

**CITY OF ISSAQUAH  
TRANSPORTATION ADVISORY BOARD**

**Rules & Regulations**

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Pursuant to the Issaquah Municipal Code (IMC) 2.92.030(D) we, the members of the City of Issaquah Transportation Advisory Board do hereby adopt, publish and declare the following Rules & Regulations which shall govern the conduct of business.

### **ARTICLE I — BOARD NAME**

The name of this board is and shall be the CITY OF ISSAQUAH TRANSPORTATION ADVISORY BOARD, hereinafter referred to as the “BOARD”.

### **ARTICLE II — MEMBERSHIP**

The qualifications and terms of BOARD membership are established in IMC 2.92.020.

### **ARTICLE III — OFFICERS AND DUTIES**

#### **SECTION 1: OFFICERS**

- A. In accordance with IMC 2.92.030. The Officers of the BOARD shall consist of a Chair and Vice-Chair.
- B. Officers shall be elected each year for a one-year term at the first regular meeting in May\*. The term year shall be from May 1 through April 30 of the following year.

(\*Exception: 2019 Elections occurring in March.)

#### **SECTION 2: CHAIR**

The Chair is a voting member of the BOARD and shall preside over the meetings of the BOARD and exercise all the powers granted to the position as follows:

1. Set the agenda in coordination with the designated staff liaison.
2. Open the meeting on time and call the meeting to order.
3. Announce in proper sequence the business on the agenda.
4. Recognize members who are entitled to the floor.
5. Facilitate public comment.
6. State and put to a vote all legitimate questions that arise during the meeting.
7. Protect the BOARD from frivolous or delaying motions.
8. Enforce the rules regarding debate and keep order.
9. Expedite business in a way compatible with the rights of the members.
10. Decide all questions of order. If a motion is out of order, the Chair should rule it out of order.
11. Respond to inquiries of members.
12. Declare the meeting adjourned.
13. Any other duties as prescribed by parliamentary authority.

### SECTION 3: VICE-CHAIR

The Vice-Chair, in the absence of the Chair from any meeting, shall perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the members present shall elect, for that meeting only, a temporary Chair who shall have full powers of the Chair.

### SECTION 4: SUPPORT STAFF

Support Staff shall be provided by the Public Works Department to prepare the agenda and draft minutes and keep such records, attend to correspondence of the BOARD, and perform such other duties as may be deemed necessary.

## **ARTICLE IV — MEETINGS**

### SECTION 1: REGULAR MEETINGS

- A. Regular meetings of the BOARD shall be held on the third Thursday of every month at 6:00 PM, in the Council Chambers, located at 135 E. Sunset Way. Any meeting scheduled outside of the BOARD's regular date, time or location is considered a special meeting of the BOARD.
- B. If warranted, meetings may be cancelled or rescheduled by the Chair provided that the requirements of IMC 2.92.030(C) are met. If, in any given month, there is no business which requires BOARD action, the regular meeting will be cancelled.
- C. Every effort will be made to conduct each meeting in as efficient a manner as possible to adjourn the meeting no later than 8:00 P.M.
- D. If a regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a legal holiday unless the Chair or support staff, sets an alternative day.

### SECTION 2: SPECIAL MEETINGS

Special meetings of the Board may be called by Support Staff, Chair, or by a majority vote of the BOARD members. Special meetings may include work sessions, retreats and joint meetings with other City boards and commissions.

### SECTION 3: QUORUM

- A. In accordance with IMC 2.92.030(B), five or more regular members of the BOARD (or Alternates filling in for an absent Regular member) shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the BOARD shall be deemed the official action of the BOARD.
- B. Be mindful of inadvertent quorums outside of BOARD meetings. State law defines action very broadly. Therefore, whether in person, by phone or email, refrain from discussing BOARD business with a quorum of members and save the discussion for official meetings.

#### SECTION 4: ATTENDANCE

- A. Attendance of regular and special meetings is expected of all BOARD members.
- B. Any member anticipating absence from a meeting should notify the Support Staff, Chair or Vice-Chair in advance of the meeting.
- C. BOARD members shall provide notification well in advance of known attendance conflicts. An exception will be made for emergency situations. BOARD members who fail to provide notification will be listed in the minutes as unexcused.
- D. In accordance with IMC 2.92.020(E), members with more than three consecutive unexcused regular meeting absences may be removed from the BOARD. Members finding themselves unable to attend regular meetings are expected to tender their resignation.

#### SECTION 5: ALTERNATE MEMBERS

- A. Alternate members will serve in the absence of any regular member.
- B. Alternate members are encouraged to attend and participate in all meetings of the Board; however, Alternate members do not vote on issues unless they are officially filling in for a regular member.
- C. Alternates serving in this capacity shall be chosen based on who arrives earliest to the meeting. Once the meeting has been called to order, the Chair will announce which Alternates will be voting members for the duration of the meeting and their status will be noted in the minutes.

#### SECTION 6: STANDING TEMPORARY COMMITTEES

The BOARD shall have full power to create standing or temporary committees with no more than four members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the BOARD, as it may determine necessary. No standing or temporary committee shall have the power to commit the BOARD to the endorsement of any plan or program without its submission to the BOARD. Committee reports should be concise, giving subject matter and date(s) during which subject was discussed.

#### SECTION 7: RULES OF PARTICIPATION

- A. Member Participation: In keeping with Robert's Rules of Order, discussion by the members should be concise, to the point, and relevant to the business pending before the BOARD.
- B. Staff Participation: The Chair may request qualified staff provide expert testimony or informational presentations to the BOARD.
- C. Public Participation: Members of the public may address the BOARD as indicated on the agenda under Public Comment. The following guidelines are established:
  - a. When recognized, the audience member shall use the lectern/microphone (if

- available.)
- b. State Name, Address and/or Relationship to the City (e.g. resident, business owner, property owner, etc.)
- c. Limit comments to three minutes or less (or such other time limit as imposed at the discretion of the Chair.)
- d. Submit written comment to the Staff Support.
- e. While not a question-and-answer session, Staff Support may follow up with individuals regarding questions or concerns.

#### SECTION 8: VOTING

- A. In preparation, all members of the BOARD are expected to review agenda materials. This may be done by reviewing current and prior meeting packets, minutes, and video, if recorded.
- B. Each Regular member present has a duty and obligation to vote on all questions put before the BOARD, unless an obvious conflict of interest or appearance of fairness question is present. However, if a member does not vote, such member shall be determined to have voted "yes" at the time the vote is taken.
- C. Any member of the BOARD who has an obvious material, direct or individual interest in any matter before the BOARD shall publicly so indicate. If it is determined by a majority vote of the members present that a member has a conflict of interest or would violate the appearance of fairness doctrine, then such member shall be denied a vote on such issue.
- D. Regular members (or Alternate members filing in for Regular members) may make motions, second motions and vote. Non-voting Alternate members are encouraged to participate in open discussion of agenda items but may not participate in discussion of motions on the floor, nor vote on motions. To allow for continuity, a late arriving Regular member may wait to resume their voting seat, until conclusion of the pending agenda item.

#### SECTION 9: AGENDA AND STAFF REPORTS

Meeting agendas shall be prepared and distributed by City staff five days in advance, unless circumstances dictate otherwise. The agenda shall be accompanied with a copy of the draft minutes of the previous meeting, staff reports and any other material that may pertain to the agenda.

#### SECTION 10: ORDER OF BUSINESS

The order of business for each regular meeting of the BOARD shall be as follows:

- A. Call to Order
- B. Approval of Minutes
- C. Public Comments
- D. Regular Business
- E. Reports
- F. Other Business/Announcements
- G. Adjournment

SECTION 11: WASHINGTON STATE OPEN PUBLIC MEETINGS ACT (OPMA)

In compliance with OPMA any regular or special meeting of the BOARD shall be open to the public.

**ARTICLE V – PARLIMENTARY AUTHORITY**

The current edition of Robert’s Rules of Order shall govern the deliberations of the BOARD except when in conflict with any of the rules contained herein.

**ARTICLE V – AMENDMENTS**

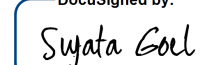
These Rules & Regulations may be amended by a majority vote of the full membership of the BOARD, at a regular or special meeting. Notice of intent to amend the Rules & Regulations must be providing in the agenda.

**ARTICLE VI – ADOPTION**

Adopted by the BOARD this  21st  day of  January , 2021.

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Cynthia Krass, TAB Chair

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Sujata Goel, TAB Vice-Chair