

# **SEATTLE TRANSIT ADVISORY BOARD**

## ***RESPONSIBILITIES, POLICIES, and PROCEDURES***

**Adopted March 2015 by unanimous vote of the Board.  
Revised November 2017.**

## I. PURPOSE

The Seattle Transit Advisory Board (the Board) shall advise the City Council, the Mayor, and all departments and offices of the City on matters related to transit and the possible and actual impact of actions by the City upon all forms of public transportation. The Board shall be provided the opportunity to comment and make recommendations on City policies, plans, and projects as they may relate to transit capital improvements, transit mobility, and transit operations throughout the City. The opportunity to comment shall include participation in the City's regular update of the Seattle Transit Master Plan and oversight of the City's implementation of the Plan.

The Board shall help facilitate City policies, plans, and projects that support local and region-wide transit mobility efforts, to help ensure a functioning and coordinated transit system throughout the City and region.

The Board shall function as the public oversight committee of revenues collected under Seattle Transportation Benefit District (STBD) Proposition 1, as described in Resolution 12 of the STBD. The Board may advise on all spending of Proposition 1 revenues, including the City's purchase of transit service hours from King County Metro Transit, programs to increase access to Metro's low-income fare, administration of the vehicle license fee low-income rebate program, and administrative expenses. The Board shall also review and provide input on the STBD's annual report to the public regarding Metro's provision of transit service in Seattle and countywide, as described in Resolution 12 of the STBD (City Council Resolution 31572).

## II. BOARD RESPONSIBILITIES

- a. The Board shall promote policies and practices that will promote transit services that are equitable, connected, accessible and safe for all potential users.
- b. Upon being notified by appropriate City departments, transit agencies or other groups of new project and program proposals related to transit issues, the Board will request that the relevant department provide all needed information for the Board to review the projects and proposals in order to be able to make recommendations on transit-related elements.
- c. The Board shall assist City departments in the implementation of the Transit Master Plan, Seattle Comprehensive Plan, and other Plans and Policies dealing with transit matters.
- d. The Board shall proactively seek out and advise on transit issues of relevance to the City of Seattle and its residents as part of its work.
- e. The Board shall make appropriate recommendations to the Mayor, City Council, the Seattle Department of Transportation (SDOT), other city departments, and neighborhood groups regarding transit services and access, policies and programs, and supporting transit and multimodal infrastructure.
- f. It is expected that each Board member will, whenever possible and appropriate, advocate at public meetings, hearings, etc. for transit interests. Unless authorized by the Board to speak on its behalf, any member should specify that he/she is speaking (or writing) only as a member of Seattle Transit Advisory Board and not for the

Board. Unless an advisory or position is approved by the Board, members cannot use official Board letterhead or speak on behalf of Board.

### III. POLICIES

- a. The Board will attempt to provide relevant departments with recommendations, as early as possible, on City projects that have been brought to the Board's attention.
- b. The Board will always give high regard to members' time and efforts. To that end, specific delegation of responsibility will be given to small committees to pursue goals that the Board desires to be met. Unless specifically authorized otherwise, actions by committees are subject to ratification by the full Board.
- c. When making recommendations regarding specific City projects, the Board will spell out its objections, if any, and provide its suggestions for alternate action. If disapproval is indicated, the Board will make every effort to discuss its reservations with appropriate department staff members before making a final recommendation.
- d. The Board reserves the right to communicate adopted positions and recommendations directly to the Mayor and City Council.

### IV. DEPARTMENTAL RESPONSIBILITIES

SDOT provides a staff liaison for the Board. SDOT will work together with the Board to help make their work successful. SDOT staff provides organization, communication, and meeting support as follows:

- a. Organization
  - i. Maintain and distribute member rosters.
  - ii. Assist in recruitment, public relations, and communication with applicants.
  - iii. Facilitate communication with appointing authorities.
- b. Communication
  - i. Field and respond to requests from the public for information about the Board.
  - ii. Assist with formatting and distributing board correspondence and minutes. (Board secretary is responsible for the content of the minutes and correspondence.)
  - iii. Maintain an accurate, up-to-date web site, including posting meeting agendas, minutes and other materials.
- c. Meetings
  - i. Assist Chair or Co-Chairs in developing meeting agendas; make the Chair or Co-Chairs aware of upcoming projects or decisions.

- ii. Provide information or follow up with department staff on questions or requests by the board.
- iii. Work with the Board Chair or Co-Chair to distribute meeting agendas.
- iv. Manage room reservations and audio-visual equipment needs.
- v. Maintain meeting schedule.
- vi. Assist in coordinating and communicating with presenters for board meetings.
- vii. Assist in scheduling meetings between the board and the Mayor and City Councilmembers.
- viii. Help support special board meetings such as annual retreats.
- ix. The liaison shall provide the Board with a list of all SDOT capital improvement projects and other programs that may impact transit matters that are being proposed for the following year's budget. The department will work with the Board to identify those project and program elements that are appropriate for Board review.
- x. The Liaison shall also facilitate information sharing on transit-related projects and programs initiated by other departments and agencies both within the city and other jurisdictions such as King County and the State of Washington.
- xi. The Departments have the responsibility to make their best effort to coordinate project and program activities so as to facilitate the Board's actions and minimize delays in the projects' progress.
- xii. Appropriate City officials are expected to provide the Board with information/plans/maps/drawings/occasional oral presentations, etc. that may be needed for the Board to conduct an adequate review. The City shall distribute materials to the Board one week in advance of the Board's monthly meeting. Distribution may be via email.
- xiii. Following any Board action, the appropriate City official shall inform the Board of any significant changes that affect pedestrian issues that may have occurred in work, scope, or budget of the relevant project.

## V. PROCEDURES

- a. To remain in good standing as an official member, a board member must participate in a minimum of 6 (six) regularly scheduled meetings per each annual term. A member not in good standing is subject to replacement.
- b. The Seattle Transit Advisory Board Chair or Co-Chairs, Vice-Chair(s), and Secretary shall be elected at each October meeting by a majority of all official members of the Board who vote, either in person or by e-mail, on individuals nominated at a regular meeting of the Board. Official Board nominations for the above positions will take place at the September meeting. If an officer position becomes vacant, nominations and interim appointments for that vacancy may be held at a regularly-scheduled meeting of the board. Nominations are subject to confirmation at the next regularly-scheduled meeting of the board.

- c. The Board recognizes the need to appoint committees of Board members to enhance the effectiveness of its actions. Members of a committee shall be appointed by the Chair or Co-Chairs, who shall specify the committee's charge and time frame in which the committee will carry out its charge.
- d. All formal actions or decisions of the Board require approval by a majority of voting Board members in good standing, provided that a quorum of at least 50% of the official members are present or voting by e-mail. Whether voting by e-mail seems desirable will be determined by the Chair or Co-Chairs. If a motion at one meeting fails because of a lack of a quorum, at the Chair or Co-Chair's discretion in the second absence of a quorum, a unanimous vote at the next meeting will suffice to pass a measure provided 3 or more official Board members are present and voting.
- e. In the event of "emergency" actions or decisions, the Board can vote via phone and/or email, with the decision made within three days of the request for action. The action can move forward as soon as a majority of the Board responds with approval.
- f. All formal actions or decisions on advisory statements require a final draft to be sent to the entire Board. If formal action results in an advisory position, the advisory shall be signed by the author(s) and/or the Board Chair or Co-Chairs.
- g. Subject to section C., all meetings of the board will be conducted by the "simplified" Robert's Rules of Order and shall be held in an -accessible manner.
- h. The agenda and presentation materials for any meeting shall be sent via e-mail (if possible) to all Board members and other interested parties and posted to a recognized web site by the Friday in advance of the relevant meeting.
- i. All meetings of the Board shall be open to the public. Members of the public are welcome to speak at the beginning of the meeting, but will have no vote on actions or decisions of the Board. If time is short, the Chair or Co-Chairs may limit the time that any one member of public will be allowed to speak.
- j. The Open Public Meeting Act (Revised Code of Washington Chapter 42.30) (OPMA) has two primary requirements – that meetings be publicly announced in advance, and that they be open to the public. A board's regular meeting time and place should be posted (for example, on the board's website). The time and place of a special meeting (a meeting held at a different time or place), along with the agenda for that meeting, must be publicized by providing at least twenty-four hours advance notice. All meetings, regular and special, must be open to the public. Also, minutes of all meetings must be recorded and made available to the public.
- k. The Board will endeavor to have one member act as a liaison with the Seattle Bicycle Advisory Board, one member act as a liaison with the Seattle Pedestrian Advisory Board, one member act as a liaison with the Seattle Freight Board, and one member act as a liaison with the Move Seattle Levy Oversight Committee. The Board may have other members act as liaisons with other city boards as needed. The Board Chair or Co-Chairs will act as liaison(s) to the mayor's office and the chair of the city council's transportation committee.
- l. Copies of minutes of all Board meetings and actions taken by the Board will be kept on file in the office of the Liaison and available on the Seattle Transit Advisory Board website.

- m. This document titled “Responsibilities, Policies, and Procedures” may be amended at any general Board meeting with 2/3 votes of a quorum if proposed in writing at a prior meeting.
- n. Remember, most e-mails that you send and receive that are related to city business, even on your personal computer, are subject to public disclosure.

## VI. CONCLUSION

- a. Participation on a city of Seattle board is a very important community service and requires a significant commitment of time, energy and responsibility. Dynamic and successful boards and commissions are essential for the city of Seattle to carry out its work, and your energy and dedication will ensure this success.

*Thank You for Serving!*