

**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 fourth Wednesday of every month at 6:00 PM, in the Tibbetts Manor, 750 17th Ave NW. Any meeting scheduled outside of the BOARD's regular date, time or location is considered a special meeting of the BOARD.

Regular meetings will also include a virtual attendance option using a virtual meeting software; however, if a technical difficulty causes the virtual meeting to be inoperable for any reason, the in person meeting may proceed provided a quorum of the BOARD remains in attendance.

- 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: VIRTUAL ATTENDANCE

- A. Members are expected to attend meetings in person unless the City has recommended an entirely virtual meeting as allowed under certain circumstances in RCW 42.30.070. However, if a member is unable to attend a meeting in person, they may request permission from the Staff Support to attend a meeting virtually. Permission will be granted if:

- a. The Staff Support is able to determine that a quorum of the members will attend the meeting in person.

An exception may be made to this requirement if the BOARD is unable to obtain a quorum in-person due to two or more vacancies on the BOARD.

- b. The member can give their full attention to the meeting. If the member is ill or otherwise unable to give their full attention, they should request an excused absence.
- c. The request is made five days prior to the meeting. This is to ensure the virtual meeting platform and equipment needs are met. Requests made with shorter notice may be granted if the Staff Support is able to make the necessary arrangements to allow virtual attendance.

- B. Members attending virtually will be considered present at the meeting and may fully participate in the meeting as if they were physically present.

The Chair may attend a meeting virtually but must pass the Chair role to another member who is physically present at the meeting, except in such cases when an entirely virtual meeting is held as allowed under State law.

- C. At a minimum, members attending virtually must be audible to all present and have access to any visual presentations being provided during the meeting. However, video participation is strongly recommended. Members participating by video should leave their camera on for the duration of the meeting and notify the Chair or Staff Support if they need to step away from the meeting.
- D. During any meeting that a member is attending virtually, the Chair or Staff Support will:
- Confirm that the member is audible to all attendees, that they can adequately hear all other attendees, and that they have access to any visual presentations.
 - State for the record that the member is attending virtually. The member's virtual participation will be noted in the minutes.
 - Ensure that adequate time is provided for the member to unmute to participate in the meeting, including discussion and any voice votes (if serving as a Regular member). If there is any question as to whether the member participated in a vote, a roll call vote should be called.
- E. If an interruption to a member's audio or video connection occurs, and their attendance was not necessary to maintain a quorum, the meeting will proceed without them.

If their attendance is necessary for the BOARD to maintain a quorum, then the meeting must stand in recess until they are able to rejoin the meeting. If they are unable to rejoin the meeting, then the meeting must be adjourned.

SECTION 6: 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 7: 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 8: 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. If a virtual option for attending a meeting is available, the staff presenters may choose to attend the meeting either in person or virtually.

- C. Public Participation: Members of the public may address the BOARD as indicated on the agenda under Public Comment. The following guidelines are established:

If a virtual option for attending a meeting is available, the public may choose to attend meetings either in person or virtually, unless the meeting is solely held virtually, in which case the public may attend virtually. Attendance may be limited during declared emergencies pursuant to Chapter 42.30 RCW. Both in person and virtual attendees will have the opportunity to make public comments. However, if a virtual attendee does not respond after their name or phone number is called or if their connection is lost unexpectedly as the result of a technical issue, the meeting will need to proceed.

The following guidelines are established:

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

The Chair shall have the discretion to make exceptions to the time restrictions or impose an overall maximum duration.

Personal attacks, obscene language, derogatory remarks, and disruptive behavior, such as shouting, booing, clapping, and stomping feet, will not be permitted. If a speaker is out of order, the Chair will direct the speaker to return to his or her seat, or, for virtual attendees, may direct staff to mute their microphone.

SECTION 9: 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 10: 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 11: 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 12: 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

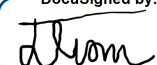
These Rules & Regulations may be amended by a majority vote of the full membership of the BOARD, at a regular or special meeting. Notice of intent to amend the Rules & Regulations must be providing in the agenda.

ARTICLE VI – ADOPTION

Adopted by the BOARD on the 17th day of November, 2022.

DocuSigned by:

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Cynthia Krass, Chair

DocuSigned by:

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Julian Mydlil, Vice-Chair

Certificate Of Completion

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Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Tisha Gieser
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	135 E. Sunset Way
	Issaquah, WA 98027
	TishaG@issaquahwa.gov
	IP Address: 174.165.52.239


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Signer Events

Cynthia Krass
ckrass@hotmail.com
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Signature

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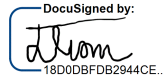
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Julian Mydlil
jmydlil@gmail.com
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/23/2023 10:01:22 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	3/23/2023 10:01:58 PM
Completed	Security Checked	3/24/2023 7:13:35 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Issaquah (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Issaquah:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: gust@issaquahwa.gov

To advise City of Issaquah of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at gust@issaquahwa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Issaquah

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to gust@issaquahwa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Issaquah

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to gust@issaquahwa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Issaquah as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Issaquah during the course of your relationship with City of Issaquah.