

Tribal Transportation Planning Organization

BYLAWS

ESTABLISHMENT

The Tribal Transportation Planning Organization, hereinafter abbreviated and referred to as the TTPO, was established on December 11, 2003 by transportation officials from Tribes, the Washington State Department of Transportation and the Bureau of Indian Affairs.

PURPOSE

The TTPO shall have the following functions and purposes:

Promote tribal transportation planning; foster intergovernmental cooperation and coordination; provide a forum for advancement of professional skills and knowledge among transportation professionals employed by tribal governments in the Northwest encourage the effective use of planning principles, and the cooperation and education among transportation agencies at the tribal, local, regional, state, and federal levels.

PARTICIPATION

The TTPO shall be a consortium of any Tribe, regional, state, federal or private transportation policy, planning, engineering, transit, or administration professional.

ORGANIZATION

Section 1. Membership

A. The membership of the TTPO is the general body consisting of all TTPO participants.

Section 2. Officers

The Officers of the TTPO shall be elected by the membership. In brief, the officers and their duties shall be as follows (please see Appendix A for full description of duties):

- A. President: The President shall preside at all the meetings of the TTPO; Coordinate agenda; Call emergency meetings; Represent TTPO at Regional Transportation Planning Organization Coordinating Committee meetings; and other duties as may be assigned by the TTPO general membership.
- B. Vice-President: In the event of the absence of the President or the President's inability to act, the Vice-President shall act in the President's stead.

- C. Secretary: The Secretary may also serve in the absence of the President and Vice President. The Secretary will conduct roll call and publish the agenda and meeting minutes.
- D. Treasurer: The Treasurer will supervise and monitor the TTPO finances and provide a financial status report at each TTPO meeting.
- E. Eligibility: Officers shall be representatives of tribal governments.
- F. Election of Officers: Officers shall be elected every two years during the annual meeting. The Vice-President will succeed to the President to maintain leadership continuity. Candidates will be nominated from the floor at the meeting.
- G. Vacancies: Vacancies in an office, which occurs from any reason, shall be filled at the next meeting of the TTPO. The replacement officer shall serve out the remainder of the current term.

Section 3. Voting

Most decisions shall be made through consensus.

When voting is necessary it will be limited to Tribal representatives. Each participating Tribe shall have one (1) vote.

MEETINGS

Meetings of the TTPO will occur on a quarterly basis.

- A. Location: Whenever possible the location of the meetings shall be at tribal facilities, and shall rotate around the state to facilitate maximum participation. Alternative, non-tribal facilities can be considered on a case-by case basis. The date, location, and time of next meeting shall be set at the end of the each TTPO meeting. Special meetings may be called at any time at the discretion of the President, or in the President's absence, two TTPO officers.
- B. Tribal/State Transportation Conference: one of the quarterly meetings of the TTPO shall take place at the Tribal / State Transportation Conference.
- C. Records: All organizational documents will be kept by the presiding Officers as per their individual responsibilities.

ANNUAL WORK PLAN and BUDGET

The TTPO Officers shall develop and adopt the Annual Work Plan and Budget each year as follows:

- A.** In the last quarter of the calendar year, the President and Treasurer prepare a draft budget for presentation and adoption at the first quarterly meeting of the following year.
- B.** The annual Work Plan and consists of a statement of the projects and activities to be undertaken by the TTPO during the following year. The Budget includes cost estimates for all projects and activities will be provided as the basis for the

budget. In developing the Work Plan, the TTPO will consider programs which are identified as the means of achieving the TTPO's goals and policies.

COMMITTEES

The TTPO can create special sub-committees as the need arises. A sub-committee can be either a standing committee or a special ad hoc committee that serves on a short term basis.

- A.** Committee Chairs will be identified at the creation of the Committee. The Committee can appoint a different Chair after their first meeting.
- B.** Meetings will be scheduled by the Committee Chair on an as needed basis.
- C.** Committees will rely on consensus to move issues forward to the TTPO membership.

AMENDMENTS

These By-Laws may be amended by consensus of the TTPO participants.

Adopted on May 17, 2016

Appendix A – TTPO Officer Duties

President

- The President will have general supervision, direction, and control of the business and affairs of the TTPO.
- The President will be selected from among the current TTPO Membership, and may execute on behalf of the TTPO all contracts, agreements, and other instruments.
- On an annual basis and at least sixty days prior to the Voting Members' annual meeting, the President, in consultation with the TTPO Officers, will submit an Annual Work Plan and Budget to the TTPO Members for approval and adoption during the annual meeting.
- The President will lead the other TTPO officers to plan, establish an agenda for, and will chair the quarterly membership meetings.

Vice President

- Assists in the management of organizational operations.
- The Vice President will succeed the President on a biennial basis.
- Works with other officers and members to develop and create educational activities and other strategies to implement the goals of the “ARTICLE II - PURPOSES AND POWERS” of the TTPO.
- Will work to increase membership and enhance membership service.

Secretary

- The Secretary will keep a record (paper or digital) with the agenda, handouts, sign in sheets, resolutions, and any other relevant documents from each meeting and have this on hand at all meetings. The Secretary will have the by-laws, rules, and regulations on hand for every meeting.
- The Secretary or their designate is responsible for responding to all emails and questions sent to the TTPO Website. These emails will be forwarded to the secretary from the automated website system.
- The Secretary or a designated third party will prepare and provide electronic copies of the minutes and agendas for each TTPO membership meeting and provide limited paper copies for the meetings. Paper copies are available upon request. Electronic copies will be sent and published on the website.
- The Secretary will record the representative with voting authority at the start of each TTPO meeting.
- The Secretary will certify any/all resolutions prepared by the TTPO. Originals will be stored with the Treasurer until said time when a permanent office is established for the organization.

- The Secretary will certify any electronic signatures and keep copies for the record. Originals will be stored with the Treasurer until said time when a permanent office is established for the organization.
- The Secretary will work with WSDOT to establish meeting locations and times. This includes teleconferences, face to face meetings, and/or web based meetings.
- The secretary will coordinate any presentations to be performed by outside agencies as part of the preparation of the agenda and coordinate this with WSDOT.

Treasurer

- The Treasurer will be the chief financial and accounting officer of the TTPO and will supervise and monitor the TTPO's finances.
- The Treasurer will:
 - i. keep, or cause to be kept, correct and complete records of account showing the financial condition of the TTPO;
 - ii. serve as legal custodian of all moneys, notes, securities, and other valuables that may come into the possession of the TTPO;
 - iii. maintain all funds of the TTPO to be deposited in depositories that the TTPO Officers may designate;
 - iv. pay funds out only on the check of the TTPO signed in the manner authorized by the TTPO Officers
 - v. present to the TTPO Officers and the Membership regular statements of the TTPO's financial position and cash flows;
 - vi. ensure that the TTPO files all necessary tax returns;
 - vii. maintain the record of all gifts, grants, contributions, and gross receipts from admissions, sales of merchandise, performance of services, or furnishing of facilities, in an activity that is not an unrelated trade or business, and the sources of all the foregoing funds; and
 - viii. assist the President in the preparation of the annual budget for the TTPO to be presented to Board and Membership at the first quarterly TTPO Board and Membership meetings.

