

**CITY OF SPOKANE PLAN COMMISSION - TRANSPORTATION SUBCOMMITTEE
RULES OF PROCEDURE**

RULE 1 - GENERAL PRINCIPLES

Rule 1.1 PURPOSE

It is the purpose of the City of Spokane Plan Commission Transportation Subcommittee (the “Subcommittee”) in adopting these rules to provide a method for the conduct of its affairs. It is not intended that these rules confer upon any person who is not a member of the Subcommittee any right to a particular procedure or affect the validity or legality of any Subcommittee action.

Rule 1.2 DUTY OF MUTUAL RESPECT

It is the constant duty of each Subcommittee member to maintain respect for each other, City staff, and the public. Likewise, the Subcommittee expects respectful behavior from all persons who attend a meeting or hearing.

Rule 1.3 ROBERT’S RULES OF ORDER

Matters of procedure not otherwise provided for herein shall, insofar as practical, be determined by reference to the most recent edition of *Roberts Rules of Order, newly revised*.

Rule 1.4 SUSPENSIONS OR AMENDMENT

These rules, or any of them, may be amended or temporarily suspended by a majority vote of the Subcommittee members in attendance at a meeting.

RULE 2 - MEMBERSHIP

Rule 2.1 COMPOSITION

- a. Pursuant to Resolution 2014-0078, the City Council recommended that the Plan Commission form the Transportation Subcommittee composed of representatives of the following agencies or entities (hereafter, the “Appointing Agencies”):
- Bicycle Advisory Board;
 - Spokane Regional Transportation Council;
 - Citizens Transportation Advisory Board;
 - Disabled communities;
 - Pedestrian, Transportation and Traffic Committee of the Community Assembly;
 - Plan Commissioner(s) (no fewer than one);
 - Spokane School District 81;
 - Spokane Regional Health District;
 - City of Spokane Community Housing and Human Services Board;
 - Spokane Transit Authority;
 - Greater Spokane Incorporated;
 - Spokane City Council member, and

- Spokane City Council Staff member
- b. Because the list of agencies and entities included in Resolution 2014-0078 was a non-mandatory and non-exclusive list, the Plan Commission has the discretion to constitute the Subcommittee as it sees fit from time to time, subject to the approval of the Plan Commission.
- c. Each agency or entity may appoint a member and an alternate, according to each Appointing Agency's rules of procedure, to participate in the Subcommittee. The appointment of the member will take effect upon the Appointing Agency's governing body or executive director having sent written notice to the President of the Plan Commission and the Chairperson of the Subcommittee of the appointment of that person as a member.
- d. There shall also be at least one but no more than four Plan Commissioners included in the Subcommittee membership.
- e. The City Council member who serves as a member of the Subcommittee shall do so in a non-voting capacity.

Rule 2.2 TERM

- a. Each member of the Subcommittee shall serve for no less than a term of three years.
- b. Any member may be reappointed by the respective Appointing Agency by sending written notice of reappointment to the Chairperson of the Subcommittee. There shall be no limit to the cumulative number of terms which a member may serve, subject only to any restrictions imposed by the Appointing Agency.
- c. Each Appointing Agency may make changes to the person(s) appointed to the Subcommittee no more frequently than once per year, except in cases where the appointed person can no longer serve due to relocation, death, disability, disqualification from membership in the agency or entity or (in the case of professional staff) termination or resignation from employment.

RULE 3 - MEETINGS

Rule 3.1 REGULAR MEETINGS

- a. The Subcommittee shall hold regular meetings on the first Tuesday of each month at 9:00 a.m. Meetings are held at City Hall. The place, date and hour of regular meetings may be changed by a majority vote of the Subcommittee members, or may be changed by order of the Chairperson.
- b. A regular meeting may be cancelled or rescheduled by the Subcommittee at a prior meeting, or by the Chairperson, if no public hearings have been scheduled or advertised by notice for the meeting to be cancelled or rescheduled.

c. All Subcommittee meetings are open to the public in accordance with the requirements of Chapter 42.30 RCW (Open Public Meetings Act), except those portions of meetings for which executive session is authorized.

Rule 3.2 QUORUM

a. A quorum is defined as fifty percent (50%) of the Subcommittee members, plus one (1) member. An abstention does not affect a quorum, but a member who recuses himself or herself shall not be counted in determining whether a quorum exists.

b. If there is no quorum present on a date set for a regular, continued or special meeting, the Chairperson may adjourn the meeting temporarily until a quorum can be obtained or may adjourn to their next regular meeting. Before such adjournment, to accommodate the public in attendance, said Subcommittee members present may, as a committee, hear testimony on matters advertised for public hearing and cause the same to be recorded in the minutes to be considered by a quorum of the Subcommittee at the meeting date to which the hearing shall be continued. Agenda items other than hearings may be considered and advisory direction given, subject to ratification by the Subcommittee at its next regular meeting when a quorum is present.

Rule 3.3 GENERAL ORDER OF BUSINESS FOR REGULAR MEETINGS

a. Briefing. A regular meeting may include a briefing session for purposes of the following:

- a. Open forum;
- b. Chairperson's and Council Liaison's Report;
- c. Approval of old minutes;
- d. Subcommittee business as noted on the agenda for the meeting;
- e. Tentative future agenda items raised by members of the Subcommittee.

b. Adjourned Meetings. Any meeting may be adjourned by majority vote or declaration by the Chairperson, to a specific place and time. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time of the next regular meeting. If a meeting is adjourned, all matters on the agenda not disposed of at that meeting or deferred to a specific meeting date, shall be continued to the next regular meeting.

c. Special Meetings. Special meetings may be called, cancelled or rescheduled by the Chairperson whenever he or she deems necessary. The place, date and hour of special meetings shall be set by the Chairperson. The Subcommittee shall take no final action on matters not included in the notice of special meetings. Any measure adopted by a majority vote at a special meeting shall have the same effect as if adopted at a regular meeting.

RULE 4 - AGENDA

Rule 4.1 FUNCTIONS OF AGENDA

The agenda serves to introduce items to the Subcommittee to establish the order of business and to give notice to the public. The notice of special meetings is the agenda for such meetings.

Rule 4.2 PREPARATION OF AGENDA

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The agenda for all meetings of the Subcommittee shall be prepared by the Secretary in coordination with the President and Vice-President.

Rule 4.3 AGENDA APPROVAL/MODIFICATION

At the beginning of a Subcommittee meeting, an item not on the notice of agenda may be added to the final agenda by the Chairperson. No final action can be taken on an item added to the agenda until required notice has been met.

RULE 5 - TIME AND NOTICE

Rule 5.1 NOTICE BY AGENDA

Unless a law specifies particular notice requirements for an agenda item, and except as provided below, the agenda is the only required notice. A copy of the agenda is provided five (5) calendar days in advance of the Subcommittee meetings to Commission members and other interested parties and on the Plan Commission Transportation Subcommittee web page.

Rule 5.2 SPECIAL MEETINGS

Notice of every special meeting shall be given in writing to every Subcommittee member, to the Council Liaison, and to the City Attorney, and to all local news media representatives who have on file with the Secretary a request for such notices. The notice shall be delivered personally, by mail, by email, by facsimile or otherwise, so as to be received at least 24 hours before the meeting. The notice shall state the place and time of the meeting and the business to be conducted. The Subcommittee shall not make final disposition of any matter not included in the notice.

RULE 5.3 SPECIAL NOTICE

Notices of all meetings, whether regular or special, shall comply with applicable Washington state statutes.

RULE 6 - CONDUCT OF MEETINGS

Rule 6.1 THE CHAIRPERSON

a. The Chairperson, or in his or her absence or incapacity the Vice-Chairperson or such other designee, shall preside over meetings of the Subcommittee and cause the business of the Subcommittee to be transacted in accordance with these rules. The Chairperson should be mindful that the meeting is being recorded and shall be responsible for informing speakers that their remarks are to be recorded.

b. The Chairperson shall determine all questions of procedure, subject to appeal as provided herein, with the assistance of the City Attorney or the Secretary. A member may appeal a ruling of the Chairperson by, before the ruling is acted on, announcing an appeal and obtaining a second from another member. The Chairperson shall then state the question, namely, whether the ruling shall be upheld, and shall state his or her reasons for the ruling which is under appeal. The member appealing then has the floor to open debate on the appeal. Upon the close of debate, the Chairperson member will decide the appeal.

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c. The Chairperson may make or second any motion, and may present and discuss any matter as a member of the Subcommittee, and shall be entitled to vote on all matters.

Rule 6.2 PUBLIC SPEAKING DURING COMMISSION MEETINGS

- a. No one may speak without first being recognized for that purpose by the Chairperson.
- b. Each person speaking at a Subcommittee meeting shall print his or her name and contact information, if a follow-up communication is desired, and verbally identify him/herself by name, address, and if appropriate, representative capacity.
- c. A speaker asserting a statement of fact may be asked to identify the source of the factual datum being asserted.
- d. Each speaker shall follow all instructions from the Chairperson so that his or her remarks may be heard, understood and recorded.
- e. In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, such as demonstrations, banners, applause and the like will be permitted. In the event such disorders persist, the Chairperson may require the removal of the instigator(s), recess or adjourn the meeting.
- f. If more than two groups wish to advocate distinct positions on a specific issue, the Chairperson may grant the same procedural and time allowances to all groups.

RULE 7 - VOTING

- a. All members (including the Chairperson) are voting members. However, the City Council Liaison is not a voting member. Voting shall be by ayes and nays unless otherwise provided for as in the most recent edition of *Robert's Rules of Order*, and is called for by the Chairperson. The Chairperson shall declare whether the motion carried or failed and the vote count. Any Subcommittee member may explain the reasons for his or her vote as a matter of privilege. Minutes shall record the number of members for and against and the names of any members abstaining.
- b. The Secretary records the specific wording of the motion in the minutes as it was proposed before the vote.
- c. The Subcommittee shall endeavor to give explanations of their reasons for support and non-support of an action during their discussion of the item or as part of the motion thereon.

RULE 8 - OFFICERS AND LIAISONS

Rule 8.1 OFFICERS

- a. The Chairperson of the Subcommittee is designated by the President of the Plan Commission.

b. In January of each odd-numbered year, the Subcommittee shall elect a Vice-Chairperson by majority vote.

c. The City Planning Director shall serve as the Secretary to the Subcommittee.

Rule 8.2 THE CHAIRPERSON

The duties and powers of the Chairperson include the following:

a. To conduct meetings.

b. To see that the purpose and functions of the Subcommittee are progressively achieved in an objective, efficient, and expeditious manner.

c. To preserve order and decorum and enforce the rules and regulations of the Subcommittee, including adjournment of any meeting where, in his/her judgment, the order is such as to prevent a proper consideration of business.

d. To present to the Subcommittee such matters as, in his or her judgment, require attention.

e. To call special meetings and briefings and to announce executive session of the Subcommittee.

f. To prescribe and change the order of business.

g. To change the place, date or time of a regular meeting where circumstances prevent or render impractical the regular schedule.

h. To prepare and sign all official recommendations or documents on behalf of the Subcommittee in accordance with and to report and explain the Subcommittee findings to the Plan Commission. To represent the Subcommittee in correspondence, meetings and news releases.

i. To direct the ayes and nays to be taken in vote and entered on the record on any request before the Subcommittee and to vote on all matters.

j. To appoint a representative to represent the Commission whenever appropriate.

k. To delegate to the Vice Chairperson such portions of the Chairperson's responsibilities and authorities as the Chairperson deems prudent.

l. To rule on procedure where no direct rule has been adopted by the Subcommittee, under the guidance, where possible, of the most recent edition of *Robert's Rules of Order*.

Rule 8.3 THE VICE CHAIRPERSON'S DUTIES

The Vice Chairperson shall discharge the duties of the Chairperson in the Chairperson's absence.

Rule 8.4 THE SECRETARY'S DUTIES

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The duties of the Secretary shall be as follows:

- a. To attend all meetings of the Subcommittee.
- b. To act as the professional advisor to the Subcommittee on all Planning matters and function, and participate in discussion of actions and motions before the Subcommittee.
- c. To assure that the any and all reports and documents bearing the Subcommittee's name are properly prepared.
- d. To direct staff to provide technical and administrative assistance to the Subcommittee.
- e. To keep a true and accurate record in substance of the proceedings of the Subcommittee, and to have charge and to custodian of all Subcommittee books, documents, records, minutes and papers.
- f. To handle providing notices of meetings.
- g. To assist the Chairperson in any duties that she/he requires.
- h. To prepare agenda, schedule business, and distribute notices, as the Chairperson directs and as required by state law.

Rule 8.5 REMOVAL

- a. If any member of the Subcommittee shall be absent from three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period, the Chairperson may ask the leadership of the organization by which the member in question was appointed to the Subcommittee to appoint a different person to serve on the Subcommittee.
- b. If any member of the Subcommittee intentionally and materially violates any of these Rules of Procedure, the member may be removed from the Subcommittee, to be replaced by another member of the group by which the removed member was appointed, pursuant to the rules of the appointing group.

RULE 9 - RECORDS, PUBLICATIONS AND REPORTS

- a. The Secretary prepares official minutes of the meetings containing the actions of the Subcommittee and a substantive account of the proceedings. Draft minutes shall be provided as a part of the next Subcommittee meeting agenda materials or posted and marked as "Draft" on the Plan Commission Transportation Subcommittee web page if there is not a regularly scheduled meeting to be held within the next month. The minutes of all meetings shall be approved by the Subcommittee, signed by the Secretary, posted on the Plan Commission Transportation Subcommittee web page, and placed on public record in the office of the City Clerk.
- b. Any documents, maps, charts, presentations, or other material presented to the Subcommittee along with Subcommittee's briefing packets shall be stored in the office of the Secretary, posted on the Plan Commission Transportation Subcommittee web page, and are public record.

c. Meetings of the Subcommittee shall be recorded and made public record. Recordings will not normally be transcribed, except by request of the City Council, Chairperson, City Attorney or Secretary.

RULE 10 - CODE OF CONDUCT

a. It is the constant duty of each Subcommittee member to maintain respect for each other, the staff and the public. Likewise, the Subcommittee shall require respectful behavior from all persons who attend a meeting.

b. It shall be the obligation of every Subcommittee member to be familiar with the facts in order to reach an informed and independent judgment regarding the matter at hand. To discuss or vote on a matter heard at a meeting from which a member was absent, said member shall have familiarized himself with the subject matter, using the file of record of the Secretary's minutes of the tape of the hearing. Such familiarization shall be confined to the official files and referenced documents produced.

c. While any member has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Subcommittee shall not be made in advance of the Subcommittee's final determination of the matter.

d. Subcommittee members may speak in their individual capacities, provided the speaker makes clear whether he or she is speaking in his or her individual capacity, or in his or her capacity as a member of the Subcommittee articulating their own views and concerns.

e. Subcommittee members shall not engage in any personal business transaction in which the fact of membership on the Subcommittee or any knowledge of its actions which are obtained due to membership on the Subcommittee would be qualification for such employment or a significant reason for the personal business transaction.

f. Subcommittee members shall not accept gifts from anyone concerned with matters which have been or might come before the Subcommittee. Well-intended acceptance of such gifts could lead to misconceptions by prospective donors or the public.

g. Members of the Subcommittee shall fully comply with Chapter 42.23 RCW (Code of Ethics for Municipal Officers), Chapter 42.36 (Appearance of Fairness) (to the extent applicable to Subcommittee business), Chapter 42.30 RCW (Open Public Meetings Act), and such other rules and regulations as may be adopted by the City Council (SMC Chapter 01.04 Code of Ethics) regulating the conduct of any person holding appointive office within the City.

h. When a Subcommittee member concludes that a matter before the Subcommittee involves or may create a conflict of interest on the Subcommittee member's part, he or she shall notify the Chairperson immediately and shall abstain from consideration of the matter, which notification is to be recorded by the Secretary.

i. Except for submitting a written dissenting opinion as provided under these rules of procedure, no Subcommittee member shall work for the frustration or the overturn of any decision made by a majority of the Subcommittee outside the framework of the Subcommittee.

RULE 11 - WORK PROGRAM

The Subcommittee's work program shall consist of items directed by:

- a. Resolutions of the Spokane City Council; and
- b. The directives of the Plan Commission.

The above Rules of Procedure are hereby declared adopted at the meeting of this Subcommittee held this 5th day of April, 2022, and all previous Subcommittee By-Laws, Rules of Procedure, and Regulations in conflict herewith are hereby deemed void and repealed.

Plan Commission President

Plan Commission Secretary