



Associated Students of Western Washington University
Alternative Transportation Fee Committee Charge & Charter
Expires on October 31th 2022

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I. CHARGE

The purpose of the Alternative Transportation Fee Committee is to manage the operations of the Western Student Transportation (WST) program by:

- Overseeing the finances of the WST Program and Alternative Transportation Fee.
- Evaluating the WST program.
- Gathering and reviewing student input.
- Identifying issues related to transportation.
- Recommending changes in the fee as well as the program as a whole.
- Upholding the fee mission.

II. MEMBERSHIP

Voting:

AS Vice President for Sustainability (Chair)
AS Vice President for Governmental Affairs (Vice Chair)
AS Vice President for Student Services
AS Alternative Transportation Coordinator
1 Student at-Large (off-campus resident)
1 Residence Hall Association Student Representative
Sustainable Transportation Program Manager
Director of Public Safety (or Designee)
Financial Manager for the Alternative Transportation Fee (or Designee)

Non-voting:

Student Transportation Program Assistant (Secretary)
Assistant Director of Viking Union Facilities

III. CHAIR

The Chairperson shall be the AS Vice President for Sustainability. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice Chair shall be AS Vice President for Governmental Affairs and acts in the absence of the Chairperson

IV. MEETINGS

Meetings shall be called by the Chair. The committee shall generally meet every other week with a minimum of twenty-four (24) hours' notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

V. VOTING

Decisions shall be made by consensus. If consensus cannot be made, any voting member can make a motion. In order for a motion to pass it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

VI. QUORUM

A two-thirds majority (6 of 9 people) of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

In the event that:

- The ATF Committee needs to meet,
- The 9 SEJF voting committee members are not fully appointed and will not be in time for the meeting,
- Quorum would not be met in the meeting

A committee of 4 or 5 members can still meet to discuss and vote on issues pertaining to transportation services, especially in the case of topic deadlines.

VII. SUBCOMMITTEES

In order to provide for coordination and direction, the council may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the council with respect to procedure.

VIII. RULES OF OPERATIONS

The council may adopt and amend rules of operations governing its operation by a majority vote of the council, subject to review and approval by the AS Executive Board.

IX. AMENDMENTS

This Charter may be amended by a majority vote of the AS Executive Board.

X. REPORTAGE

This committee shall report to the AS Executive Board through the AS Vice President for Sustainability.