

**INTERCITY TRANSIT  
RESOLUTION 03-2025  
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS  
SECTION V - MEETINGS**

A **RESOLUTION** of the Intercity Transit Authority (ITA) amending the Bylaws of Intercity Transit, **adding a public comment process and guidelines for canceling meetings.**

**WHEREAS**, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

**WHEREAS**, Intercity Transit is governed by a Board of Directors, the Intercity Transit Authority; and

**WHEREAS**, the Authority shall be responsible for establishing and monitoring the policies of Intercity Transit; and

**WHEREAS**, Per ITA Bylaws Section 10, ITA Bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution; therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010); and

**WHEREAS**, copies of proposed revisions or amendments have been made available to each Authority member as part of the July 16, 2025, meeting agenda at which proposed revisions or amendments are to be acted upon; and

**WHEREAS**, the Authority deems it reasonable and appropriate to amend the Bylaws as set forth below.

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:**

**The ITA bylaws shall be amended as follows:**

**Section V. MEETINGS**

**5.1 Regular Meetings.** All meetings of the Authority shall be open to the public except to the extent that executive or **closed** sessions are authorized by law. Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017)

**5.5 Meeting Notices.** Notices of changes in the time or place of regular meetings, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally, or by mail **or email** at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

**5.9 Order of Business and Agenda.** The order of business at regular meetings and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the ~~Board Authority and/or~~ the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

**5.12 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board **or designee**, and once approved by the Authority shall be signed by the Chair, the **Clerk and legal counsel**. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.15 Public Comment.** Authority meetings shall include public comment as part of the meeting agenda in accordance with RCW 42.30.240. Authority members, staff and members of the public shall adhere to Policy EX-0019 Public Comment Process, which establishes guidelines during public meetings to ensure orderly, respectful and productive discourse, and to allow passengers of the system and members of the general public an easy and accessible way to provide feedback to the agency. Intercity Transit is open to hearing all comments, including complaints, suggestions, concerns, or commendations, herein after referred to as "Comments."

**5.16 Canceling Meetings.** Regular and Special meetings may be canceled at any time by a majority of the whole Authority, or by the Chair or Vice Chair, or by the General Manager after approval from the Chair or Vice Chair, provided each member receives personally, or by mail or email written notice of the cancelation normally at least 24 hours in advance. Notice will also be provided to the official local newspaper of general circulation and any publications, radio or television stations that have written request to be so notified.

**ADOPTED this 16th day of July 2025.**

**INTERCITY TRANSIT AUTHORITY**

*Carolyn Cox*

Carolyn Cox, Chair

**ATTEST:**

*Patricia Messmer*

Pat Messmer

Executive Assistant/Clerk of the Board

**APPROVED AS TO FORM:**

**Jeff Myers**

Jeffrey S. Myers

Legal Counsel