

WASHINGTON TRAFFIC INCIDENT MANAGEMENT COALITION OPERATING GUIDELINES

The name of the coalition shall be the WASHINGTON TRAFFIC INCIDENT MANAGEMENT COALITION (WaTIMCo), and may be referred to hereafter as the Coalition.

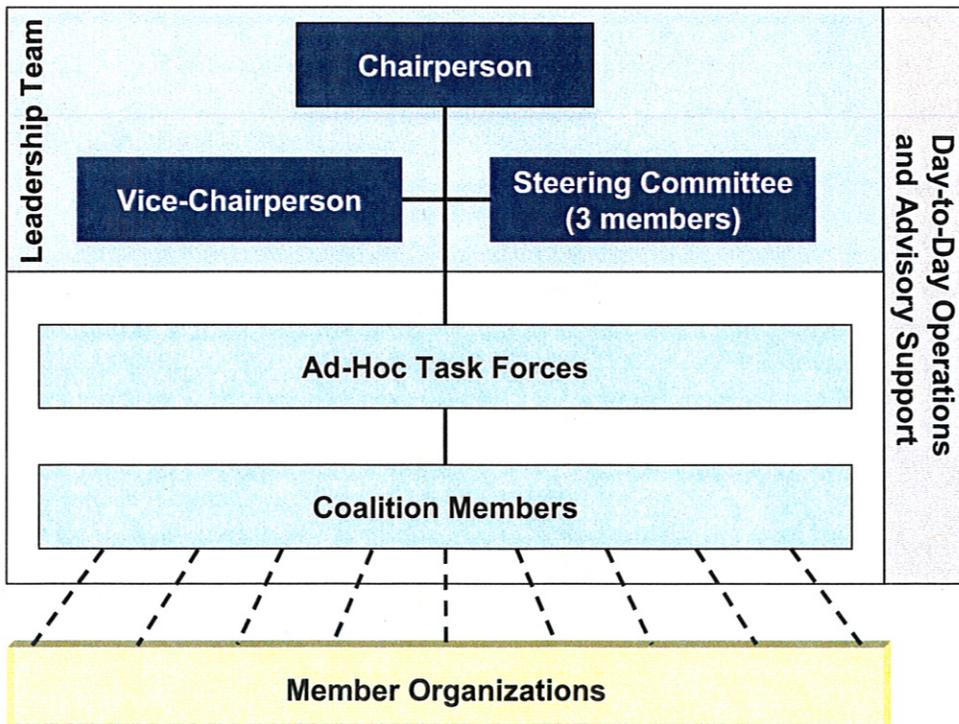
PURPOSE: bring together the transportation, public safety, towing and recovery, technology, academic and research, and motorist communities to lead a statewide effort to improve traffic incident management policies, practices, and programs.

VISION: safe and efficient management of all incidents that occur on or substantially affecting the state's roadways.

MISSION: provide a multi-disciplinary partnership forum spanning the public safety and transportation communities to implement the National Unified Goal for traffic incident management which is responder safety; safe, quick clearance; and prompt, reliable, interoperable communications.

Coalition Structure

The following figure depicts the structure of Coalition, as well as links to its member organizations. Subsequent sections describe the Leadership Team, Task Forces, and day-to-day operations.



Leadership Team. The Leadership Team shall be made up of five individuals: a Chairperson, a Vice Chairperson, and a three-member Steering Committee. Efforts will be made to ensure that the Leadership Team is comprised of as diverse a representation as possible (e.g., transportation, public safety, towing and recovery, technology, academic and research, and motorist communities).

The Chairperson shall have executive supervision over the activities of the Steering Committee, Coalition, and Task Forces within the scope provided. The Chairperson shall have approval authority on Coalition documents, information, products, and/or activities and may make recommendations on Coalition advocacy or policy statements. (Advocacy or policy statements distributed in the name of the Coalition will require a vote of Coalition members.) The Chairperson, or an appointed alternate, shall preside at all meetings.

The Vice-Chairperson shall become Acting Chairperson in the Chairperson's absence. The Vice-Chairperson shall participate in Steering Committee activities.

The Steering Committee shall work with the Chairperson and Vice-Chairperson on matters of strategic direction and program development. When appropriate, the Steering Committee shall review and recommend for approval to the Chairperson proposed Coalition documents, information, products, and/or activities. The Steering Committee may also make recommendations on proposed advocacy or policy statements.

The term of each Leadership Team member will be staggered two years from the date of election. Elections will commence with the fall 2007 organizational meeting of the Coalition. To stagger terms, the initial terms for Chair and Position #1 will be for two years and the terms for Vice Chair, Position #2 and Position #3 will be for one year.

Leadership Team members will be nominated by the Coalition and recommended by other members of the Leadership Team. Leadership Team members will be selected by a vote of two-thirds majority of Coalition member organizations in attendance.

There shall be no limits to the number of terms (consecutive or non-consecutive) that a Coalition member may serve in any of the Leadership Team positions.

Upon a vacancy in any one of the Leadership Team positions, election of an individual to that position will occur at the next full Coalition meeting. Replacements will serve the remainder of that position's current term.

For the position of Chairperson, the Vice-Chairperson will serve as Acting Chairperson until a replacement is elected.

For the positions of Vice-Chairperson and Steering Committee member, the Chairperson may appoint a member of the Coalition to serve in an acting capacity until a replacement is elected.

Standing Committees. Activities of the Coalition regarding membership and training will be conducted through Coalition Standing Committees; Membership and Training.

Each Standing Committee establish a Committee Lead, who will be responsible for coordinating Committee activities with the Coalition staff support available and for reporting back to the full Coalition.

Standing Committees will conduct their activities primarily between full Coalition meetings.

Standing Committees will report on their activities at each full Coalition meeting

Task Forces. Activities of the Coalition will be primarily conducted through ad hoc Task Forces. These Task Forces will be formed for specific purposes by the Chairperson based on need. Participation in a Task Force is voluntary.

Each Task Force will establish a Task Force Lead, who will be responsible for coordinating Task Force activities with the Coalition staff support and for reporting back to the Leadership Committee.

Task Forces will conduct their activities primarily between full Coalition meetings.

Task Forces will report on their activities to the leadership Committee and at each full Coalition meeting as appropriate.

Task Forces will be disbanded by the Chairperson when their purpose has been fulfilled.

Coalition Membership

The Coalition is an assembly of state-wide public and private agencies, organizations and associations. Membership will be considered by invitation or through letters of proposed membership submitted by potential members.

The Coalition shall limit the number of participating organizations to a reasonable number. Acceptance of membership shall be based on the current size of the Coalition and relevance of the activities of the petitioning organization.

Coalition membership shall allow for one designated alternate to the organization.

The Coalition shall consider for membership any organization demonstrating a dedicated commitment to the vision, mission, and goals of the Coalition. Organizations that are associated or represented by a current Coalition member will not be considered for membership. The Membership Committee shall maintain an application process and criteria for membership to the Coalition.

The Coalition Chair will be responsible for inviting new member organizations to participate under the direction of the Coalition and its Leadership Team.

Voting

All issues needing a vote of the Coalition will require a two-thirds quorum majority vote. Election of members to Leadership Team positions and endorsement of advocacy/policy statements by the Coalition shall require a two-thirds majority vote of member organizations present at full coalition meetings.

Endorsement of advocacy and policy statements by the Coalition will be subject to the policy approval processes of each member organization. No action of the Coalition shall supersede those of member organizations.

Voting will take place in person or by telephone at fall scheduled Coalition meetings.

Each Coalition member organization will receive one vote at meetings or via telephone. If more than one individual from a member organization is present, that organization must identify their voting representative. Voting members are able to designate a representative to vote on their behalf or submit a proxy vote in absentia.

Schedule of Meetings

The Coalition will meet in person at least twice per year. In general, one of the meetings will be scheduled to coordinate with the annual statewide TIM Conference.

The Leadership Team may meet at the discretion of the Chairperson. These meetings may be in person or by conference call.

Coalition and Leadership Team meetings will be scheduled by the Chairperson or at the request of a majority of the Leadership Team. Meetings may be in person or by conference call.

Ad hoc Task Forces may meet frequently in person or by conference call between full Coalition meetings. The schedule of meetings for a Task Force will be at the discretion of the Coalition Chairperson and/or the Task Force Lead.

Responsibility of Members

There shall not be dues required of member organizations.

Member organizations are expected to attend and actively participate in all full coalition meetings.

Coalition members are expected to volunteer and participate in ad hoc task forces assembled to accomplish specific tasks.

Amendments to the Operating Guidelines

The Leadership Team will consider and recommend to the Coalition proposed changes to the Operating Guidelines.

Changes to the Operating Guidelines shall be accepted by two-thirds quorum majority vote of Coalition member organizations.

Rules of Order

The presiding officer shall preserve order at all meetings. To manage meetings of the Coalition, the presiding officer shall be guided by rules set forth in *Robert's Rules of Order*.

Amended on September 9, 2009 Seattle, Washington

Signed: _____

Print: _____

Title: _____



T.J. NEDROW

WATIMC CHAIRMAN