

# KITSAP COUNTY TRANSPORTATION PLANNING ADVISORY COMMITTEE BYLAWS

## ARTICLE I - ESTABLISHMENT

The Kitsap County Transportation Planning Advisory Committee (hereafter referred to as the TPAC) was established in 2008 (Resolution 009-2008) with the purpose and function established through Chapter 2.24 and 10.12 of the Kitsap County Code, amended \_\_\_\_\_ by the Kitsap County Board of Commissioners (hereafter referred to as the County Commissioners). The TPAC is established to advise the Public Works Director and Transportation Planners on transportation issues and decisions and in the development of policies and procedures that pertain to long-range transportation planning and program management.

## ARTICLE II - MEMBERSHIP

- A. Appointment: All TPAC members are appointed by the County Commissioners to serve a three (3) year term of appointment, **with appointments ending December 31**. Members appointed to fill vacancies shall serve a ~~three (3) year term~~ **the remainder of the unexpired term**.
- B. Voting Members: The TPAC membership shall consist of seventeen (17) voting members, reflecting a broad range of transportation, transportation planning and transportation infrastructure interests, where transportation includes all forms of mechanized and non-mechanized transportation.
- C. Removal: All members serve at the pleasure of the County Commissioners. The TPAC may recommend that the County Commissioners remove a Committee member. Such recommendation must be established by majority vote of the current Committee membership, provided that fifteen (15) days notice of the pending action has been provided to the members.
- D. Resignation: A TPAC member may resign by submitting written notice to the Committee and the County Commissioners.

## ARTICLE III - OFFICERS

- A. Enumerated: The officers of the TPAC shall be the Chair and Vice-Chair, Secretary, and an At-Large Executive Committee member. The four Officers shall constitute the Executive Committee.
- B. The Executive Committee: The Executive Committee is authorized to review and recommend candidates for removal (see Article II-Membership, Paragraph C, Removal and Article III- Officers, Paragraph J, Removal).
- C. Chair: The duties of the Chair shall be to preside at all TPAC meetings, to call special meetings, and to make assignments to committees as appropriate. The Chair shall also have other powers, duties and responsibilities as may be assigned by the TPAC membership.
- D. Vice-Chair: The Vice-Chair shall preside at TPAC meetings in the absence of the Chair. In

the event of the resignation or removal of the Chair, the Vice-Chair shall assume the position of Chair with all powers, duties and responsibilities for the remainder of the term.

E. Secretary The duties of the Secretary shall be to record the minutes of any Executive Committee meeting.

F. Chair Protempore: A Chair Protempore shall be elected by a majority of the members present to preside over a meeting in the absence of the Chair and the Vice-Chair.

G. Chair/Vice Chair Vacancies: A special election would occur when both the Chair and Vice Chair positions have been vacated. At the next meeting of the Committee, the Chair Protempore will preside over the meeting and special election.

H. Elections: Elections shall be held when the Bylaws are initially approved and then annually at the Committee's November meeting. The Officers shall be elected by a majority vote for a one (1) year term beginning on January 1 and ending on December 31 of the calendar year following election. All elections shall be by secret ballot. The Chairperson may vote in the election of officers. Any Committee member may audit the ballot.

I. Nominations: The Chair shall appoint a three-member nominating committee no later than September 30. Elections shall be held from a slate presented by the committee and nominations from the floor.

J. Removal: A person is a candidate for removal who has three (3) unexcused absences per year or is in violation of the laws or legal obligations of Kitsap County. A TPAC officer may be removed from office by majority vote of the current Committee membership, provided that fifteen (15) days notice of the pending action has been provided to the affected officer and to the membership.

#### ARTICLE IV-COMMITTEES

A. Standing Committees: Standing Committees may be established by a majority vote of the Committee. The Chair shall appoint a TPAC member as Chairperson of the committee. Committee Membership shall consist of TPAC members and may include other members of the community, as the Committee Chairperson deems necessary and appropriate. These committees will be reviewed annually for continuation and revision.

B. Ad Hoc Committees: The Chair of the TPAC may appoint committees as needed during any regular meeting. The Chair shall appoint a TPAC member as Chairperson of the committee. Committee membership shall consist of TPAC members, and may include other ad hoc members of the community, as the Committee Chairperson deems necessary and appropriate.

#### ARTICLE V-MEETINGS

A. Regular: The regular meetings of the TPAC shall be held on a monthly basis, at a time designated by the Committee, and shall be open to the public.

B. Special: Special meetings may be called by the Chair as deemed necessary. Special meetings also may be called whenever a majority of the current Committee membership request the same in writing to the Chair. Not less than fourteen (14) days notice of special meetings shall be given to TPAC members.

C. Quorum: A quorum shall consist of at least 51% of the current total number of TPAC members.

D. Voting: All decisions of the TPAC shall be made by a majority vote of members at a meeting where a quorum is present. No proxy votes will be permitted. The Chair shall vote only when a tie occurs. Exception: the Chair may vote in elections.

E. Balloting: Voting shall be conducted by voice.

F. Record of Meetings: Written minutes of regular and special TPAC meetings shall be prepared and maintained by Kitsap County. Records of attendance, reports, and the names of motion makers will be included in the minutes. Minutes shall be open to the public.

G. Attendance: Regular attendance at monthly meetings and retreats ensures the efficiency of Committee business.

- Excused Absence: A planned or emergency absence from a regularly scheduled meeting/event; excused with telephone call or email message to county staff or the Committee Chairperson prior to the scheduled meeting or event.

- Unexcused Absence: Missed meeting or retreat without notification to staff or Chairperson. Three unexcused absences per calendar year are justification for consideration by the Committee for removal recommendation per Article II- Membership, Paragraph C, Removal.

## ARTICLE VI - REPRESENTATION

Committee Position: The Chair, Vice-Chair, or Chair's designee may speak for the TPAC only when representing positions officially adopted by the TPAC.

## ARTICLE VII - PARLIMENTARY AUTHORITY

Roberts' Rules of Order: The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the TPAC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

## ARTICLE VIII - AMENDMENTS

Recommendations: The TPAC may submit recommendations to the County Commissioners to amend these bylaws. Recommendations to amend the bylaws must have a two-thirds majority vote of TPAC members present at any regular or special meeting, and such amendments must not conflict with pertinent laws, regulations, ordinances, or resolutions of the County, State, or federal governments. Proposed amendments must be in the hands of Committee members at least ten (10) days prior to the meeting at which the amendment is to be voted on.

#### ARTICLE IX-ADOPTION

Approval: These bylaws are in full force and effect when approved by the County Commissioners.

#### APPROVED FOR RECOMMENDATION:

Jim Rogers, Chair  
Kitsap County Transportation Planning Committee

Date

20 May 2008

#### ADOPTION

Bylaws are in full force and effect when approved by the Board of County Commissioners

#### BYLAWS APPROVAL

Dated this \_\_\_\_\_ 2008

BOARD OF COUNTY COMMISSIONERS

KITSAP COUNTY, WASHINGTON

Rev. 20 May 2008