



**COMPREHENSIVE AND ACCESSIBLE TRANSPORTATION
COMMITTEE
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
NAME AND PURPOSE**

SECTION 1.1 *Purpose.* The Comprehensive and Accessible Transportation Committee (the “CATC” or “Committee”) was established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) in Resolution No. 2019-01-16-005. The Committee advises and assists the Board in considering the impacts of potential, proposed, or actual service changes on individuals who are transit dependent, especially those who are older adults or people with disabilities.

**ARTICLE II
GOVERNANCE PROCEEDINGS**

SECTION 2.1 *Governance Procedures.* The Committee will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in LTD Ordinance 52, Providing Rules for Meetings of the Lane Transit Board of Directors.

**ARTICLE III
MEMBERSHIP, COMPOSITION, APPOINTMENT**

SECTION 3.1 *Membership.* The Committee shall consist of nine (9) members, including those Board members appointed to the Committee and one (1) representative from the District’s Strategic Planning Committee representative. All members of the Committee are voting members.

SECTION 3.2 *Appointment.* Committee members are appointed by the LTD Board of Directors. In addition, up to three (3) Board members and one (1) representative from the District’s Strategic Planning Committee representative may serve on the Committee. Applications for membership are available electronically on the District’s website.

SECTION 3.3 *Composition.* Committee members appointed by the Board pursuant to Section 3.2 must be knowledgeable about the public transportation needs of typically transit-dependent populations, especially those who are older adults, people with disabilities, or low-income populations, and be a person who is a member of or represents one or more of the following:

- a) Local governments;
- b) Public transportation service providers;
- c) Non-profit entities which provide public transportation services;
- d) Neighboring public transportation service providers;
- e) Public health, social and human service providers;
- f) Social equity advocates;
- g) Educational institutions; or
- h) Major destinations for users of public transit.

Committee membership should consider diversity within typically transit-dependent populations, including but not limited to, older adults, people with disabilities, and low-income individuals.



ARTICLE IV
TERMS OF SERVICE, VACANCIES

SECTION 4.1 *Terms of Service.* Members shall serve for two year terms. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.

SECTION 4.2 *Vacancies.* For non-Board members appointed to the Committee pursuant to Section 3.2, the General Manager, with the consent of the LTD Board of Directors, may appoint the member's successor, but are not required to do so, to serve for the remainder of the unexpired term.

ARTICLE V
OFFICERS, DUTIES

SECTION 5.1 *Officers.* The Committee shall choose from among its members, by majority vote of the members, a chair and vice chair to serve one (1) year terms. Terms of office shall begin on the first day of July and end on the last day of June each year.

SECTION 5.2 *Chair.* The chair, and in the chair's absence, the vice chair; and in the absence of both, a member selected by the members present to act as president pro tem, shall preside at Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

SECTION 5.3 *Vice Chair.* In the event of the absence of the chair, or of the chair's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice chair shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president or Committee.

SECTION 5.4 *Secretary.* This section intentionally left blank.

SECTION 5.5 *Treasurer.* This section intentionally left blank.

SECTION 5.6 *Vacancies.* In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

SECTION 5.7 *Committee Assignments.* This section intentionally left blank.

ARTICLE VI
CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 6.1 *Code of Ethics and Conflicts of Interest Policy.* Each Committee member is governed by Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.

ARTICLE VII
MEETINGS

SECTION 7.1 *Committee Meetings.* The Committee will meet a minimum of two (2) times per year on an as needed basis. The Committee will comply with Oregon's Public Meetings Law, Public



Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance 52, Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

SECTION 7.2 Quorum Requirements. A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant with the intention of being filled.

SECTION 7.3 Meeting Times. The Committee will meet on an as needed basis. Respect the scheduled starting and ending times for meetings. The vice president will assist the president with maintaining the meeting schedule.

SECTION 7.4 Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

SECTION 7.5 Telephonic Attendance. If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

SECTION 7.6 Meeting Preparation. All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting.

SECTION 7.7 Committee Meeting Discussion. Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

SECTION 7.8 Public Participation. Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the committee president.

SECTION 7.9 Scheduling. All Committee members are expected to cooperate in scheduling special meetings and/or work sessions.

ARTICLE VIII **VOTING RULES**

SECTION 8.1 Voting. Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

SECTION 8.2 Conflict of Interest. Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Committee meeting. They may consult with legal counsel.

ARTICLE IX **PUBLIC MEETING LAW AND PUBLIC RECORD LAW**

SECTION 9.1 Legal Requirements. The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate towards a decision. All



Committee communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

SECTION 9.2 Serial Communications. If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs when Committee member 1 deliberates towards a decision with Committee member 2; Committee member 2 then deliberates towards a decision with Committee member 3, and so on, until a quorum of Committee members is involved. While serial communications can take place in person or over the phone, they most often occur via email.

SECTION 9.3 Committee email. The following guidelines apply to use of Committee email:

- a. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;
- b. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Committee members; and
- c. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

ARTICLE X **SEVERABILITY**

SECTION 10.1 Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

ARTICLE XI **AMENDMENTS**

SECTION 11.1 Action. These Bylaws, as adopted by the Lane Transit District Board of Directors, may be revised or amended at any regular or special meeting of the Committee by a vote of the majority of the whole membership of the Board.