



## **Associated Students of Western Washington University**

### **AS Transportation Advisory Committee Charge & Charter**

#### **I. CHARGE**

This committee has responsibilities in two sectors: managing the administration of the Active Transportation Fee and implementing ongoing transportation advocacy on behalf of the Associated Students.

Managing the operations of the Active Transportation Fee entails:

- Upholding the fee mission of supporting a transportation program for the benefit of students.
- Overseeing the finances of the Alternative Transportation Fee and program funds.
- Identifying issues related to transportation and gathering student input
- Recommending changes in the fee as well as advising the Transportation Services office on issues relating to active transportation.

Implementing ongoing transportation advocacy on behalf of the Associated Students entails:

- Researching, developing, and revising a student transportation agenda, including shortcomings and proposed solutions to student concerns relating to any method of transportation used by the WWU community.
- Promoting and soliciting feedback on the agenda among the students and the surrounding community of WWU.
- Marketing resources and creating educational campaigns for ways to increase student participation in active transportation.
- Creating services to expand our transportation network, by collaborating with partners, including but not limited to, Transportation Services, Off-Campus Living, Whatcom Transportation Authority (WTA), Skagit Transit, Whatcom Community College, the Sustainability Institute, and the City of Bellingham to increase involvement in active transportation.

## II. MEMBERSHIP

### **Voting:**

Active Transportation Coordinator (Chair)  
AS Vice President for Sustainability (Vice Chair)  
AS Vice President for Student Services (Vice-Chair)  
Disability Outreach Center (DOC) Advocacy Representative  
Off-Campus Living Peer Advisor  
1 Residence Hall Association (RHA) or National Residence Hall Honorary (NRHH) Student Representative  
Financial Manager for the Alternative Transportation Fee (or Designee)  
AS Student Senator

### **Non-voting:**

Student Government Assistant (Secretary)  
Commute Options Program Manager  
Student Representation and Governance Advisor  
Office of Civic Engagement (OCE) Representative  
Director of Environmental Health and Safety

## III. CHAIR

The Chairperson shall be the Active Transportation Coordinator. They shall convene the meetings, approve agendas, and preside over all meetings. The Vice Chairs shall be the AS Vice President for Sustainability and the AS Vice President for Student Services and act in the Chairpersons' absence.

## 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 the support of at least twenty-five percent (25%) of the seated, voting membership.

## V. VOTING

Decisions shall be made by consensus. Any voting member can make a motion if consensus cannot be made. 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. If a voting member is unable to make it to committee meeting(s), they may delegate their seat to a trusted proxy person who may vote in their stead. Voting members seeking to delegate their seat must notify the Chair prior to the meeting, indicating the length of time in which their delegate will be voting in their stead.

## VI. QUORUM

A simple majority of the seated voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule it to a new day and hour.

When the committee is not in session, the committee responsibilities fall to the Active Transportation Coordinator and Financial Manager for the Alternative Transportation Fee (or Designee). Any other member of the committee who is available out of session to discuss and vote on transportation services issues can

also do so.

## 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 the 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, with input from the committee membership.

## X. REPORTAGE

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

