

BY-LAWS OF THE TRANSPORTATION IMPROVEMENT PROGRAM – CITIZEN ADVISORY PANEL (TIP-CAP)

PREAMBLE

These by-laws shall govern the conduct of the TIP-CAP. Members of the TIP-CAP shall strive to respect and honor their position to enhance and maintain public confidence in the TIP-CAP. Members shall foremost be respectful of each other and all members of the public. Members shall avoid personally disparaging remarks and offensive conduct which creates an atmosphere hostile to the freedom of speech of all members of the public, even those of opposing viewpoints. Members should be un-swayed by partisan interests, public clamor, or fear of criticism. Members should be patient, dignified, and courteous to all parties. If a conflict of interest exists for a member, they need to notify and recuse themselves as per the Boards and Commissioners Handbook section Ethic and Appearance of Fairness. By eliminating conflicts of interest and providing a guide for conduct in County matters, the Board of Commissioners hopes to promote the faith and confidence of the citizens of the County in their government.

SECTION I: PURPOSE/ SCOPE & APPLICABILITY

These By-laws shall govern the conduct of the TIP-CAP. The TIP-CAP shall have only those duties set forth by the Board of County Commissioners and in these By-laws. The TIP-CAP may set forth recommendations for the 6- year TIP and Annual Construction Program to the Board of County Commissioners. Per Resolution 2022-044 section three including the following activities:

- A. Gather input from others on potential transportation projects and needs.
- B. Align projects and needs with the County Comprehensive Plan.
- C. Develop, at a minimum, a bi-annual list for inclusion in the Priority Array.
- D. Review all projects, at a minimum, on a bi-annual basis and make recommendations to be presented to the Board of County Commissioners.
- E. Provide testimony during the public hearing process adopting the Annual and 6-Year TIP.

SECTION II: MEMBERS

Membership shall be comprised of nine voting positions. The Board of County Commissioners will strive to seek balanced representation on the advisory board when appointing new members and consider the following:

Three (3) from Commissioner District 1

- Two (2) representing the rural area, and
- One (1) representing either the Belfair or Allyn Urban Growth Areas (UGAs)

Three (3) from Commissioner District 2

- Two (2) representing the rural area, and

- One (1) representing either the Hoodspout or Union Rural Activity Centers (RACs)

Three (3) from Commissioner District 3

- Two (2) representing the rural area, and
- One (1) representing either the incorporated City of Shelton or Shelton Urban Growth Area (UGA)

A. Selection of Members: All members shall be appointed by the Mason County Board of Commissioners.

B. Terms of Membership: Committee membership shall serve three years terms. Membership terms shall be staggered so that as near as one-third of the advisory memberships shall expire each year; this may require randomly selected members to serve for only two (2) years so that appointments expire in a given year balance. Designation of terms shall be determined randomly or by years of successive terms.

C. There shall be no limit to the number of terms a member may be appointed.

In the event of a member being absent for three (3) consecutive regular meetings or being absent from twenty-five percent (25%) of all meeting in any twelve (12) month period without being excused by the TIP-CAP, the Chair shall, at the discretion of the Commission, recommend to the Board of County Commissioners the resignation of said member.

SECTION III: QUORUM

A majority of appointed members of TIP-CAP shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry on proposition.

SECTION IV: VOTING AND ACTION

Each member shall be entitled to one vote on any matter that may come before the TIP-CAP Commission. The vote of the majority of the quorum present of the membership of the TIP-CAP Commission shall be necessary to decide any question or issue. Board decisions shall be initiated by motion. In order for an action to proceed, another member must “second” the motion. The chair may then open up the motion for discussion amongst the members. When it appears to the chair that meaningful discussion has been completed, the chair shall call for a vote, “all in favor” and “all opposed.” Where there is confusion as to the decision of the majority, the chair may call votes from members individually. No decision shall be made by secret ballot.

When written comments are submitted to the TIP-CAP Commission those comments shall be read prior to a decision being made. When necessary, members may request that they be located in a separate room in order for them to read the written comments without

distraction. The chair should poll the members as to whether they have read all written materials prior to a decision being made.

SECTION V: MEETINGS -RULES OF ORDER

Regular meetings of the TIP-CAP shall be held monthly in the Mason County Public Works Facility, Shelton, Washington, and County’s virtual communication service; unless otherwise designated by Chair, on the second Wednesday of each month of each calendar year. At least three (3) days written notice of such meetings and the meeting agenda shall be given to each member of the TIP-CAP.

The Chair will call for any additional items to be considered at the start of each meeting. This will be an Agenda item.

Special meetings may be called:

1. By action of the Chair at a regular or recessed meeting to another day.
2. By the written request of three or more members of the TIP-CAP.
3. By request of the Public Works Director or Designee.

SECTION VI: PARLIAMENTARY PROTOCOL AND AUTHORITY

A) A simple majority vote of the votes cast is sufficient to adopt any motion. The Chair may elect to offer their affirmative vote to break a tie or if in the negative, to create a tie.

B) Robert’s Rules of Order shall be the parliamentary authority on all matters not covered by these by-laws of *TIP-CAP*.

SECTION VII: ORDER OF BUSINESS

The order of business for the monthly meetings shall be:

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| 1. Roll Call | 5. Old Business & Follow-up items |
| 2. Welcome & Guest comments/Intros | 6. New Business & Special Projects |
| 3. Adoption of Minutes and Agenda | 7. Member Reports |
| 4. Reports and Action Items | 8. Items for next Meeting |

SECTION VIII: OFFICERS

Except when designated by the Board of County Commissioners, the elected officers of the TIP-CAP shall be the Chair and Vice Chair. The secretary shall be the Director of Public Works or designee. The officers shall be elected at the December meeting and shall assume office at the January meeting. Officers shall serve for one year or until their successors have been elected and qualified. Should an officer resign during the year and become vacant for any reason, the Chair, or the Vice Chair if the Chair resigns, shall nominate, or call for a nomination a member from TIP-CAP to the office of the Chair or Vice Chair and call for a vote. A simple majority of approval ratifies the next Chair or Vice Chair.

The Secretary shall keep a written record of all meetings, resolutions, transactions, and determinations of the TIP-CAP. Said written records shall be public record and shall be available for inspection at the Public Works Department.

SECTION IX: DUTIES OF CHAIR & VICE CHAIR

- A) The Chair:
 - 1) Run the meeting.
 - 2) Attend county hearings.
 - 3) Call for nominations for Chair and Vice chair for the next year.
 - 4) The Chair coordinates activities of sub-committees.
- B) The Vice Chair:
 - 1) Fill in for the chair when the chair is not present.
 - 2) Assist in keeping order.
 - 3) Keep on point with respect to our by-laws and policies.
 - 4) Attend county hearings.

SECTION X: COMMITTEES

From time to time the TIP-CAP may establish standing or advisory committees for the purpose of assisting the panel in carrying out its responsibilities as well as obtaining the broadest possible community involvement and representation.

SECTION XI: AMENDING OF THE BY-LAWS

These by-laws may be amended by a simple majority vote of the TIP-CAP members present at any regular meeting of the advisory panel if notice of the proposed amendment is contained in the agenda of the meeting.

A copy of these by-laws shall be given to each member of the advisory panel.