

Washington County Transit Advisory Committee

Bylaws

June 23, 2020

Committee Name

The committee shall be known as the Washington County Transit Advisory Committee (County Transit Committee).

Committee Purpose

The committee will advise the Washington County Board of Commissioners (Board) on prioritizing public transportation projects to be funded from moneys received from the Oregon Department of Transportation (Statewide Transportation Improvement Fund) for areas outside TriMet and SMART service districts and for regional coordination projects within the TriMet District in Washington County for consideration by TriMet's HB 2017 Transit Advisory Committee for the three-county area.

Committee Operations

1. Meetings will be called by the committee chair as needed to advise the Board on public transportation project priorities. The exact number of meetings will be determined by need but is expected to be no more than three annually, primarily following the State biennial budget schedule for the two-year period beginning July 1 of odd-numbered years.
2. Discussion to obtain consensus will be the prevailing procedure used at meetings. If consensus cannot be reached, a vote will be taken and the majority of those present shall prevail. Minority reports will be prepared to communicate alternate views.
3. A quorum will consist of a simple majority of appointed members or alternates.
4. The act of the majority of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee.
5. A meeting summary will be prepared for each meeting and distributed to each member.
6. All committee meetings are public meetings and will be conducted in accordance with Oregon's open meetings rules. Meetings will be held with at least 72 hours notice.
7. An opportunity for public testimony will be made available at each committee meeting.
8. The Department of Land Use & Transportation will staff the committee.

Subcommittees

1. Subcommittees may be formed as the committee chair deems appropriate to address specific topics.
2. Subcommittees may include other participants as appropriate for the topic.
3. Subcommittees will be staffed by the Department of Land Use & Transportation.

Committee Membership

1. The committee shall consist of a minimum of 7 members who reside or work in Washington County.
2. Members shall be appointed by the Board.
3. Committee members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and/or from the TriMet district in Washington County.
4. Committee members shall include:
 - a. Member of the Washington County Board of Commissioners
 - b. Mayor or their appointee from each of the cities of Banks, Gaston and North Plains
 - c. Washington County Department of Health and Human Services Disability, Aging and Veterans Services division manager
 - d. Representatives from any combination of the following to contribute to a diversity of demographic, geographic and transit-related perspectives on the committee:
 - i. Low income households
 - ii. Members of historically marginalized communities
 - iii. Older adults and persons with disabilities
 - iv. Public transportation needs outside of the TriMet and Smart districts
 - v. Public transportation needs for last mile/regional coordination services within the TriMet District
 - vi. Transit rider
5. Members may appoint alternates by providing advance written notification to the Department of Land Use & Transportation.

6. The committee shall include ex-officio members representing TriMet, SMART and Ride Connection.
7. The Board retains ultimate authority to remove or reappoint members, or to otherwise change the membership composition of the committee.

Member Responsibilities and Terms

1. Committee members must:
 - a. Commit to attending up to three meetings per year and participating in the work of the committee.
 - b. Act as a liaison to organizations they may represent.
2. Appointed members will serve a four-year term and may be reappointed to two successive terms with the exception of elected representatives who may serve until their elected term expires. Current terms will expire December 31, 2024 and future terms will expire every four years afterwards.

Bylaw Updates

1. The bylaws for the Washington County Transit Advisory Committee are approved by the Washington County Board of Commissioners.
2. Updates to the bylaws require Board approval.