



Puget Sound Regional Council

# Coordinated Mobility and Accessibility Committee Operating Procedures

## Committee Purpose

The Coordinated Mobility and Accessibility Committee (CMAC) serves as the primary forum for technical advice and expertise to inform Puget Sound Regional Council (PSRC)'s [Coordinated Mobility Plan](#), the region's Coordinated Transit-Human Services Transportation Plan, and the development of regional priorities to implement the Plan.

## General Work Program

Key responsibilities of the CMAC include:

- Developing and implementing the Coordinated Mobility Plan (PSRC's Coordinated Transit-Human Services Transportation Plan) as required by federal and state law.
- Developing recommendations to allocate regional priorities for specialized transportation funding (Consolidated Grant funding, including FTA Section 5310, managed by Washington State Department of Transportation).
- Providing the perspective of people with accessibility and mobility needs for consideration in other PSRC planning efforts, including the development of the Regional Transportation Plan.

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

## Membership

CMAC is composed of voting members and designated alternates of the voting members who represent various local, regional, and state agencies (both government and non-profit), county mobility coalitions, other specialized transportation providers, and system users. The committee membership seats may include others as determined appropriate by the committee while maintaining the sense of agency and geographic equity in representation. In case(s) of multiple organizations representing membership seats, county mobility coalitions (or similar organizations) may assist PSRC in identifying a representative for the committee.

- **Voting Members:** Voting membership (found in Attachment A) reflects the need for a committee that is a workable size and addresses the requirements for representation associated with older adults, people with disabilities, and other populations associated with federal, and state coordinated planning requirements. Voting members should have the ability to provide meaningful, consistent, and timely representation of their respective membership seats at meetings to assist in carrying out the committee's purpose. Voting membership will be reviewed at least once every three years. Any time

membership is updated, the rationale and background determined by the committee will be documented.

- County Coalitions (or similar organizations) are responsible for appointing members for three voting seats listed below and further identified in Attachment A:
  - Person with Disability/ Disability Advocacy Group: county coalitions are asked to provide one member and one alternate who are system users (or advocacy groups) representing people with disability.
  - Other People with Mobility and Accessibility Needs: county coalitions are asked to provide one member and one alternate who are system users (or advocacy groups) representing people with low incomes, youth, people with limited English proficiency, or those with other transportation needs.
  - County Coalition: county coalitions are asked to provide one member and one alternate representing the coalition. Each coalition may provide membership for this seat based on its own rules and operating procedures. PSRC suggests that this seat may be mobility management staff, transportation service providers, or system users representing people with accessibility and mobility needs.
- Other membership seats, including tribal representations for PSRC member tribes, are appointed by organizations found in Attachment A (see “Appointment” column).
- **Alternates:** Each voting member should have a designated alternate. Only voting members or their alternates can participate in voting. An alternate may only participate in a vote if the voting member is not present. However, alternates are welcome to attend meetings and contribute to discussion items.
- **Non-Voting/Partner Members:** Non-voting/partner membership encourages attendance of the Washington State Department of Transportation staff representing areas within the region to ensure coordination with the state agency and to receive any information related to planning for people with accessibility and mobility needs on a regular basis.

Given the wide variety of interests and perspectives involved in planning for people with accessibility and mobility needs, committee members may be asked to invite staff or guests to provide technical or program expertise depending on a subject that the CMAC is discussing. Guests can attend the meeting to hear discussions of the committee and contribute perspectives for the topic they were invited to share but may not vote on behalf of the member.

### **Written Notice of Appointments**

Appointments for each voting member and designated alternate are to be provided in writing to PSRC. In cases where voting membership seats may be filled by a number of organizations, a county mobility coalition (or similar organization) will be responsible for appointing the voting member and a designated alternate and providing the appointment in writing to PSRC. For other cases, the appointment shall be provided to PSRC by the organization’s executive, department head, or other responsible official. Written member appointment communication for CMAC can be provided via email.

## **Decision-Making Process**

PSRC staff will set the agenda topics for each meeting and facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present. The decision-making will be by general committee consensus. If consensus cannot be achieved, a vote of members will be taken. 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 the voting members present.

## **Committee Meetings and Agendas**

The committee will plan meetings every other month (six meetings/year), as determined by PSRC's coordinated planning/specialized transportation work program. Meetings will be canceled or added, as needed, based upon the work program needs.

Meeting agendas will be sent to committee members approximately one week prior to each committee meeting. Meeting materials, including presentation slides, will be posted on the PSRC website before each scheduled committee meeting.

## Attachment A: Committee Membership

### VOTING MEMBERSHIP

| County Representation  |           | Appointment                                  |
|--|-----------|--|
| Transit Agency   | 1/county  | Transit Agency Executive (or Designee)       |
| Area Agency on Aging   | 1/county  | Area Agency on Aging Executive (or Designee) |
| Person with Disability/ Disability Advocacy Group            | 1/county  | County Coalition (or Similar Organization)   |
| Other People with Mobility and Accessibility Needs           | 1/county  | County Coalition (or Similar Organization)   |
| County Coalition   | 1/county  | County Coalition (or Similar Organization)   |
| Regional Representation                                      |           | Appointment                                  |
| Sound Transit  | 1         | Agency Executive (or Designee)               |
| Washington State Ferries                                     | 1         | Agency Executive (or Designee)               |
| Non-Emergency Medical Transportation (NEMT) Regional Brokers | 2         | Agency Executive (or Designee)               |
| Puget Sound Educational Services District                    | 1         | Agency Executive (or Designee)               |
| Tribal Representation  |           | Appointment                                  |
| Muckleshoot Indian Tribe                                     | 1         | Tribal Executive (or designee)               |
| Puyallup Tribe of Indians                                    | 1         | Tribal Executive (or designee)               |
| The Suquamish Tribe  | 1         | Tribal Executive (or designee)               |
| The Tulalip Tribes   | 1         | Tribal Executive (or designee)               |
| <b>TOTAL</b>   | <b>29</b> |  |

### NON-VOTING/PARTNER MEMBERSHIP

| State  |   | Appointment                          |
|--|---|--------------------------------------|
| WSDOT Community Transportation Planner – King/Pierce | 1 | WSDOT Public Transportation Division |
| WSDOT Community Transportation Planner – Kitsap      | 1 | WSDOT Public Transportation Division |
| WSDOT Community Transportation Planner – Snohomish   | 1 | WSDOT Public Transportation Division |