

TDM Advisory Committee Operating Procedures

June 2018

Purpose

The TDM Advisory Committee is composed of staff from PSRC's member organizations and other organizations that deliver programs and services that contribute to an efficient transportation system. The TDM Advisory Committee promotes a collaborative and coordinated approach to transportation demand management activities happening throughout the Puget Sound region. The Committee provides guidance to local implementers and advises regional policy makers on delivering TDM benefits across the region. The TDM Advisory Committee, with support from PSRC staff, also develop and maintain a Regional TDM Action Plan that is updated with every four-year update to the region's long-range transportation plan.

Membership

TDM Advisory Committee membership reflects the need for a committee that is a workable size and also representative of PSRC's members as well as other organizations and entities that contribute to the successful deployment of TDM activities in the region.

Voting Membership

TDM Advisory Committee voting members should suitably and geographically represent the variety of interests involved in contributing to an efficient transportation system, including: cities, counties, transit agencies, and the Washington State Department of Transportation.

Each voting member may have a designated alternate. Only designated voting members or their alternates may participate in voting. Where meeting room space is constrained, priority shall be given to providing space at the table for voting members or their designated alternates.

Appointments

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. For individual cities and counties, this could be an elected executive, transportation department head, or other responsible official. For the "Other Cities/Towns and County" representatives, PSRC will work with the appropriate countywide committees to assist with appointments: for King County, the King County Project Evaluation Committee; for Kitsap County, the Kitsap Transportation Technical Advisory Committee; for Pierce County, the Transportation Coordinating Committee; and for Snohomish County, the Infrastructure Coordinating Committee. Any voting member that represents "Other Cities/Towns and County" will be representing all other cities and towns within their respective county and not solely for their jurisdiction. In instances where a Transportation Management Association (TMA) exists, a jurisdiction may choose to appoint a TMA representative to a voting member seat or alternate position.

Non-voting Membership

The TDM Advisory Committee may also include non-voting membership for those organizations interested in contributing their technical expertise to TDM discussions. Non-voting members may include representatives from governmental, non-profit, and/or private transportation sectors with an interest or role in TDM. Non-voting members may participate in discussions of the committee but may not vote.

The addition of non-voting members to the TDM Advisory Committee shall be evaluated on a case-by-case basis by PSRC. Non-voting membership will be requested in writing from the sponsoring organization for consideration by PSRC. The TDM Advisory Committee will maintain a roster of non-voting membership and will be updated as needed.

PSRC committees may appoint a designated representative to act as a liaison to the TDM Advisory Committee. These opportunities may arise based on relevant committee work and will be reviewed by committee members.

Interested Parties

Interested parties are welcome to attend meetings and may be added to the committee's interested parties list at any time.

Chair and Vice-Chair, term and responsibilities

A Chair and Vice-Chair will be selected from among the voting members via an open nomination process and consensus from the TDM Advisory Committee at least every two years or whenever there is a vacancy. The role of the chairs will be to facilitate discussions and actions by the TDM Advisory Committee, and to ensure equal opportunity for participation by members present.

Role with other PSRC committees

The TDM Advisory Committee has non-voting seats on the two main PSRC staff committees: the Regional Staff Committee (RSC) and the Regional Project Evaluation Committee (RPEC). It is expected that either the Chair or Vice-Chair of the TDM Advisory Committee will regularly attend, participate, and represent the TDM Advisory Committee on the RPEC. The Chair, Vice-Chair or representative voting member of the TDM Advisory Committee is expected to regularly attend, participate, and represent the TDM Advisory Committee on the RSC.

Meeting schedule, agendas, and attendance

The TDM Advisory Committee typically meets on the 2nd Wednesday of the month from 1:00pm-3:00pm. The TDM Advisory Committee is scheduled to meet six (6) times a calendar year, or every other month. Meeting frequency will be determined by the needs of the annual work program.

Agendas will be distributed approximately one week prior to each meeting. It is expected that members of the TDM Advisory Committee will regularly attend meetings. Attendance will be monitored to ensure adequate participation and efforts will be made to identify appropriate participants who can regularly attend and contribute to TDM Advisory Committee meetings.

Recommendations

Formal recommendations intended for PSRC action will be held by vote of the TDM Advisory Committee. Other recommendations pertaining solely to Committee activities will be achieved by consensus. Votes are approved by a simple majority. Minority positions will be forwarded along with the majority recommendation.

Working groups

Working groups are created as needed by the TDM Advisory Committee. Working groups are to be assigned specific tasks related to the implementation of the Regional TDM Action Plan and will report on progress to the TDM Steering Committee. Other staff in the region may be asked to serve on working groups to provide specific expertise or viewpoints.

Role of PSRC staff

PSRC will staff the TDM Advisory Committee, work with the chair and vice chair to develop agendas, facilitate Committee meetings, and, in close coordination with the Committee, develop, implement, and update the Regional TDM Action Plan. The PSRC staff person will also be expected to track other relevant PSRC boards and committees and keep the Committee informed accordingly.

TDM Advisory Committee Membership

CITY, COUNTY, TRANSIT REPRESENTATION	Voting Seats	
	Member	Alternate
King County	8	
King County Metro	1	1
Metro City: Seattle*	1	1
Metro City: Bellevue*	1	1
Other Cities/Towns or County*	5	5
Kitsap County	3	
Kitsap Transit	1	1
Metro City: Bremerton	1	1
Other Cities/Towns or County	1	1
Pierce County	3	
Pierce Transit	1	1
Metro City: Tacoma*	1	1
Other Cities/Towns or County	1	1
Snohomish County	3	
Community Transit	1	1
Metro City: Everett	1	1
Other Cities/Towns or County	1	1
TOTAL City, County, Transit Representation	17	

REGIONAL REPRESENTATION	Voting Seats	
	Member	Alternate
State		
WSDOT	1	1
Transit		
Sound Transit	1	1
TOTAL Regional Representation	2	

TOTAL Voting Membership	19
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Non-voting Membership

See operating procedures.

*For jurisdictions with a TMA, the jurisdiction may choose to appoint a TMA representative to a voting member seat or alternate position.