



Eastside Transportation Partnership (ETP) Operating Procedures

Approved on ~~XX date~~ **June 12, 2015**

The purpose of these procedures is to establish rules of procedure consistent with the provisions of the adopted agreement to guide the conduct of business of the Eastside Transportation Partnership (ETP) and its Technical Advisory Committee (TAC). These procedures shall be reviewed and revised as needed.

EASTSIDE TRANSPORTATION PARTNERSHIP (ETP)

- I. Purpose: The ETP shall serve as a central forum for information sharing, consensus building, and coordinating to resolve transportation issues, and establish priorities for implementing transportation projects and programs on the Eastside of Lake Washington. Our vision is an efficient, safe and congestion free system connecting people, goods and communities.
- II. Mission: On behalf of East King County communities, Eastside Transportation Partnership advocates for multi-modal-mobility solutions through policy, planning and project priority recommendations.
- III. Role: The ETP is the forum established for the Eastside of Lake Washington in King County at which elected officials, including representatives from Snohomish County, may provide input into the following decisions:
 - 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 South County Area Transportation board and the SeaShore Transportation Forum on national, state, countywide and regional transportation issues.

E. Other transportation related issues as the members determine.

IV. Membership and Voting Rights:

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

Voting Members	Number of Reps.	Voting Rights				
		Membership and Dues ¹	Sound Transit ²	Metro Transit ³	Regional Competition ⁴	Other ⁵
Bellevue	2	Yes	Yes	Yes	Yes	Yes
Bothell	2	Yes	Yes	Yes	Yes	Yes
Kirkland	2	Yes	Yes	Yes	Yes	Yes
Issaquah	2	Yes	Yes	Yes	Yes	Yes
Mercer Island	2	Yes	Yes	Yes	Yes	Yes
Newcastle	2	Yes	Yes	Yes	Yes	Yes
Redmond	2	Yes	Yes	Yes	Yes	Yes
Renton	2	Yes	Yes	No	Yes*	Yes
Kenmore	2	Yes	Yes	Yes	Yes	Yes
Sammamish	2	Yes	Yes	Yes	Yes	Yes
Woodinville	2	Yes	Yes	Yes	Yes	Yes
Small Cities Coalition	2 (shared)	Yes	Yes	Yes	Yes	Yes
Snoqualmie Valley Cities	2 (shared)	Yes	No	Yes	Yes	Yes
King County	3	Yes	Yes	Yes	Yes	Yes
Snohomish County (LIMITED)	1	No	No	No	No	Yes
Votes Req. for Quorum:		15	15	15	15	16

The non-voting members of **ETP** shall be as follows:

Non-Voting Member	Number of Representatives
Sound Transit	1
PSRC	1
WSDOT	1
TIB	1

¹Administrative issues, such as additional members and use of dues

² Recommendations to Sound Transit on policies and capital and service plans and implementation

³ Recommendations to King County Metro Transit on policies and capital and service plans and implementation

⁴ 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 north of the Cedar River)

⁵ 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.

Community Transit	1
Port of Seattle	1
Washington State Transportation Commission	1
Eastside Transportation Choices Coalition	1
Eastside Transportation Association	1

Voting membership in ETP should be limited to jurisdictions located within ETP’s existing boundaries, which currently extend into southern Snohomish County and include Duvall. Members representing local jurisdictions shall be elected officials selected by their respective jurisdictions for a one-year term. Selection of members shall occur prior to election of officers in January. Alternates shall be designated in writing. Designated alternates may vote in place of designated representatives in the absence of the designated representative. When designated representatives are present, designated alternatives may still sit at the table if space is available. A designated alternate shall not take the place, and assume the voting rights, of a designated representative at the table unless the designated representative permanently leaves the meeting.

Existing or new cities legally formed under the laws of incorporation of the State of Washington may petition the Partnership for membership during the annual open enrollment period (February 1 through March 15). The number of Partnership representatives and the voting status of new member jurisdictions shall be determined by a unanimous vote of the parties to the agreement at a regular meeting.

A. Parliamentary Procedure:

1. Robert’s Rules of Order Newly Revised will be the default parliamentary procedure used to conduct ETP meetings, with inclusion of the following provisos.
2. In any conflict between the Procedures and Robert’s Rules, the Procedures shall govern.
3. The Chair will be allowed to participate in debate.
4. No speakers “for” or “against” will be required on a motion.
5. A quorum of fifty percent (50%) plus one (1) of voting members shown in the voting rights table in Section IV is required for ETP to vote on any motion at a meeting.
6. To achieve a majority vote, abstentions are not counted and do not impact the outcome. Only votes cast in the affirmative and negative are considered to determine the majority position.

7. The Chair will be responsible for acting as, or designating, a parliamentarian.

B. Voting:

1. Representation: Voting members are to represent their respective jurisdictions in stating positions and voting on issues and recommendations.
2. An individual cannot simultaneously serve as a representative for more than one ETP member at a time. Name cards displayed at ETP meetings should correctly identify the individual's sole representative capacity.
3. ETP Positions: It is ETP's intent to bring positions forward with consensus.
4. Dual Membership: Jurisdictions which participate in more than one subarea shall select one subarea through which they will submit their projects for the regional project competition.
5. Action Items: Items to be addressed or voted on at the next ETP meeting shall be announced at the prior regular meeting, so that respective jurisdictions will have an adequate opportunity to seek input from their colleagues and/or staff, except as allowed under Emergency Action. Special notification of announced, upcoming action items shall be transmitted to each member and jurisdiction to arrive within three business days of the meeting where the announcement was made.
6. Emergency Action: Emergency Action can be taken with approval of two-thirds of voting members to suspend this requirement and take action on an issue in the same meeting that it was introduced.
7. Adoption and Amendment of Procedures: ETP may, by a majority of those voting members present at a regular meeting, may adopt or amend its procedures as it determines necessary. Action to approve or amend procedures shall be introduced at one meeting and scheduled for action at a subsequent meeting.

C. Officers:

1. Chair and Vice Chair(s): The Chair and Vice Chair(s) shall be elected by a majority of the voting representatives on the ETP, and each shall be a representative of a voting member county or city. The Chair and Vice Chair(s) shall be responsible for:
 - a. Setting the meeting agendas,
 - b. running meetings,

- c. conducting and ensuring fair opportunity for discussion, and
- d. signing correspondence and speaking on behalf of ETP.

If the Chair is absent from a meeting, a Vice-Chair shall serve as the Acting Chair.

2. Term of Office: One year from February. Nominations of officers shall be made in December, and voting shall occur in January.
3. Vacancy in Officer Positions: In the event of a vacancy in the position of Chair or Vice-Chair, the ETP may appoint a voting-member(s) to fill that vacancy on an interim basis until such time as a new officer(s) is/are elected. Interim appointments are to be made by majority vote of those ETP members present at a regular meeting where the appointee is also present.

D. Meeting Schedule: The regular meeting date for the Eastside Transportation Partnership shall be the second Friday of the month, from 7:30 a.m. to 9:30 a.m. The Chair, in his or her discretion, may revise the date or length of a meeting with reasonable advance notice based on the expected agenda, or to respond to critical deadlines for ETP input. All jurisdiction staff shall support meetings that are requested in addition to the regular monthly business meeting. [If meetings are unable to be in person due to unforeseen external circumstances such as an ongoing pandemic, meetings may be held virtually online with appropriate notice to members.](#)

E. Meeting Location: ETP meetings shall be held at an appropriate location within the Eastside.

F. Agendas and Materials: The agenda package, including the agenda and minutes of the previous meeting, shall be distributed in advance of the meeting. Additional materials may be included in the agenda packet. When requested or referred by ETP, the TAC may consider resolutions or items introduced before presentation to the Partnership for action. The Chair may also refer such resolutions or items to the TAC when appropriate or necessary.

G. Subcommittees:

1. Formation: ETP may establish subcommittees to study issues and develop recommendations for consideration by the full body. Subcommittees may include non-voting members, but only voting members and limited voting members shall vote in accordance with Section IV. Subcommittees shall be selected by the Chair from volunteers or as the Chair requests.

2. Membership: Subcommittees shall not include more than one voting member from a particular jurisdiction, unless the subcommittee chair waives this requirement.
3. Actions: Subcommittees shall seek to develop recommendations by consensus.

V. ETP Actions:

- A. Types of Actions ETP Can Take: With a majority vote of those voting members present, the Partnership can adopt resolutions in support of member jurisdictions; or regional activities, authorize studies or approve correspondence and requests for information.
- B. Minority Statements: Any individual voting member shall have the right at the time of a vote to request that a statement of a minority position be included in ETP communications or otherwise distributed with an approved ETP statement.
- C. ETP Work Program
 1. The ETP shall adopt a work program for the upcoming year and determine any necessary changes to these procedures or additional studies or funding required.
 2. As necessary, revisions to the ETP plan shall be considered.
 3. Implementation of ETP plans and recommendations shall be a priority in the work program.

VI. Technical Advisory Committee (TAC)

- A. Purpose: The TAC shall provide technical assistance as requested by the Partnership and shall advise the Partnership on emergent transportation issues for the Partnership's consideration.
- B. Membership: Membership on the Technical Advisory Committee (TAC) shall be limited to staff from voting member counties and cities. Members of agencies, other groups or private citizens may attend TAC meetings. Each voting member jurisdiction or agency shall appoint an appropriate staff person to the Technical Advisory Committee.
- C. TAC Recommendations: When appropriate, the TAC shall provide the Partnership with recommendations consideration. TAC member agencies or jurisdictions seeking Partnership action shall be responsible for preparing draft TAC Recommendations for consideration by the TAC. Dissenting opinions and/or alternative actions may be included.

- D. TAC Process for Project Selection: Any process for project prioritization and selection used by the TAC, including criteria and rankings, shall be presented to ETP and approved in advance of its application. Following application of any approved process, ETP shall approve a project list.

VII. Other

- A. Standard Agenda: The ETP agenda shall follow this standard format unless unusual circumstances require a different arrangement.

- 1. Call to Order
- 2. Public Comment
- 3. Review and Approval of the Minutes of the Previous Meeting
- 4. Major Agenda Topics (one or two topics; time must be allowed for Partnership questions and discussion.)
- 5. Reports
- 6. Good of the Order

- B. 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. Partnership members can ask to have audience members speak. Audience comments should be limited to two minutes. Organized groups or private citizens may attend ETP meetings and provide input during the audience comment period.

- C. Staff Support: ~~(through December 2015)~~

- 1. Lead Staffing Agency: King County will be the Staffing Agency through the end of the term of the Eastside Transportation Partnership Agreement~~December 2015.~~
- 2. Responsibilities: The Staffing Agency will provide general administrative and program support for the ETP.
 - a. maintaining the board membership rosters and distribution lists;
 - b. arranging for board meetings, including scheduling, agendas and rooms;
 - c. collecting, administering and disbursing board dues;
 - d. providing board meeting support to the chair(s) or co-chairs and vice chair(s);

- e. attending board meetings; and
- f. preparing board meeting summaries.

D. Other Support: Each member jurisdiction is expected to contribute such staff as is necessary to accomplish agreed upon tasks. All TAC members shall share responsibility for the drafting of materials and recommendations.

E. Cost Sharing Guidelines:

1. Yearly Dues: The board members shall pay a minimum \$100 per voting member in annual dues to remain in good standing. The Lead Agency will bill annually at the end of each year, and dues are to be paid within ninety days after receipt of the invoice. Members not in good standing shall lose voting rights until the required dues are paid. Additional dues above \$100, and any dues required by non-voting members, will be determined by the board and included in the operating procedures. Revenue from dues shall be used for special events, public education, or other expenses authorized by the board. The designated Lead Agency shall not be required to pay yearly dues.
2. Annual Review of Financing: The board shall determine by June 30 of each year whether additional annual dues above \$100 per voting member will be required of the board member jurisdictions for the following year.
3. Additional financial contributions: If additional financial contributions beyond an increase in dues are determined to be necessary, costs shall be shared among all voting members, with an option for other than King County to recuse itself from further financial obligations. Recused members, or by a method as determined by action of the board, may not vote on determining the additional financial contribution or uses for the additional funds.
4. Modification to Agreement Required: If additional funds are determined to be necessary, a modification to this agreement specifying cost-sharing, purpose, scope of work, administration, collection and disbursement of funds and other details is required in order to obligate a member jurisdiction to funding participation.