Yes
City of Federal Way	1	Yes	Yes	Yes	Yes	Yes
City of Kent	1	Yes	Yes	Yes	Yes	Yes
City of Maple Valley	1	Yes	Yes	Yes	Yes	Yes
City of Milton	1	Yes	Yes	Yes	Yes	Yes
City of Normandy Park	1	Yes	Yes	Yes	Yes	Yes
City of Renton <sup>6</sup>	1	Yes	No	Yes	Yes*	Yes
City of SeaTac	1	Yes	Yes	Yes	Yes	Yes
City of Tukwila	1	Yes	Yes	Yes	Yes	Yes
City of Pacific	1	Yes	Yes	Yes	Yes	Yes
Muckleshoot Indian Tribe	1	Yes	Yes	Yes	Yes	Yes
King County	3 <sup>7</sup>	Yes	Yes	Yes	Yes	Yes

~~The limited voting members of SCATBd and their voting rights shall be as follows:~~

Limited Voting Members	Number of Reps.	Voting Rights				
		Membership and Dues	Sound Transit	Metro Transit	Regional Competition	Other
<del>Pierce County</del>	<del>1</del>	<del>No</del>	<del>No</del>	<del>No</del>	<del>No</del>	<del>Yes</del>

The non-voting members of SCATBd shall be as follows:

Non-Voting Member	Number of Representatives
Pierce Transit	1
Port of Seattle	1
Port of Tacoma	1
Puget Sound Regional Council	1
South Sound Chambers of Commerce Coalition	1

<sup>1</sup> Administrative issues, such additional members and use of dues

<sup>2</sup> Recommendations to Sound Transit on policies and capital and service plans and implementation

<sup>3</sup> Recommendations to King County Metro Transit on policies and capital and service plans and implementation

<sup>4</sup> Identification of projects for the regional competition, if prescribed by process approved by the King County caucus of the Transportation Policy Board (\*projects in Renton south of the Cedar River)

<sup>5</sup> Other recommendations including

- Recommendations to WSDOT on policies, programs and projects.
- Recommendations to the PSRC on plans, policies, programs and projects such as the Transportation 2040 update and regional funding policies, strategies or programs.
- Input to the State Legislature and committees and commissions established by the Legislature on transportation policy, budget and priorities and legislative proposals and studies.
- Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.

<sup>6</sup> Renton is currently authorized to vote on Sound Transit matters only under the Eastside subarea, through the Eastside Transportation Partnership.

<sup>7</sup> King County has three representatives: two King County Councilmembers and the King County Executive

Sound Transit	1
Washington State Department of Transportation	1
<u>Pierce County</u>	<u>1</u>

Other ~~limited voting and~~ non-voting members may be added as the Board determines. Each ~~limited voting and~~ non-voting member should appoint one representative and one alternate to the Board. ~~The limited voting member designated alternate may vote in place of designated limited voting representatives in the absence of the designated limited voting representative.~~

#### E. Officers:

1. Chair: Responsible for 1) conducting and ensuring fair opportunity for discussion, 2) signing correspondence and speaking on behalf of SCATBd, 3) providing direction on agenda preparation.
2. Vice-Chair: Responsible to act as chair in his/her absence.
3. Term of Office: One year from January. Elections in December, nominations in November.
4. Officers must be elected officials.

#### F. Meeting Schedule:

The regular meeting date for SCATBd shall be the third Tuesday of the month, from 9:00 a.m. to 11:00 a.m. The meeting location shall be held at an appropriate location within South King County. The agenda package shall be distributed in advance of the meeting. Adjustments to the regular meeting schedule and meeting location shall occur as needed.

#### G. Board Actions Require a Quorum of Full Voting Members:

1. **A quorum is:** 50 percent plus 1 full voting members.
2. **Type of Actions Board Can Take:** The Board may undertake activities consistent with its purpose and shall prepare an annual calendar work program for the following year for submittal to its member jurisdictions by January 31 of each year, to be sent out to members periodically for feedback and updates.
3. **Type of Actions Board Cannot Take:** ~~The Board cannot take action to approve/disapprove or adopt any position on behalf of member jurisdictions/agencies without authorization to do so from those jurisdictions.~~ In issuing communication or statements, the Board will act on behalf of the entire region represented by South County Area Transportation Board and not on it should be made clear that the Board is not acting on behalf of individual its member jurisdictions/agencies.
4. **Schedule for Action Items:** Action items will be presented at one meeting and acted on at a second meeting unless three-quarters of the voting Board members present agree that the circumstances require action to be taken at that time PROVIDED that there is a quorum of voting members (at least 50 percent plus one).
5. **Minority Statements:** Any individual full voting Board member or limited voting member shall have the right at the time of the vote to request that a statement of a minority position be included in Board communications or otherwise distributed with an approved Board statement.

#### H. Subcommittees of the Board:

Subcommittees of the Board shall be established as needed, such as a legislative priorities committee or Technical Advisory Committee. 7

## **~~II. TECHNICAL ADVISORY COMMITTEE~~**

### **~~A. Purpose:~~**

~~The TAC shall provide technical assistance as requested by the Board and shall advise the Board on emergent transportation issues for the Board's consideration including regional project identification and countywide project selection.~~

### **~~B. Membership:~~**

~~Each SCATBd member (full, limited, or non-voting member) shall appoint an appropriate representative to the Technical Advisory Committee (TAC).~~

### **~~C. Meeting Schedule:~~**

~~The TAC shall meet when requested by the Board to provide technical assistance and advise on emergent transportation issues.~~

## **~~III. II. MEETING PROCEDURES OTHER~~**

### **A. Standard Agenda:**

The SCATBd agenda shall follow this standard format unless unusual circumstances require a different arrangement.

1. Call to Order
2. Approval of Minutes
3. Report of the Chair, Vice Chair, transportation agencies and organizations
4. Major Agenda Topics
5. Communications and Public Comment
6. Good of the Order
- ~~1. Call to Order~~
- ~~2. Approval of Minutes~~
- ~~3. Report of the Chair~~
- ~~4. Communications and Citizens' Requests to Comment~~
- ~~5. Major Agenda Topics~~

### **B. Robert's Rules of Order:**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the convention in all cases to which they are applicable and in which they are not inconsistent with the South County Area Transportation Board Interlocal Agreement and these operating procedures.

### **B.C. Audience Comments during Meetings:**

At the Chair's discretion, comments may be taken from the audience. The Chair should call on audience members wishing to make comments. SCATBd members can ask to have audience members speak. Audience comments should be limited to two minutes.

### **C.D. Distribution of Materials:**

Letters and documents may be distributed with the agenda at the direction of the Chair as authorized by the policies and procedures of the jurisdiction providing staff support.

**D.E. Citizen Involvement:**

Interested citizen groups shall be placed on the distribution list for Board meetings to ensure that those groups are kept informed of Board activities.