

WASHINGTON COUNTY COORDINATING COMMITTEE BY-LAWS

1. PURPOSE

The Washington County Coordinating Committee will review and comment on major land use and transportation issues, plans and projects and provide a forum for discussion on these resulting in recommendations for a coordinated approach when appropriate.

The Committee's primary and most common function is to establish positions of consensus on land use and transportation issues among Washington County's local governments, which may be carried into regional and state discussions as "countywide" positions.

In addition, the Committee has specific role and authority in some countywide programs. Two programs within which the Committee currently has specific authority are the Major Streets Transportation Improvement Program (MSTIP) and the Countywide Traffic Impact Fee (TIF) program. The nature and extent of the Committee's authority in countywide programs is delineated in adopted administrative procedures for those programs.

2. MEMBERSHIP POLICY BODY

The voting membership shall consist of elected representatives or an alternate appointed by the City Council of the cities of Beaverton, Hillsboro, Tigard, North Plains, Tualatin, Forest Grove, King City, Gaston, Cornelius, Durham, Banks, Sherwood and Wilsonville, and Washington County. Each jurisdiction with a voting membership shall have one vote. Washington County and cities of Washington County representatives to JPACT and MPAC will be on the policy body.

3. The Chairman and Vice Chairman of the Committee shall be elected annually by members of the committee. The Secretary of the Committee shall be the Director of the County's Department of Land Use and Transportation.

4. PROCEDURES

- A. Meetings: Meetings will be held monthly on a day to be determined by the committee or called as needed by the chairperson or by a vote of the committee. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.
- B. Quorum: A quorum of the committee shall consist of six voting members.
- C. Voting: Voting in the committee shall carry by a simple majority of those present. Member jurisdictions may designate a member from another jurisdiction to serve as their representative, and such representative shall be entitled to two votes.

- D. Alternates: A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.
- E. Records: All committee actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.
- F. Meetings shall be conducted in accordance with Roberts' Rules newly revised.
- G. Agenda Items: Before presentation to the WCCC, agenda items shall be sent to the member jurisdictions for discussion by the governing body. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of the committee.

5. TECHNICAL ADVISORY COMMITTEES

The Policy Group shall be informed and advised by the following standing technical advisory committees, as well as other ad hoc committees established for information and advice on specific issues, plans or projects of interest to the committee.

- A. Transportation Advisory Committee: The membership of the Transportation Advisory Committee shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects and funding issues, and make recommendations to the policy body. The Transportation Advisory Committee shall operate under the same procedures as the policy body, meeting monthly on a day to be determined by committee members.
- B. Land Use Advisory Committee: The membership of this committee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The committee is to focus on land use issues and transportation issues that may have an impact on land use. The committee shall operate under the same procedures as the policy body, meeting monthly on a day to be determined by committee members or when scheduled by the Chairman or by a vote of the committee.

6. AMENDMENTS

These By-Laws may be amended from time to time by a majority of the members of the Committee, provided that all voting members of the committee have been sent copies of the proposed amendments prior to the meeting where actions on the rules is scheduled.