

Policies and Procedures

Citizen's Transportation Advisory Board

Article I. Purpose

Section 1.01 The purpose of the Citizen’s Transportation Advisory Board (herein referred to in this document as the CTAB) is to bring forward recommendations for prioritization and funding for residential street maintenance and preservation to the Spokane City Council.

Section 1.02 Pursuant to Resolution No. 2010-0002, the CTAB is responsible for the review of transportation projects for their consistency within the parameters established by Ordinance No. C-34648, codified in Chapter 8.16 SMC, and for recommending prioritization and funding of transportation projects funded by Transportation Benefit District (TBD) and residential Street Maintenance funds to City Council.

Section 1.03 We are here because we care profoundly, and we want to serve to the best of our ability to benefit everyone in our community.

Article II. Creation

Section 2.01 The Board has been created and adopted in accordance with Resolution No. 2010-0002, and shall consist of eleven members, who are City residents, appointed by the Spokane City Council. Two members shall be a resident of each city council district, one person shall be a member from each of the following: the Pedestrian, Traffic & Transportation committee (PETT) of the Community Assembly, The Plan Commission Transportation Subcommittee (PCTS), the Bicycle Advisory Board (BAB), the Human Rights Commission (HRC), and an eleventh member (at large). In the event of a vacancy, the TBD Administrator shall review applications and forward materials to the Governing Board of the TBD, the Spokane City Council for selection and confirmation.

Article III. Term

Section 3.01 The terms, as designated by the Spokane City Council at the time of appointment, shall be three years with the opportunity to be reappointed for another term of three (3) years. In order to stagger terms of appointment an initial appointment of less than half of the full term will not count towards the maximum appointment of two three-year terms.

Section 3.02 No elected official, City officer or employee shall be a member of the CTAB.

Section 3.03 CTAB members shall not be removed from office by the City Council before the expiration of their terms unless for a disqualifying change of residence or for cause based upon a determination of incapacity, incompetence, neglect of duty, or malfeasance.

Section 3.04 In the event a member is absent for three consecutive unexcused absences, their position shall be considered vacated.

Article IV. Officers

Section 4.01 The CTAB may appoint a chair and vice-chair for a term of one year. The chairperson and vice-chair shall be able to vote on all matters before the CTAB, along with the other members of the CTAB. The duties of the chairperson shall include chairing the meetings of CTAB, working with TBD administrator and staff to set the meeting agenda, and assisting with coordinating reports of the CTAB. Duties of the vice-chair shall be to serve as the chair pro-tem in the absence of the chair and other duties as established by the CTAB.

Article V. Quorum

Section 5.01 Minimum quorum shall be one member from each city council district plus one at large member.

Section 5.02 In the event that four or more positions are vacant, 67% of the board membership, shall constitute a quorum.

Article VI. Conflicts

Section 6.01 No CTAB member shall be affiliated with any contractor performing work or seeking the award of work for projects financed by, or in part, by a Spokane TBD project in any way. CTAB members shall avoid conflicts of interest, such as having a direct pecuniary or financial gain.

Article VII. Meeting Schedule, Agenda and Rules

Section 7.01 The CTAB shall use the current version Roberts Rules of Order to conduct meetings. The CTAB will attempt to reach consensus before a vote is taken. The CTAB shall meet at such times as it deems advisable, when people are most available to attend. All meetings shall comply with the Washington State Open Public Meetings Act. The CTAB shall work with the TBD Administrator to develop and post its meeting notices, agenda, and meeting minutes. Meetings shall be open to the public. The CTAB shall determine the format of its meetings, including when public testimony will be taken. CTAB shall create a standing rules document to address details of meeting schedules, agendas and rules, which will be a living procedural document.

Section 7.02 CTAB members may attend regular or special meetings of the Board in person, telephonically, or virtually and shall be counted as present for purposes of establishing a quorum. Members attending telephonically or virtually shall have their voice vote recorded and counted among those present at the meeting. Any member desiring to participate telephonically or virtually shall notify the TBD Administrator prior to the meeting and shall be responsible for assisting with all necessary arrangements.

Section 7.03 CTAB members, TBD Administrator, and staff may suggest agenda items for CTAB meetings. The TBD Administrator will work with the chair to set the agenda and the TBD Administrator will post and submit to the CTAB chair for approval. New business items may be discussed during any CTAB meeting for future action by CTAB.

Section 7.04 Committee meeting Etiquette

- (a) Listen to understand**
- (b) Assume good intent, attend to impact**
- (c) Come prepared on agreed upon assignments**
- (d) No hidden agendas**
- (e) Be respectful**
- (f) It's okay to ask questions**
- (g) Recognize each other as representatives of different communities**

Article VIII. Staffing

Section 8.01 The City shall provide staffing to the CTAB. Any concerns regarding the level of staffing shall be resolved by the City Council. The CTAB may request the City Council to provide additional professional staffing, consultants and other technical personnel to advise it in the performance of its duties. Such additional staffing is contingent upon approval by the City Council.

Article IX. Communications

Section 9.01 All communications to or from CTAB members shall be provided to and maintained by staff assigned to the CTAB (TBD Administrator).

Article X. Functions, Powers and Duties

Section 10.01 The CTAB shall have the following functions, powers and duties:

- (a) Review transportation projects funded by the TBD and Street Department local access street funds for their consistency within the parameters established by Chapter 8.16 SMC;**

- (b) Recommend prioritization and funding of transportation projects funded by TBD funding; and**
- (c) Provide on an annual basis a report to the Spokane City Council on progress made in carrying out the Board’s responsibilities.**

Section 10.02 CTAB members agree to:

- (a) Provide specific community expertise, and knowledge**
- (b) Review materials provided and comment promptly when assigned to do so.**
- (c) Attend all meetings possible and prepare appropriately.**
- (d) Members representing other committees will relay information to their communities after each meeting and gather information/feedback from their community members as practicable before each meeting**
- (e) Maintain a focus on solutions that benefit the people and environment of the region.**

Article XI. CTAB Reports and Recommendations

Section 11.01 When approving reports, opinions or recommendations, CTAB shall strive to obtain a consensus of its members.

Adopted by the Citizen’s Transportation Advisory Board on 6 September 2023.