

# Regional Staff Committee

## Operating Procedures

Effective January 1, 2018<sup>1</sup>

### Purpose

The Regional Staff Committee (RSC) is convened by PSRC's Executive Director to enhance regional collaboration. The committee receives regular briefings on PSRC's work program to inform the region's elected leadership of important policy issues. The RSC has one (1) non-voting seat on both the Transportation Policy Board (TPB) and the Growth Management Policy Board (GMPB). These seats are filled by the RSC co-chairs who share perspectives and discussions that have occurred at the RSC with the policy boards to inform their decision-making. The committee also acts as an advisory board to PSRC staff.

### Membership Composition

The Regional Staff Committee reflects the need for a committee that is representative of PSRC's members and partners and is a workable size. City and county representation generally reflect [Transportation](#) and [Growth Management Policy Boards](#)' composition, with transit representation consistent with the TPB. In addition, there is representation from the region's ports, regional air quality agency, public health, economic development, tribes, and state and federal agencies. (See Attachment 1, 2018 RSC Roster)

### Membership Categories

- Member Jurisdiction Seats: encompassing PSRC county and city members
- Other Federal, Tribal, Regional and State Agencies: comprising the region's ports, regional air quality agency, the region's four public health departments, economic development for each county, tribes in the central Puget Sound region, and state and federal agencies
- PSRC Committees: representing PSRC's active standing advisory committees

RSC seats will be adjusted when changes are made to the policy boards.

### Leadership

The committee operates under the direction of PSRC's Executive Director. The RSC's leadership is one PSRC co-chair and four membership co-chairs (called the RSC co-chairs).

RSC co-chair representation will be one member from each county, reflecting county and city interests, and covering land use and transportation planning expertise. The RSC co-chairs are requested to participate by PSRC's Executive Director and are reconfirmed at the end of each calendar year. RSC co-chair representation is taken from existing membership, thus does not add to the respective jurisdiction's total seats.

---

<sup>1</sup> PSRC's Regional Staff Committee Operating Procedures supersede all previous membership and committee guidelines, and are in effect until updated by PSRC's Executive Director.

## **Operating Procedures**

### Appointments

PSRC does not select or appoint committee seats, other than the RSC co-chairs. Appointing and replacing members and alternates and the establishment of term limits is the responsibility of the respective local government, agency, or committee, except for:

- The “Other Cities” and “At-large” representation will be determined by the established process in each county.
- Economic Development representation will be determined by the established process in each county, in consultation with the Associate Development Organization (ADO) in each county.
- County transit representation will be determined by the established process in each county, in consultation with the Transportation Operators Committee (TOC). The regional transit seat will be determined by Sound Transit.

Members and alternates for all RSC member categories must be appointed in writing and re-confirmed at the beginning of each calendar year.

### Participation

More than one alternate may be appointed to a seat. Ad hoc representation is discouraged; if a designated member or alternate cannot attend a meeting, the new alternate should be appointed in writing before the meeting.

Either the member or the alternate may sit at the table during committee meetings, not both, unless a specific request is made in advance and approved by the presiding RSC co-chair. Members and non-members are welcome to sit in the gallery space of the meeting room or use the call-in option for RSC meetings.

There are no time limits for committee participation. It is up to the appointing body or committee to address length of terms.

### Subcommittees or *ad hoc* working groups

The Executive Director may form a working subcommittee on as-needed basis. The subcommittee would be assigned specific tasks that do not duplicate the responsibilities of other PSRC committees and dissolved when the work is completed.

### Engagement

The committee follows [PSRC’s Public Participation Plan](#) for engagement. Its meetings are open to the public and include scheduled time to provide comment. Comments may also be submitted in writing.

### Meetings

The Regional Staff Committee meets monthly at PSRC. The August meeting is not regularly scheduled and other meetings are subject to cancellation based on agenda items. Agendas and supporting materials are made available a week prior to the meeting and published on the agency [website](#).

# PSRC Regional Staff Committee

Roster - Effective January 2018

|  |           |   |
|--|-----------|---|
| <b>King County</b>   |           |   |
| King County  | 2         |   |
| Seattle  | 2         |   |
| Metropolitan Center (Bellevue)   | 1         |   |
| Other Cities in King County  | 3         |   |
| At-large   | 2         | Determined by established process in each county, and may be county or city, or a combination.    |
| Transit  | 1         | Determined by county's process. One RSC transit seat must be an active, participating TOC member. |
| Economic Development Rep   | 1         | Determined by county's process, in consultation with Associate Development Organization (ADO)     |
| <b>Total</b>   | <b>12</b> |   |
| <b>Kitsap County</b>   |           |   |
| Kitsap County  | 1         |   |
| Metropolitan Center (Bremerton)  | 1         |   |
| Other Cities in Kitsap County  | 1         |   |
| At-large   | 1         | Determined by established process in each county, and may be county or city, or a combination.    |
| Transit  | 1         | Determined by county's process. One RSC transit seat must be an active, participating TOC member. |
| Economic Development Rep   | 1         | Determined by county's process, in consultation with Associate Development Organization (ADO)     |
| <b>Total</b>   | <b>6</b>  |   |
| <b>Pierce County</b>   |           |   |
| Pierce County  | 1         |   |
| Metropolitan Center (Tacoma)   | 1         |   |
| Other Cities in Pierce County  | 1         |   |
| At-large   | 2         | Determined by established process in each county, and may be county or city, or a combination.    |
| Transit  | 1         | Determined by county's process. One RSC transit seat must be an active, participating TOC member. |
| Economic Development Rep   | 1         | Determined by county's process, in consultation with Associate Development Organization (ADO)     |
| <b>Total</b>   | <b>7</b>  |   |
| <b>Snohomish County</b>  |           |   |
| Snohomish County   | 1         |   |
| Metropolitan Center (Everett)  | 1         |   |
| Other Cities in Snohomish County   | 1         |   |
| At-large   | 2         | Determined by established process in each county, and may be county or city, or a combination.    |
| Transit  | 1         | Determined by county's process. One RSC transit seat must be an active, participating TOC member. |
| Economic Development Rep   | 1         | Determined by county's process, in consultation with Associate Development Organization (ADO)     |
| <b>Total</b>   | <b>7</b>  |   |
| <b>Tribal, Regional &amp; State Agencies</b>   |           |   |
| Health Departments Rep   | 1         | Representing the region's 4 Public Health districts   |
| Ports  | 1         | Representing the region's ports and Northwest Seaport Alliance                                    |
| Puget Sound Clean Air Agency   | 1         |   |
| Tribal Representative  | 1         |   |
| Sound Transit  | 1         | One of the RSC transit seats must be an active, participating TOC member                          |
| WA Dept. of Commerce   | 1         |   |
| WSDOT  | 1         |   |
| <b>Total</b>   | <b>7</b>  |   |
| <b>PSRC Committees</b>   |           |   |
| Representation is one seat for active PSRC Committees. The number of alternates is determined by respective committee. |           |   |
| Bicycle Pedestrian Advisory  | 1         |   |
| FAST Freight Advisory  | 1         |   |
| Regional Project Evaluation  | 1         |   |
| Regional Traffic Operations  | 1         |   |
| Special Needs Transportation   | 1         |   |
| Regional TDM   | 1         |   |
| <b>Total</b>   | <b>6</b>  |   |
| <b>Representatives</b>   |           |   |
| PSRC Co-Chair  | 1         |   |
| Environmental Protection Agency  | 1         |   |
| Federal Highway Administration   | 1         |   |
| Federal Transit Administration   | 1         |   |
| Housing & Urban Development  | 1         |   |
| Puget Sound Partnership  | 1         |   |
| <b>Total</b>   | <b>6</b>  |   |
| <b>Total Members 51</b>  |           |   |