

**Joint Board Meeting**  
**August 9, 2021**

**Action:** Authorize an Advisory Group to Recommend Joint Board Operations and Meeting Procedures

**Purpose:** To form a temporary advisory group comprised of Joint Board representatives and ORCA senior leadership to develop Joint Board operations and meeting procedures and recommend those procedures to the Joint Board.

Per the Interlocal Cooperation Agreement for Implementation, Operation and Maintenance of the ORCA System dated June 13, 2019:

- Section 4.3 Meeting Procedures, *The Joint Board shall establish procedures for the operations and meetings of the Joint Board, including the election of a chair, vice chair, and other positions deemed necessary by the Joint Board and the frequency of meetings; and,*
- Section 4.4.20, the Joint Board has the authority to *establish committees and advisory groups to perform activities related to the ORCA System or provide reports or recommendations to the Joint Board related to the ORCA System.*

The advisory group will be comprised of three Joint Board members, the ORCA Director and the ORCA Regional Program Director. The group will review and propose various Joint Board meeting procedures, providing regular progress updates, until the Joint Board reviews and takes an action to approve the operations and meeting procedures, at which point the advisory group will no longer continue to meet. Any subsequent changes to the adopted Joint Board operations and meeting procedures must be approved by the Joint Board. If the development of those changes requires detailed review, a new advisory group with rotated members may be established by the Joint Board under a new action.