

Puget Sound Regional Council  
Operations Committee Rules

1. COMMITTEE PURPOSE

This committee discusses and makes recommendations to the Executive Board on matters which relate to Council management, finance and administration. The committee reviews internal operations of the Puget Sound Regional Council, including personnel and contract management, contract approvals, and business policies, as well as other issues assigned by the Executive Board. In addition, committee members review and make recommendations on the proposed annual work program budget and the annual membership dues level and methodology.

2. COMMITTEE MAKE UP

	<u>Members</u>
PSRC Vice President	1
King County	2
City of Seattle	1
King County Other Cities & Towns	1
Kitsap County/Cities	1
Pierce County	1
Pierce County Other Cities & Towns	1
Snohomish County	1
Snohomish County Other Cities & Towns	1
Statutory Members	1
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The counties, Seattle, and the cities within each county select their Operations Committee representatives and alternates from their Executive Board members. The Executive Board members from Kitsap County would decide whether the city or the county member would serve as member on the committee, with the other serving as alternate. The statutory members select a representative and alternate from their Executive Board members.

3. QUORUM REQUIREMENTS

Six members and/or alternates.

4. CHAIR AND VICE CHAIR

Per Article IV of the Bylaws of PSRC, the Vice President shall serve as Chair of the Operations Committee. A Vice Chair is appointed as needed by the Chair.

5. VOUCHER COMMITTEE

One of the functions of the Operations Committee is to review all vouchers, as required by state law and PSRC's purchasing procedures. Two local elected officials' signatures are required on the Blank Vouchers. In order to meet this requirement, two representatives of the Operations Committee rotate as members of the review committee. The committee meets the same day as the Operations Committee to review and sign off on the vouchers.

Updated February 26, 2016  
Updated October 8, 2015  
Updated April 29, 2015  
Updated March 24, 2014