

NWACT Membership Board Member Responsibilities

NWACT members and alternates are responsible to all stakeholders in Clatsop, Columbia, Tillamook and western Washington counties.

Major Duties of NWACT Members:

1. Determine NWACT's mission and purpose, and ensure work activities support the ACT's primary roles.
2. Provide a forum to advance public awareness and understanding of the region's transportation issues: Communicate transportation issues to and from the general public, serve as a communication link between the shareholders representing and NWACT.
3. Work to understand the needs and proposed transportation projects of all communities with NWACT.
4. Prioritize NW Oregon project recommendations for ODOT's State Transportation Improvement Program (STIP), ConnectOregon, and Critical Oregon Airport Relief (COAR) funding.
5. Make recommendations to ODOT, regarding special funding opportunities and programs.
6. Communicate and coordinate regional priorities with other organizations. Consider all modes of transportation (road/rail/water/air/transit) in developing long-term transportation requirements and priorities.
7. Advise on ODOT corridor plans, or local transportation system plans (TSPs).
8. Advise the Oregon Transportation Commission (OTC) on State and regional policies, affecting the transportation system.

NWACT Membership Board Member Description

Board Member Description:

- Commit to a two-year term of service
- Regularly attend NWACT meetings, and if unable to attend, ensure alternate attendance. Members are expected to RSVP within 72 hours of a meeting, if unable to attend. Meeting notices will be emailed, and a RSVP can be sent via email. It is expected that the primary voting member will attend consistently and not regularly substitute his or her alternate. Primary member and alternate attendance is tracked by NWACT staff, and provided to NWACT at each meeting. Attendance is reported to county commissions quarterly.
Should a member be absent from three (3) consecutive meetings, NWACT shall notify the represented jurisdiction and encourage more active participation. In such an event, the represented jurisdiction may choose to make a replacement appointment at any time.
- Be prepared for meetings and ready to participate in Board discussions. Members are expected to have read packets prior to a meeting and have consulted with constituents if necessary. If a member brings a topic to NWACT for discussion, advance materials need to be provided, or enough copies of the materials for all members must be brought to the meeting.
- Participate actively in NWACT work
- Be on time for meetings
- Disclose conflicts of interest prior to participation in any discussion or deliberation. Members with a conflict of interest will not participate in voting.
- Take part on sub-committees
- Use proper decorum in meetings (no side conversations, be recognized by the Chair before speaking)
- Participate at NWACT-sponsored public events
- Report to individual constituencies content of NWACT discussions and decisions. Report interests of constituencies to NWACT for the overall benefit of the area
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Get to know other Board members and build a collegial working relationship that contributes to consensus
- Be an active participant in the NWACT's annual evaluation and planning efforts

Note, cell phones are to be turned off during meetings, except in emergency standby situations

The NW Oregon Area Commission on Transportation complies with the Americans with Disabilities Act (ADA). Those needing special accommodations including a sign language interpreter to attend a meeting, complete agenda packet, or additional information, can contact NWACT at (503) 970-3336 or send an e-mail to mbmcarthur@nworegon.org at least 48 hours prior to the meeting. Alternate formats available upon request.