



Special Needs Transportation Committee Operating Procedures

February 2018

1. Committee Purpose

The Special Needs Transportation Committee (SNTC) will serve as the primary forum for discussing and addressing the needs and gaps in special needs transportation and other human services transportation issues of common concern and/or interest to the stakeholders of special needs transportation in King, Kitsap, Pierce, and Snohomish Counties. Actions approved by the Special Needs Transportation Committee will be forwarded as recommendations to the Transportation Operators Committee (TOC) for their consideration.

2. Roles and Responsibilities

2.1. Primary Responsibilities

Primary responsibilities of the SNTC include:

- Development and implementation of the region's Coordinated Transit-Human Services Transportation Plan (*for updates to the Regional Transportation Plan*) as required by federal and state law;
- Recommendations relating to regional priorities for special needs transportation funding and the fair and equitable distribution of that funding; and
- Providing the perspective of people with special transportation needs for consideration in other PSRC plans and policies.

Other issues of general interest will be identified by SNTC members at the beginning of each calendar year and incorporated into the annual work plan.

2.2. Individual Committee Member Responsibilities

- Identify issues vital to the interests represented on the Committee.
- Provide timely review of the information provided by PSRC staff.
- Provide representation on the TOC, Regional Staff Committee and other PSRC committees seeking a special needs perspective.
- Represent and report to their agencies and local mobility coalitions on activities and assist in building a regional consensus on specific strategies and policies related to the improvement of special needs transportation in the central Puget Sound region.

2.3 Committee Leadership Responsibilities

- A SNTC Chair and Vice Chair will be elected by the Committee from among the voting membership for a two-year term. Efforts will be made to rotate representation by agency and geography for the SNTC leadership positions. Leadership positions should not be held by members from the same county at the same time.
- The Chair's role will be to keep the discussions focused and to ensure that all SNTC members have the opportunity to express their views on the issues at hand. The Chair will make every effort to conduct and complete the meetings on time unless otherwise agreed to by Committee members.
- The Chair or designated alternate will represent SNTC at other PSRC Committee meetings including Transportation Operators Committee and Regional Staff Committee meetings.
- The Vice Chair will serve in place of the Chair when the Chair is unable to attend.

2.4. PSRC Responsibilities

- PSRC will provide staff support to the Special Needs Transportation Committee and develop information to facilitate discussion, as well as providing information on the activities and meetings of the SNTC to the TOC, the Regional Council's policy boards, and the general public.
- PSRC staff will develop an annual calendar of planned SNTC meetings and work program items in consultation with the SNTC.
- PSRC staff will prepare or collect agenda materials and distribute them to SNTC members.
- PSRC staff will have reporting responsibilities to the TOC, Regional Staff Committee, Transportation Policy Board, and Executive Board on the activities of the Special Needs Transportation Committee.
- PSRC will be responsible for adequate public information and dissemination of SNTC materials.
- Provide information to the SNTC on other PSRC planning initiatives, plan updates, and other topics of potential interest to the committee.
- PSRC staff will attend and participate in county mobility coalition meetings, as needed.

3. Committee Membership

3.1. General Composition

The Committee will be composed of staff from various local, regional, and state agencies (both government and non-profit), and county and local mobility coalitions involved in the planning, funding, coordination, or delivery of special needs transportation services. Voting membership seats on the Committee may include others as determined appropriate by the Committee while maintaining the sense of equity in representation both by agency as well as geography.

3.2. Membership Types

The SNTC includes both voting members and non-voting (informative) members.

Voting Membership

SNTC voting membership reflects the need for a committee that is a workable size and also addresses the requirements for representation associated with seniors, people with disabilities, and other special needs transportation populations associated with federal and state planning requirements. Voting membership guidelines for SNTC recognize that there are some groups with multiple organizations representing them. Therefore, in these cases, county or local mobility coalitions may assist in identifying a representative for the SNTC. See Attachment A for voting membership seats. Voting membership will be reviewed at least once every three years; each time membership is updated, the rationale and background determined by the committee will be documented.

Each voting member will have a designated alternate. Please note that 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 designated voting members and their designated alternates.

Formal recommendations intended for PSRC action will be held by vote of the SNTC. Two subjects that the SNTC shall make recommendation to PSRC on include:

- **Coordinated Plan:** All voting members or their alternates may vote on issues related to the Coordinated Transit-Human Services Transportation Plan and other planning-related recommendations.
- **Regional Priority/Grant Funding:** All voting members or their alternates may vote on issues related to special needs transportation regional priorities for grant funding with the following exception. Voting members representing a county or counties that do not participate in the PSRC regional ranking for the Consolidated Grant competition may not participate in voting for that funding competition. In those instances, voting members from such county or counties are considered non-voting (informative) members for that vote.

Appointments for each voting member and alternate are to be provided in writing to PSRC as follows:

- **County/Local Coalition Appointments:** Several voting membership seats may be satisfied by a variety of organizations. In those instances, a county or local mobility coalition will be responsible for appointing the voting member and alternate. These appointments are noted on Attachment A.
- For other voting members or alternates, the appointment shall be provided by the organization's executive, department head, or other responsible official.

Non-voting (Informative) Membership

Given the wide variety of interests involved in coordinated transportation for special needs populations, the SNTC may also include non-voting membership for those organizations interested in contributing their technical or program expertise to special needs transportation discussions. Non-voting members may include representatives from governmental, non-profit, human services and/or private transportation sectors with an interest or role in special needs transportation. Informative members may participate in discussions of the committee, but may not vote.

Addition of non-voting members to the SNTC 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 SNTC will maintain a roster of non-voting membership. The non-voting membership roster will be updated periodically, as needed.

4. Committee Meetings

4.1. Meeting Procedures

- Meeting materials, including summaries of past meetings are included on the website prior to each scheduled SNTC meeting.
- Meetings will be open to the public and time will be made available at each meeting for public comments.
- Meeting agendas will be sent to SNTC members at least three business days in advance of the scheduled meeting.
- Relating to a SNTC action item, supporting materials shall be distributed to the SNTC members at least three business days in advance of the scheduled meeting date, as a courtesy to all. When appropriate, the Chair will consider issuing a determination on materials not meeting this requirement.

4.2. Meeting Schedule

- The SNTC will meet at least quarterly, and more frequently as determined by PSRC in consultation with the SNTC leadership.
- Additional meetings will be held as needed upon agreement of the Committee.

5. Evaluation

The purpose and formal composition of the SNTC will be re-evaluated periodically, as needed. But, in no case shall the evaluation occur any less frequently than once every five years.