

# **Transportation Operators Committee (TOC) Operating Procedures**

Approved by TOC on May 22, 2019

## **Purpose**

The Transportation Operators Committee (TOC) is composed of staff from PSRC's member public transit agencies and the Washington State Department of Transportation (WSDOT). As a standing committee of the Transportation Policy Board (TPB), the Transportation Operators Committee (TOC) is the primary forum for discussing and resolving issues related to public transit policy and planning, and recommending allocation of Federal Transit Administration (FTA) funds among the public transit operators in the four-county central Puget Sound region. The TOC assists PSRC in its role of facilitating cooperation, consultation, and coordination in long-range and short-range planning in the region. It provides input into the update and maintenance of PSRC long-range plans, and it provides input to PSRC's transit-related work program.

## **TOC Membership**

TOC membership reflects the need for a committee that is a workable size and representatives of PSRC's member transit agencies. All transit agencies that are PSRC member agencies and report transit service to the National Transit Database (NTD) are considered voting members of the TOC. In addition, in recognition of WSDOT's contribution to and interest in public transit, WSDOT will be provided with a voting seat on the TOC.

Non-voting membership on the TOC is offered to public transit agencies that are not PSRC members but who report service to the NTD within the PSRC region. Standing subcommittee chairs are also considered non-voting members of the TOC to provide continuity between the work of the TOC and its standing subcommittees. Membership will be reviewed every three years, as per PSRC's Board procedures. Each time PSRC membership is updated, the rationale and background determined by the committee will be documented.

Each member will have one or more designated alternates. An alternate may only participate in a vote of the TOC if the member is not present. Alternates may sit at the table for discussions. However, if there are space constraints, then designated TOC members will have priority at the table.

Appointments for each member and alternate are to be provided in writing to PSRC by a transit agency department head or executive. Written member appointment communication for the TOC can be provided via email.

## **Attendance**

All members or their designated alternate are expected to regularly attend committee meetings.

Attendance will be monitored and reported to the committee annually. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the member's agency to encourage more regular attendance and to inquire if the appointment needs to be updated.

### **TOC Chair/Vice-chair Responsibilities**

A Chair and Vice-chair will be elected via an open nomination process and voting by the Committee. Terms will be for two years with no limits to the number of terms. The role of the Chair will be to facilitate discussions and actions by the Committee, and to ensure equal opportunity for participation by members present. The Chair serves as the TOC's designated non-voting member on the Transportation Policy Board.

The Vice-chair will operate in place of the Chair when the Chair is unable to attend a TOC meeting. The Vice-chair serves as the TOC's designated non-voting alternate on the Transportation Policy Board.

The Vice-chair shall take over as the Chair if the Chair is unable to serve the remainder of the two-year term. In the event the Vice-chair becomes the Chair, the TOC shall elect a new Vice-chair to take that position for the remainder of the two-year term.

### **TOC Member Responsibilities**

TOC members and designated alternates shall be prepared to provide meaningful, consistent, and timely representation of their respective agencies at the TOC to assist in carrying out the Committee's purpose. In order to carry out these duties, TOC members/alternates are expected to have background and working knowledge in the region's long-range transit planning issues, major project planning/development (service and capital facilities), equity issues, access to transit, and the evolution in how agencies provide mobility, and should be able to articulate their agency's interests on a variety of transit planning and policy issues at the TOC. Given the TOC's representation role at the PSRC Transportation Policy Board, TOC members should be able to represent the Committee in that forum.

TOC members have the responsibility to keep their respective agencies informed of the issues discussed by the TOC. TOC members are encouraged to communicate topics of interest for future TOC meeting agendas to PSRC staff.

### **Meeting Schedule and Agendas**

TOC will have a regular standing monthly meeting date scheduled to provide consistency for members and the public. Meetings are typically scheduled for the fourth Wednesday from 10:00 am – 12:00 pm. Meetings will be canceled, or additional meetings scheduled as needed, based upon the work of the Committee. TOC will meet at minimum every other month. A calendar of regularly scheduled advisory committee meetings for the year are posted on PSRC's website and are provided to each committee.

Action items will be clearly noted on the Committee agenda, which will be distributed approximately one week prior to each meeting. If an item is not on the agenda, no

action will be taken. However, under some circumstances, notification may be provided to the Committee via email, either to add an item to an upcoming agenda, or to ask for action via email vote. No actions will be voted upon without adequate notice to all members of the Committee.

### **TOC Recommendations**

Formal recommendations to be forwarded to the TPB will be by vote of the Committee. A recommendation may be proposed by any voting member of the TOC. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of voting members present. Other recommendations pertaining solely to Committee activities, and which will not be forwarded to the TPB for action, may be achieved either by vote or by consensus. Consensus is defined as general agreement of the TOC voting members present. Alternates do not participate in voting or recommendations if the representative is present. Minority positions may be forwarded along with the majority recommendations to the TPB.

### **TOC Subcommittees**

The TOC is assisted in its duties by standing subcommittees. In limited circumstances, the TOC and PSRC may elect to form a limited-term ad hoc subcommittee to address a specific topic.

### **Standing Subcommittees**

There are two formal standing subcommittees of the TOC:

- The **Regional FTA Caucus** serves as the forum for addressing all issues associated with FTA funding programs and compliance issues in the central Puget Sound region. This subcommittee makes recommendations on the distribution of FTA formula funding among other things. More information on the Regional FTA Caucus can be found on its web page: <https://www.psrc.org/committee/regional-fta-caucus>
- The **Special Needs Transportation Committee** (SNTC) serves as a forum for addressing special needs transportation issues, including the Coordinated Transit-Human Services Transportation Plan, and makes recommendations for FTA Section 5310 funding to TOC. More information on the Special Needs Transportation Committee can be found on its web page: <https://www.psrc.org/committee/special-needs-transportation-committee>

### **Limited-Term Ad Hoc Subcommittees**

In addition, limited-term ad hoc subcommittees may be formed from time to time to further assist the TOC on a specific issue. In general, these subcommittees shall be limited to areas of a technical or detailed nature that cannot be adequately addressed by the TOC membership. In each case that a limited-term ad hoc subcommittee is created, the TOC and PSRC shall collaborate to develop a clear purpose, work program, and schedule for delivering its work. Limited-term ad hoc subcommittees are advisory only to the TOC and should dissolve upon presentation of their work.