

**City of Kirkland**  
**Transportation Commission**  
**Operations and Procedures - DRAFT**

Pursuant to the Kirkland Municipal Code (KMC) Chapter [3.45](#), we, the members of the Transportation Commission do hereby adopt, publish, and declare the following Operations and Procedures which shall govern the conduct of business.

**Article I. Name**

The City of Kirkland Transportation Commission hereinafter is referred to as the “Commission”.

**Article II. Membership**

The qualifications and terms of Commission membership are established in KMC [3.45.010](#), Membership.

**Article III. Officers and Duties**

**Section 1. Officers**

- A. In accordance with KMC [3.45.030](#), Officers of commission, the officers of the Commission shall consist of a Chair and Vice-Chair.
- B. Officers shall be elected at the end of each year for a one-year term at the last meeting of the year. The term year shall be from January 1 through December 31 of the following year.
- C. In accordance with KMC [3.45.030](#), Officers of commission, officers may serve for multiple terms, but not for more than two consecutive years at a time.

**Section 2. Chair**

- A. The Chair is a voting member of the Commission and shall preside over the meetings of the Commission and exercise all the powers granted to the position as follows:
  - 1. Set the agenda in coordination with the designated staff liaison.
  - 2. Open the meeting on time and call the meeting to order.

3. Announce in proper sequence the business on the agenda.
4. Recognize members who are entitled to the floor.
5. Facilitate public comment.
6. State and put to a vote all legitimate questions that arise during the meeting.
7. Protect the Commission from frivolous or delaying motions.
8. Enforce the rules regarding debate and keep order.
9. Expedite business in a way compatible with the rights of the members.
10. Decide all questions of order. If a motion is out of order, the Chair should rule it out of order.
11. Respond to inquiries of members.
12. Declare the meeting adjourned.
13. Any other duties as prescribed by parliamentary authority.

### **Section 3. Vice-Chair**

In the absence of the Chair, the Vice-Chair shall perform the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the Commission members present shall elect a temporary Chair who shall have full powers of the position for that meeting only.

## **Article IV. Meetings**

### **Section 1. Regular Meetings**

- A. Regular meetings of the Commission shall be held the fourth Wednesday of each month at 6:00 p.m. in the Council Chambers, 123 5<sup>th</sup> Ave. Regular meetings will also include a virtual attendance option using a virtual meeting software. Any meeting scheduled outside of the Commission's Regular date, time or location is considered a special meeting of the Commission.
- B. If warranted, meetings may be cancelled or rescheduled by the Chair in consultation with the staff liaison. If, in any given month, there is no business which requires Commission discussion or action, the Regular meeting will be cancelled.
- C. Every effort will be made to conduct each meeting as efficiently as possible in order to adjourn the meeting at the scheduled time, and no later than 9:00 p.m.

- D. If a Regular meeting falls on a legal holiday, the Chair in consultation with the staff liaison, will cancel the meeting or set an alternate date.

## **Section 2. Special Meetings**

Special meetings of the Commission may be called by the Chair in consultation with the staff liaison or by a majority vote of the Commission members. Notice of all special meetings shall comply with the requirements of RCW [42.30.080](#). Every effort shall be made to set up work sessions or special meetings with other Kirkland boards and commissions, when applicable, in order to create effective communication between these bodies.

## **Section 3. Quorum**

- A. In accordance with KMC [3.45.030](#), five or more members of the Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular or special meeting of the Commission, shall be deemed the official action of the Commission.
- B. Commission members are to be mindful of inadvertent quorums outside of meetings. State law defines “action” broadly. Therefore, whether in person, by phone, email, or other means, Commission members shall not discuss Commission business with other members if a quorum of members are present or in a series of communications which could create a “serial meeting.”

## **Section 4. Members Reclaiming Voting Seats**

- A. During a meeting, a late-arriving member may resume their seat upon arrival or may wait to join the meeting and resume their voting seat after an agenda item as follows: If substantive information or comment has been presented, and deliberations and voting are likely to take place during that meeting, a member may not take their voting seat.
- B. A recused or otherwise disqualified member may not reclaim their seat until after the conclusion of the pending agenda item for which they were recused or disqualified.

## **Section 5. Attendance**

- A. Attendance of regular and special meetings is expected of all Commission members.
- B. Any member anticipating absence from a meeting should notify the designated staff liaison of known attendance conflicts at least five days in advance of the meeting, when possible. An exception will be made for emergency situations, such illness or death in family, or unexpected situations that prevent attendance or timely notification of an absence. Commission members who fail to provide notification will be listed in the minutes as unexcused.

- C. In accordance with KMC [3.45.020](#), members unable to regularly attend meetings may be removed from the Commission by a majority vote by the City Council. Members unable to attend regular meetings of the Commission are expected to tender resignation.

## **Section 6. Virtual Attendance**

- A. Members are expected to attend meetings in person unless the City has recommended an entirely virtual meeting as allowed under certain circumstances in RCW [42.30.070](#). However, if a member is unable to attend a meeting in person, they may notify the staff liaison of their intention to attend a meeting virtually.
1. The Commission strives to have a quorum of the members attend each meeting in person; however, the meeting may be held with fewer than a quorum in person provided a quorum is achieved through a combination of in person and virtual Commissioners.
  2. Members attending virtually are expected to give their full attention to the meeting. If the member is ill or otherwise unable to give their full attention, they should request an excused absence.
- B. Members attending virtually will be considered present at the meeting and may fully participate in the meeting as if they were physically present.
- C. The Chair may attend a meeting virtually but must pass the Chair role to another member who is physically present at the meeting, except in such cases when an entirely virtual meeting is held as allowed under State law.
- D. At a minimum, members attending virtually must be audible to all present and have access to any visual presentations being provided during the meeting. However, video participation is strongly recommended. Members participating by video should leave their camera on for the duration of the meeting and notify the Chair or staff liaison if they need to step away from the meeting.
- E. During any meeting that a member is attending virtually, the Chair or staff liaison will:
1. Confirm that the member is audible to all attendees, that they can adequately hear all other attendees, and that they have access to any visual presentations.
  2. State for the record that the member is attending virtually. The member's virtual participation will be noted in the minutes.
  3. Ensure that adequate time is provided for the member to unmute to participate in the meeting, including discussion and any voice votes. If

there is any question as to whether the member participated in a vote, a roll call vote should be called.

- F. If an interruption to a member's audio or video connection occurs, and their attendance was not necessary to maintain a quorum, the meeting will proceed without them. If their attendance is necessary for the Commission to maintain a quorum, then the meeting must stand in recess until they are able to rejoin the meeting. If they are unable to rejoin the meeting, then the meeting must be adjourned.

## **Section 7. Committees**

The Commission shall have full power to create standing or temporary committees of up to four members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the Commission, as it may determine necessary. No standing or temporary committee shall take final action on behalf of the Commission. The committee shall work with the staff liaison to produce a report to the Commission that identify the committee meeting dates and the subject discussed.

## **Section 8. Participation**

- A. Member Participation: In keeping with Robert's Rules of Order, discussion by members should be concise, to the point, and relevant to the business pending before the Commission.
- B. Staff Participation: The Chair may request qualified staff provide expert testimony or informational presentations to the Commission. Staff may participate in the meeting in person or virtually.
- C. Public Participation: If a virtual option for attending a meeting is available, the public may choose to attend meetings either in person or virtually, unless the meeting is solely held virtually, in which case the public may attend virtually. Attendance may be limited during declared emergencies pursuant to Chapter [42.30](#) RCW. Both in person and virtual attendees will have the opportunity to make public comments. However, if a virtual attendee does not respond after their name or phone number is called or if their connection is lost unexpectedly as the result of a technical issue, the meeting will need to proceed.
- D. The following guidelines are established for public comments made under Items From The Audience:
1. When recognized, speakers attending the meeting in person are encouraged to use the podium.

2. Speakers must state their name and relationship to City (e.g. resident, business owner, property owner, etc.). Speakers are encouraged, but not required, to provide their address.
  3. Comments shall be limited to three minutes or less. Speakers are encouraged to avoid repetition by referencing previous comments with whom they agree, or referencing comments submitted in writing to the Commission prior to the meeting and identified in the meeting materials.
  4. For each topic/perspective on a topic, the number of speakers may be limited to three.
  5. If any written materials are provided to the Commission, a copy shall also be provided to the staff liaison or the recording secretary during the meeting.
- E. The Chair shall have discretion to make exceptions to the time restrictions, to be imposed uniformly, or impose an overall maximum duration.
- F. Personal attacks, obscene language, derogatory remarks, and disruptive behavior such as shouting, booing, clapping, and stomping feet will not be permitted. If a speaker is out of order, the Chair will direct the speaker to return to his or her seat or, for virtual attendees, may direct staff to mute their microphone. If a speaker does not comply, the Chair may take a recess to restore order. If a disruption to the meeting occurs and order cannot be restored, the Chair may proceed to use one of the options provided for in RCW [42.30.050](#) to ensure orderly continuation of the meeting. When asked by the Chair, all those who would like to indicate support of a stated position may raise their hand or use another method identified by the Chair.

## **Section 9. Voting**

- A. Prior to all Regular and Special meetings, all members of the Commission are expected to review agenda materials. This may be done by reviewing current and prior meeting packets, minutes and video.
- B. Any Commission member who has an obvious material, direct or individual interest in any matter before the Commission shall declare a conflict of interest, as soon as reasonably possible, but not later than prior to voting on the issue on which they have a conflict.
1. After the conflict of interest is stated, the Commissioner shall leave the meeting room. They will be considered excused when voting occurs.

2. For purpose of these Operations and Procedures, a material, direct, or individual interest is defined as any interest of a pecuniary or financial nature. A material, direct, or individual interest does NOT include:
    - (a) that of a non-salaried officer of a nonprofit corporation;
    - (b) that of an employee or agent of a party with a material, direct, or individual interest in the matter, as long as the compensation of such employee or agent consists entirely of fixed wages or salary;
    - (c) that of a landlord or tenant of a party with a material, direct, or individual interest in the matter; or
    - (d) that of a holder of less than one percent of the shares of a corporation or cooperative which has a material, direct, or individual interest in the matter.
  3. A Commissioner who does not have a financial interest in a matter but who may have a perceived conflict of interest can state the conflict of interest for the record and may choose to abstain from voting. If a Commissioner is uncertain whether they have a financial conflict of interest that prevents them from voting, they should contact the Staff Liaison for assistance.
- C. Each member present has a duty and obligation to vote on all questions put before the Commission, unless an obvious conflict of interest is present.
1. However, if a member intends to abstain from voting, they should announce this intention prior to the vote on the issue and shall clearly state "I abstain" when the vote is taken to ensure their abstention is recognized by the Chair.

## **Section 10. Agenda And Staff Reports**

Meeting agendas shall be prepared and distributed by City staff five days in advance, unless circumstances dictate otherwise. The agenda shall be accompanied with a copy of the draft minutes of the previous meeting, staff reports and any other material that may pertain to the agenda.

## **Section 11. Order of Business**

- A. The order of business for each Regular meeting of the Commission shall be as follows:
1. Call to Order and Roll Call
  2. Approval of Minutes

3. Items From the Audience
4. Regular Business
5. Staff Reports
6. Commissioner Comments
7. Adjournment

## **Section 12. Recommendation to City Council**

- A. After discussion and deliberation, the Commission shall make a recommendation to the City Council by a motion and approval of a majority of those members present.
- B. To document the actions taken by the Commission, staff will prepare a written statement or memorandum for the final recommendations.

## **Section 13. Rules of Conduct**

- A. To honor those speaking and minimize disturbances to others, while a meeting is in session.
  1. Cell phones and other electronic devices shall be silenced.
  2. Side conversations shall be avoided.
  3. Commissioners may access agenda materials and other agenda-related information using electronic devices during meetings. However, Commissioners shall not communicate with each other or members of the public electronically during meetings on agenda items in order to maintain transparency and to ensure that all discussion and deliberation occurs publicly on the record.

## **Section 14. Washington State Open Public Meetings Act (OPMA)**

In compliance with OPMA (RCW [42.30](#)) any Regular or Special meeting of the Commission shall be open to the public.

### **Article V. Parliamentary Authority**

The current edition of Robert's Rules of Order, shall govern the deliberations of the Commission except when in conflict with any of the rules contained herein.

### **Article VI. Amendments**

The Operations and Procedures may be amended by an affirmative vote of four or more members of the Commission at a Regular or Special meeting. Notice of intent to amend the Operations and Procedures must be provided in the agenda of the meeting at which the amendments are to be considered.



**Article VII. Adoption**

Adopted by the Commission this X day of Month, 2026

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Patrick Vu, Chair

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Kaitlin Goodman, Vice Chair