

City of Kirkland
Transportation Commission
Operations and Procedures - DRAFT

Introduction

The intent of the Operations and Procedures document is to guide the general conduct of the Transportation Commission and Commission meetings, in accordance with the ByLaws within the Kirkland Municipal Code (KMC) Chapter [3.45](#). The Operations and Procedures document provides clarity on process and structure for Commission conduct of business. The guidance of this document is at the discretion of the presiding Chair for a meeting, unless required by state law or Kirkland Municipal Code.

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. In accordance with KMC [3.45.030](#), 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 presides 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. Support the Vice-Chair and staff liaison with agenda development and meeting preparations, which includes attendance at a preparation meeting prior to each Commission meeting.
3. Open the meeting on time and call the meeting to order.
4. Announce in proper sequence the business on the agenda.
5. Recognize members who are entitled to the floor.
6. Facilitate public comment.
7. State and put to a vote all legitimate questions that arise during the meeting.
8. Protect the Commission from frivolous or delaying motions.
9. Enforce the rules regarding debate and keep order.
10. Expedite business in a way compatible with the rights of the members.
11. Decide all questions of order. If a motion is out of order, the Chair should rule it out of order.
12. Respond to inquiries of members.
13. Declare the meeting adjourned.
14. Represent the Commission for membership recruitment and candidate interviews.
15. Represent the Commission in meetings with City Council or at the request of City Council.
16. Coordinate with the staff liaison to develop and implement the latest work plan and Roles and Responsibilities Charter, adopted by the City Council.
17. Any other duties as prescribed by parliamentary authority.

Section 3. Vice-Chair

- A. In the absence of the Chair, the Vice-Chair performs the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the Commission members present must elect a temporary Chair who temporarily facilitates meetings with full powers of the position for that meeting only.
- B. The Chair is a voting member of the Commission and exercises all the powers granted to the position as follows:

1. Support the Chair and staff liaison with agenda development and meeting preparations, which includes attendance at a preparation meeting prior to each Commission meeting.
2. Represent the Commission for membership recruitment and candidate interviews.

Section 4. Represent the Commission in meetings with City Council or at the request of City Council. Responsibilities of Commissioners

- A. In accordance with Chapter 3.14 KMC, Code of Ethics, Commissioners are expected to be prepared for meetings, listen courteously and focus on the business at hand.
- B. To honor those speaking and minimize disturbances to others, while a meeting is in session.
 1. Cell phones and other electronic devices should be silenced.
 2. Side conversations should be avoided.
 3. Commissioners may access agenda materials and other agenda-related information using electronic devices during meetings. However, Commissioners should 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.

Article IV. Meetings

Section 1. Regular Meetings

- A. Regular meetings of the Commission must be held the fourth Wednesday of each month at 6:00 p.m. in the Council Chambers, 123 5th Ave. Regular meetings may 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 may be cancelled.
- C. Every effort may 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, may 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 vote of the Commission members. Notice of all special meetings shall comply with the requirements of RCW [42.30.080](#). Every effort may 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

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 the Commission, when those present constitute a quorum, at any Regular or special meeting of the Commission, shall be deemed the official action of the Commission.

Section 4. 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 may 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 may be listed in the minutes as unexcused.
- C. In accordance with KMC [3.45.020](#), Commissioners must attend no less than eighty percent of all meetings for which there is no prearranged absence. When a member misses three or more consecutive meetings not excused by a vote of the Commission, the Commission shall consider recommending removal of that member. The Commission shall report to City Council about a member's pattern of absence, together with the Commission's recommendation concerning removal. Members 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.
- D. Members may attend meetings in person or virtually, unless the City has recommended an entirely virtual meeting as allowed under certain circumstances in RCW [42.30.070](#). However, if a member plans to attend a meeting virtually, they may notify the staff liaison of their intention to attend a meeting virtually.
 - 1. The Commission may achieve a quorum 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 unable to give their full attention, they should request an excused absence.
- E. Members attending virtually will be considered present at the meeting and may fully participate in the meeting as if they were physically present.
- F. The Chair may attend a meeting virtually but must temporarily pass the Chair's meeting responsibilities 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.
- G. At a minimum, members attending virtually must be audible to all present and have access to any visual presentations being provided during the meeting. Members participating by video ~~must~~are encouraged to leave their camera on for the duration of the meeting. If there is a need to turn off their camera, members are encouraged to~~and~~ notify the Chair or staff liaison if they need to step away from the meeting.
- H. During any meeting that a member is attending virtually, the Chair or staff liaison may:
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. 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.
- I. If an interruption to a member's audio or video connection occurs, and their attendance was not necessary to maintain a quorum, the meeting may 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 may be adjourned.

Section 5. Committees

The Commission may 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 may take final action on behalf of the Commission. The committee may work with the staff liaison to produce a report to the Commission that identify the committee meeting dates and the subject discussed.

Section 6. 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: Qualified staff may 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 may 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 may state their name and relationship to City (e.g. resident, business owner, property owner, etc.).
 - 3. Comments may 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 may also be provided to the staff liaison or the recording secretary during the meeting.
- E. The Chair may 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 may 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 7. Voting

- A. This section generally describes the Commission's procedures in connection with any votes taken in connection with action made by the Commission. Voting in general is subject to any rules and requirements set forth in applicable State revised code and City of Kirkland Resolution or Municipal Code.
- B. As noted in Section 3. Quorum, action taken by the Commission may only be deemed official action of the Commission if taken by a validly assembled quorum of Commission members after due consideration of the action.
- C. Any Commission member who has an obvious material, direct or individual interest in any matter before the Commission must 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 may 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.

D. A member of the Commission who has vacated their seat for voting purposes due to a stated conflict of interest or recusal with respect to a specific agenda item may only resume their seat and participate in discussion and voting of subsequent agenda items following completion of that agenda item.

1. A member who is late-arriving may not participate in discussion or voting of an agenda item pending at the time of the member's arrival if, at the discretion of the Chair, it is determined that material discussion and/or substantive material has already been presented and the late-arriving member would not be sufficiently and appropriately informed about the agenda item. A late-arriving member may assume their seat for all purposes once the pending agenda item is completed.
2. 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.
3. 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.

E. 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.

However, if a member intends to abstain from voting, they should announce this intention prior to the vote on the issue and should clearly state "I abstain" when the vote is taken to ensure their abstention is recognized by the Chair.

Section 8. Agenda And Staff Reports

Meeting agendas may be prepared and distributed by City staff five days in advance, unless circumstances dictate otherwise. The agenda may 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 9. Order of Business

A. The order of business for each meeting of the Commission is at the discretion of the Officers and should generally 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 10. Recommendations

A. After discussion and deliberation, the Commission may make a recommendation to the City Council, City Manager or City Staff.

B. To document the actions taken by the Commission, staff will prepare a written statement or memorandum and present the final recommendations.

Section 11. Washington State Open Public Meetings Act (OPMA)

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

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.”

C. The current edition of Robert’s Rules of Order, may guide the deliberations of the Commission except when in conflict with any of the rules contained herein.

Article V. Amendments

The Operations and Procedures may be amended by the Commission at a Regular or Special meeting.

Article VI. Adoption

Pursuant to KMC Chapter [3.45](#), the members of the Transportation Commission do hereby adopt and publish the following Operations and Procedures which will generally guide the Commission conduct of business.

Adopted by the Commission this **X** day of **Month**, 2026