

## By Laws

### Tacoma Narrows Bridge Citizen Advisory Committee

Approved December 2006, and amended February 2008

#### Name:

The organization will be known as the **Tacoma Narrows Bridge Citizen Advisory Committee (CAC)**.

#### Purpose:

1. Serve in an advisory capacity to the Transportation Commission on all matters related to the imposition of tolls including, but not limited to: (a) the feasibility of providing discounts to frequent users, electronic transponder users, senior citizens, or students; (b) the tradeoff of lower tolls versus the early retirement of debt; and (c) a consideration of variable, or time of day pricing.
2. To develop recommendations regarding tolls to be presented to the Transportation Commission.

#### Membership:

3. Membership of Tacoma Narrows Bridge Citizen Advisory Committee is appointed by the Governor and is composed of residents of the affected project area in proportion, to the extent practicable, from those areas from which the majority of the trips originate on the bridge according to the latest traffic analysis by the Department.
4. Committee members will serve without compensation.
5. Members of the committee are expected to attend all CAC meetings. If a member is unable to attend a meeting, they must contact the Chair to notify him or her of their inability to attend and to get excused from the meeting.
6. Each member of the committee will be allowed to have three un-excused absences per calendar year. Once this threshold has been met, further unexcused absences may be cause for termination from the Committee.
7. Each member of the Committee shall have one vote. WSDOT staff, Transportation Commission members and staff, and consultants may attend meetings to provide analytical and operational support to the Committee, but do not vote.
8. The Committee shall elect a Chair and Vice Chair. The Chair will to lead meetings and serve as the official spokesperson when presenting Committee recommendations to the Commission. The election of the Chair and Vice Chair will occur at the beginning of every fiscal year. The Vice Chair shall serve as Chair in the Chair's absence or at the request of the Chair to do so.
9. The Chair shall appoint a recording secretary to note action items, recommendations, and decisions of the Committee.

#### Duties:

The CAC members' responsibilities are as follows:

10. Attend all meetings of the committee;

11. Participate in toll setting discussions;
12. Vote or indicate preference as requested by the chair;
13. Participate in public outreach.

The Transportation Commission's responsibilities are as follows:

14. Identify a member of the Commission to serve as liaison to the Committee;
15. Have at least one staff person in attendance at meetings to provide information and respond to questions;
16. Schedule the Committee Chair, or his or her designee, to present toll rate recommendations to the full Commission;
17. Submit toll rate decisions to the Committee for a 20-day review prior to finalization.

The Washington State Department of Transportation's responsibilities are as follows:

18. Provide staff support to schedule meetings, organize the venue, and set-up the meeting space;
19. Work with the Chair to develop meeting agendas and publish them on the CAC page of the WSDOT website;
20. Work with the recording secretary to create summary meeting notes and publish them on the CAC page of the WSDOT website;
21. Maintain and update the CAC page of the WSDOT website, including posting relevant materials;
22. Provide updated quarterly TNB financial forecasts and resulting financial plans, as well as possible toll rate scenarios, for consideration by the Committee in making its recommendations;
23. Have at least one staff person in attendance at meetings to provide information and respond to questions.

### **Meetings and Quorum:**

24. The Committee will meet at a date and place for regular meetings agreed upon by the members. Date, time and place for regular meetings will be circulated to members by WSDOT at least one (1) week prior to meeting date. All meetings will be open to the public, and will be noticed per applicable meeting notice requirements
25. A quorum of members must be present to take any action, though discussion may continue absent a quorum. A quorum will consist of a majority (5) of the duly appointed nine (9) members.
26. Decisions are made either by consensus or majority vote when requested by any member. A majority will consist of at least 51% of the quorum.

### **Agenda and Summary:**

27. An agenda will be developed by the Chair and WSDOT and will be used during Committee meetings to conduct Committee business. The usual order of business is the following:

- Call to Order by the Chair
- Determination of quorum by the Chair
- Unfinished business
- New business
- Public comment
- Adjournment will include seeking member's preferences for date, time and place of next meeting.

28. Agenda items may be added by any committee member, subject to the agreement of a majority of members present at the meeting.

29. A meeting summary of the previous meeting (or meetings) will be prepared and published on the CAC page of the WSDOT website, and will only be discussed at the meeting if requested by Committee members.

**Conduct of Meetings:**

30. The Committee may adopt such rules and regulations for the conduct of its meetings as it may deem proper that are not in conflict with any state RCW or WAC.

31. The Chair will conduct the meeting in an organized and orderly fashion. Upon vote of the majority, Robert's Rules of Order will be used as meeting format. Any Committee member may request at any time that Robert's Rules be used. The Chair must then conduct the meeting accordingly until the majority votes to suspend Robert's Rules.

**Amendment of By-laws:**

32. These By-laws may be amended by the Committee at any regular or special meeting. Any member may request such amendment by submitting to the Committee the proposed alternative language in writing. Any member may speak in favor or against the proposed amendment. The Committee in timely fashion will take action to approve or disapprove the proposed amendment.