

Island Transportation Planning Organization  
Bylaws

**Article I**

**Name of the Organization**

- 1.1** This organization shall be known as the Island Transportation Planning Organization, herein referred to as the Transportation Planning Organization or TPO.

**Article II**

**Purpose and Duties**

- 2.1** The purpose of the Transportation Planning Organization shall be to study countywide regional transportation concerns so as to make recommendations aimed at solving transportation problems of mutual interest and concern. Specific duties include, but are not limited to, the following:
1. Recommend to Island County how federal transportation funds allocated to Island County by the Washington Department of Transportation should be awarded to projects within Island County. As the lead agency, Island County will ultimately select the projects through competitive project selection processes determined by Island County and in accordance with State and Federal requirements.
  2. Recommend amendments to the State Transportation Improvement Program for projects within Island County to be adopted by the appropriate local government.
  3. Be a forum for mutual learning about transportation plans and projects of interest to the members of the Transportation Planning Organization.
  4. Recommend an annual work program to be adopted by Island County as required by the Washington State Department of Transportation in order to receive state transportation planning funds.
  5. Coordinate with jurisdictions outside of Island County to study the connectivity between Whidbey and Camano Islands and surrounding regions and identify concerns regarding such connectivity.

6. Prepare and periodically update a transportation strategy for the region that will serve as a recommendation for the county, and the cities within the County, to adopt<sup>1</sup>.
7. Prepare a transportation plan as a recommendation to be adopted by the County<sup>2</sup>.
8. Recommend guidelines and principles for the periodic review of the transportation element of Island County and the cities' comprehensive plans to be adopted by each local government within Island County.
9. Provide an advisory recommendation as to whether the Transportation Elements of the comprehensive plans of the cities within Island County are consistent with the Island County Transportation Element of its' comprehensive plan.
10. Compile and maintain a six-year transportation improvement program (TIP) for all federally-funded transportation projects within the borders of Island County, including projects sponsored by Island County, The Town of Coupeville, The Cities of Langley and Oak Harbor, Island Transit, and WSDOT.
11. Review level of service methodologies and develop and recommend level of service standards to be adopted by Island County.
12. Prepare a recommended update to the Human Services Transportation Plan<sup>3</sup> every four years, and prepare a recommended prioritized human services transportation project list every two years, with final approval by the Board of Island County Commissioners who will submit the final to the Washington State agency council on coordinated transportation (ACCT).

### **Article III** **Membership**

- 3.1** The Transportation Planning Organization Policy Board shall include representation from Island County, the City of Oak Harbor, Town of Coupeville, City of Langley, the Ports of Coupeville and South Whidbey, the Island Transit Public Transportation Benefit

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<sup>1</sup> Countywide Planning Policies section 3.8 will serve as the transportation strategy for the organization.

<sup>2</sup> The Island County Transportation Element will serve as the transportation plan for the organization.

<sup>3</sup> The HSTP may be developed in conjunction with neighboring jurisdictions that are not part of the TPO.

Authority, Naval Air Station Whidbey Island, and the Washington State Department of Transportation.

- 3.2** Voting members of the Policy Board are as follows: Island County shall be represented by the three county commissioners. The cities and towns shall be represented by the mayor of each jurisdiction. Each port commission shall select one port commissioner to represent their port district. The Public Transportation Benefit Authority Board shall be represented by its board chair.
- 3.3** Non-voting members shall be represented by the community planning liaison from Naval Air Station Whidbey Island and the designated staff from the Northwest Region office of the Washington State Department of Transportation, or their designees. Any members of the state House of Representatives or the Senate whose districts are wholly or partly within the boundaries of the Transportation Planning Organization are considered ex officio, non-voting policy board members.
- 3.4** Each voting member of the Policy Board may designate an alternate to act in the member's absence. The alternate designation must be in writing for voting members, signed by the member, and be on file with the Transportation Planning Organization in order for the alternate to be allowed to act on the members' behalf. The alternate must be an elected official.

#### **Article IV** **Officers**

- 4.1** The officers of the Transportation Planning Organization Policy Board shall be a Chairperson and Vice-Chairperson. The officers shall be elected during the first meeting of each calendar year. The selection of the officers shall be effective upon a motion that passes by a majority of the voting members of the Policy Board present.

#### **Article V** **Policy Board Meetings**

- 5.1** The chair shall preside over Policy Board meetings. In absence of the chair, the vice-chair shall preside. In absence of both officers, any other voting member may preside,

after a motion to that effect is made and passed by a majority of the voting members of the Policy Board present.

- 5.2 Meetings may be called by the chair or by any three voting members of the Transportation Planning Organization. Notice of meetings shall be provided to each member at least one week (7 days) prior to the meeting.
- 5.3 Meetings of the Transportation Planning Organization shall be governed by the Open Public Meetings Act, RCW 42.30.
- 5.4 A quorum for conducting business shall be a majority of voting members present. All decisions must be made by a majority vote of the quorum present at a meeting.
- 5.5 The chair shall sign all official documents that relate to specific action taken by the Transportation Planning Organization.

#### **Article VI**

##### **Technical Advisory Committee Meetings**

- 6.1 The TAC shall be represented by the staff roles included in the appendix. Each TAC member listed in the appendix is entitled to one vote.
- 6.2 A citizen from each County Commissioner District shall also be appointed by the Commissioner from the respective district to serve on the TAC. Terms for citizen representatives shall be three years and may be renewed. Terms shall be staggered with one citizen representative position available each year.
- 6.3 Citizen representatives may be removed for failing to attend meetings on a repeated unexcused basis.
- 6.4 A quorum for conducting business shall be a majority of voting members present. All recommendations to the Policy Board must be made by a majority vote of the quorum present at a meeting.
- 6.5 The Island County Transportation Planner shall preside over Technical Advisory Committee meetings. In absence of the Transportation Planner, any other member may preside.

**Article VII**  
**Parliamentary Authority**

- 7.1** Robert's Rules of Order shall be an advisory document pertaining to parliamentary authority for use by the Transportation Planning Organization in parliamentary situations that are not provided in law or these bylaws.

**Article VIII**  
**Amendments**

- 8.1** These Bylaws may be amended by a unanimous vote of a quorum of voting members. Amendments approved by the Transportation Planning Organization are effective immediately.

**Adopted** by a unanimous motion of the Transportation Planning Organization the \_\_\_\_ day of \_\_\_\_\_, 2015 and signed by the participating jurisdictions as follows:

Board of Island County Commissioners  
Island County, Washington

City of Oak Harbor

\_\_\_\_\_  
Helen Price Johnson, Chair      Date

\_\_\_\_\_  
Scott Dudley, Mayor      Date

City of Langley

Town of Coupeville

\_\_\_\_\_  
Fred McCarthy, Mayor      Date

\_\_\_\_\_  
Nancy Conard, Mayor      Date

Port of South Whidbey

Port of Coupeville

\_\_\_\_\_  
Curt Gordon, Commissioner      Date

\_\_\_\_\_  
Marshall Bronson, Commissioner      Date

Public Transportation Benefit Authority

\_\_\_\_\_  
Rick Almberg, Chair      Date

Appendix—Technical Advisory Committee (TAC) Membership

- Island County Assistant County Engineer or his / her designee
- Island County Planning Director or his / her designee
- Oak Harbor City Engineer or his / her designee
- Oak Harbor City Planner or his / her designee
- City of Langley Public Works Director or his / her designee
- Town of Coupeville Engineer or his / her designee
- Island Transit Executive Director or his / her designee
- Island County Economic Development Council Executive Director or his / her designee
- WSDOT Mt. Baker Area Transportation Planning Manager or his / her designee
- Island County Commissioner District 1 Citizen
- Island County Commissioner District 2 Citizen
- Island County Commissioner District 3 Citizen