



## BYLAWS OF THE SNOHOMISH COUNTY TRANSPORTATION COALITION

### SECTION I: Mission and Vision

- 1.1: Mission:** The mission of the Snohomish County Transportation Coalition (SNOTRAC) is to work together to develop a coordinated transportation system.
- 1.2 Focus:** SNOTRAC will serve all people, including their attendants, who because of physical or mental disability, income status, or age, are unable to transport themselves or purchase transportation.
- 1.3 Vision:** Through better coordination of available transportation resources, transportation providers will realize greater efficiencies and more rides will be available to people with transportation needs. SNOTRAC will strive to create and implement a coordinated, county wide, transportation system that will:
- Meet the needs of all residents.
  - Explore the efficient uses of all local transportation resources, including non-traditional ones.
  - Foster partnerships between transportation and social service providers through ongoing communication and forums for problem solving.
  - Be user-friendly, safe, and easy to access.
- 1.4 Lead Entity:** Snohomish County will serve as the lead entity.

### SECTION II: Executive Membership

- 2.1 Roles and Responsibility:** The Executive Committee shall adopt and manage policy direction and plan implementation.
- 2.2 Executive Committee Membership.** Executive Committee Members shall not exceed 9 voting members who are policy makers preferably with budget authority from the following agencies or organizations: County Executive or designee, one member county council, Chair of Community Transit Board or designee, Mayor of Everett or designee representing Everett Transit, one city council member elected by membership of Snohomish County Cities and Towns, a school director selected by the school districts in Snohomish County, one representative of tribal government, the chair of the Work Force Development Council or designee, and the Director of Senior Services or designee.
- 2.3 Term of Membership.** Committee members will serve until replaced by sponsoring organization.
- 2.4 Withdrawal.** Any member of the Committee may withdraw at any time by delivering written notice to the Chair, or by giving oral notice at any Committee meeting.
- 2.5 Absenteeism.** The Executive Committee Chair shall request any Member who has (2) unexcused absences to reconsider his or her ability to continue service on the Committee. The

FEB. 25, 2008

The Chair may notify the appointing agency of continuing absenteeism and request that the appointing agency replace the appointed representative.

### **SECTION III: Executive Officers**

- 3.1 Chair.** The Executive Chair shall call and preside over all the meetings of the Committee. The chair shall be elected by a vote of the Executive Committee.
- 3.2 Vice-Chair.** The Vice-Chair shall preside in the absence of the Chair, as well as act for the Chair and do all other such acts and duties as delegated to the Vice-Chair. The Vice-Chair shall be elected by the Executive Committee.
- 3.3 Delegation.** In the absence or inability of the Chair or Vice-Chair to act, the Committee may delegate the powers or duties of such officer to any member.
- 3.4 Terms.** Officers of Executive Committee shall serve a two-year term, alternating.
- 3.5 Vacancies.** Vacancies in any office may be filled by the Executive Committee at any regular or special meeting.

### **SECTION IV: Executive Meetings**

- 4.1 Regular Meetings.** Executive meetings will be held a minimum of 2 times per year.
- 4.2 Special Meetings.** Special meetings shall be held at the call of the respective Chair or upon the request of any three (3) members.
- 4.3 Voting.** If consensus cannot be reached on an issue, members of the Executive Committee may take a vote:
- a. Chair votes.** The Chair shall have the same voting rights as any other Member.
  - b. Member Voting-No Proxies.** Only Members or their designees may vote and may not vote by proxy.
  - c. Majority Vote.** The act of the majority of the Members present at a meeting at which there is a quorum shall be the act of the Committee.
  - d. Robert's Rules.** The meetings of Standing Committees shall be governed by Robert's Rules of Order.
- 4.4 Notice of Meetings.** Advance notice of all regular meetings shall be provided by mail, facsimile transmission, or email at least 30 days prior to the meeting. Advance notice of all special meetings shall be provided by mail, facsimile transmission, or email at least 10 days prior to the meeting.
- 4.5 Minutes of Meetings.** The Executive Committee will designate a staff person to record minutes at all Committee meetings. Minutes shall be submitted to Members after each meeting. Minutes will be reviewed, corrected as needed, and adopted at the next Executive Committee Meeting.

### **SECTION IV: Executive Meetings**

- 5.1 Member Responsibility.** It shall be the responsibility of all Members to openly declare any potential conflicts of interest, real or apparent, in any matter that is before the committee. Potential conflicts directly involve the Member, an employer or employee of the Member, a Member's family or close friend (s).

FEB. 25, 2008

**5.2 Declaration of Conflict.** Members who have declared a conflict of interest with a specific matter or activity before the Committee, may not sponsor, second, or vote on any such matter or activity. However, members who have declared a conflict of interest may participate in any discussions pertaining to such matters or activities or in soliciting information.

**5.3 Chair Determines.** The Chair will decide any differences of opinion regarding a potential conflict of interest, or may declare a potential conflict to be minimal depending on the circumstances. In the event the conflict involves the Chair, the Vice-Chair will make the determination.

## **SECTION V: Steering Committee**

**6.1 Steering Membership.** Steering Committee Members will be transportation providers and stakeholders and should include; Transit agency staff in Snohomish County, members of the business community, members of the not-for-profit community, human services community, Medicaid or Para transit providers, city or county transportation staff, school transportation staff, disability advocacy/interest group or organization, Transportation advocacy organizations, Senior Centers or advocacy groups, members of organized labor, Workforce Development Council, Snohomish County Human Services, Division of Health and Human Services, and Tribal leaders not on the Executive Committee. Members will have equitable representation of disabled, youth, senior and low income populations and service providers. The Steering Committee is open to any agency that is interested in being involved.

**6.2 Chair.** The Chair of the Steering Committee will be appointed by the Executive Committee. The Chair will facilitate and set agendas of the Steering Committee meetings in coordination with the SNOTRAC Executive Committee and appropriate staff.

**6.3 Steering Roles and Responsibility.** The Steering Committee shall provide guidance and resources to complete work, and identify appropriate workgroups.

**6.4 Steering Meetings.** The Steering Committee will meet on a regular date every month agreed upon by the members. Special meetings and workgroups may be called. Meeting minutes will be taken at regularly scheduled meetings.

**6.5 Steering Operation.** The Steering Committee will review and develop project recommendations and grant proposals that will be submitted to the Executive Committee for approval.

## **SECTION VI: Logo and Branding**

**7.1 Logo and Branding.** The logo displayed on page 1 will be used on all SNOTRAC publications with the font face family Tahoma, Verdana and Arial.

## **SECTION VII: Amendments**

**8.1 By Executive Committee.** The Executive Committee shall have the power to make, alter, amend, and repeal these Bylaws by majority vote. The Assembly will consult or inform the Board of any revisions.