

Clackamas County HB2017 Transit Advisory Committee Bylaws

July 2018

I. Committee Name

The committee shall be known as the CLACKAMAS COUNTY HB2017 TRANSIT ADVISORY COMMITTEE (herein after referred to as “Committee”).

II. Committee Purpose

As required by House Bill 2017 and rules adopted by the state of Oregon, the purpose of the Committee shall be to advise and assist the TriMet board in selecting plans or projects to be funded from the moneys received from the Oregon Department of Transportation for public transit providers located outside of the TriMet service boundary in Clackamas County. All functions of the committee will be conducted in compliance with the most current rules and guidance as determined by the State of Oregon for HB2017 public transit funding.

III. Committee Membership

- A. The Committee shall include a minimum of ten members.
- B. Committee members must be knowledgeable about public transportation needs of residents or employees located within or travelling to and/or from Clackamas County.
- C. The committee shall include a representatives from each of the public transit providers in Clackamas County. The representative shall be the manager or director of the public transit service or a designee. Those providers include but are not limited to:
 - City of Canby (Canby Area Transit)
 - Clackamas County (Mt Hood Express)
 - City of Sandy (Sandy Area Metro)
 - South Clackamas Transportation District
 - City of Wilsonville (South Metro Area Regional Transit)
- D. The committee shall include members that reside in or work in Clackamas County outside of the TriMet service boundary. New committee members shall be approved by a simple majority of sitting committee members for these positions and will serve two year terms. The committee members shall represent the following:
 - Low income households
 - People with disabilities
 - Seniors
- E. The committee shall also include representation from an educational institution (such as a school district or community college) and from a public transit agency outside of Clackamas County. Each of these representatives will be appointed by their respective boards or directors and will serve two year terms.

IV. Officers

- A. The Chair will be elected by a simple majority and will serve a two year term. The Chair may be elected for up to one additional term.
- B. Other officers may be elected at the discretion of the committee. All other officer positions will be limited to one two year term.
- C. The chair will represent the committee to the TriMet advisory committee or board as needed.

V. Member Responsibilities

- A. Each member is expected to attend meetings and to participate in committee activities.
- B. If a member is unable to attend a meeting, an alternate should be appointed with notification provided to the chair. If both a member and an alternate are in attendance, only one vote will be counted.
- C. Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.
- D. If an entity is not represented at two consecutive meetings by either the member or an alternate, the chair may ask the member organization to appoint a replacement individual who can regularly attend meetings.

VI. Committee Operations

- A. Meetings will be held at the call of the chair no less than twice annually. The exact number of meetings will be determined by need. Meetings will be noticed in accordance with Oregon's public meeting rules.
- B. Meeting location will rotate on an annual basis between each of the small urban and rural public transit service providers in Clackamas County. The host public transit agency will be responsible for providing a meeting site, any necessary accommodations, and notification in compliance with Oregon's public meeting rules.
- C. The Chair will develop an agenda for each meeting with input from committee members.
- D. Meeting sessions will be limited to approximately two hours.
- E. Discussion to obtain consensus will be the prevailing procedure used at meetings. If consensus cannot be reached, a vote will be taken and a simple majority of those present shall prevail. Minority reports will be available to communicate alternate views.
- F. A quorum will consist of a simple majority of members or their alternates. The act of the majority of members present at a meeting when a quorum is present shall be the act of the Committee. If a quorum is not present, decisions may be moved forward through electronic communication if a majority of members respond.
- G. Meeting minutes will be recorded for each meeting. They will be distributed to each member, appropriate officials and the TriMet board.
- H. All full committee meetings will be conducted in accordance with Oregon's open meeting rules and will include public testimony. The committee will seek interested community member and service provider input into the development of recommendations for plans or projects to be forwarded to the TriMet board.

VII. Subcommittees

- A. Subcommittees may be formed as necessary.
- B. Subcommittees may be any size but will usually include at least three or four members.
- C. Subcommittees will elect their own chairs.

VIII. Adoption and Amendment

- A. These bylaws are adopted under an intergovernmental agreement between the City of Canby, the City of Sandy, the City of Wilsonville, South Clackamas Transportation District and Clackamas County on 6/28/18
- B. This charter may be amended by simple majority vote of the committee to ensure compliance with rule and regulation changes.