

**BYLAWS
STRATEGIC PLANNING COMMITTEE
OF LANE TRANSIT DISTRICT**

Draft: May 2, 2017

These are Strategic Planning Committee Bylaws that have been approved by the Strategic Planning Committee and will go before the LTD Board of Directors for approval.

Section 1 – NAME

The name of this committee shall be the Strategic Planning Committee (hereafter referred to as the Committee) of Lane Transit District (LTD).

Section 2 – PURPOSE AND FUNCTIONS

As established in LTD Board of Directors Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee, the Committee provides the LTD Board of Directors with *independent* advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.

The purpose in establishing this Committee is to provide the LTD Board of Directors with advice focused on *strategic* issues distinct from advice provided on finance, budget, accessible services, human resources, pension trust, and services by other existing LTD committees.

Section 3 – MEMBERSHIP

- A. The Committee shall consist of at least 8 and not more than 15 who reside within the LTD service district area.
- B. The Committee shall include as voting members no more than two members of the LTD Board of Directors as well as one representative from each of its key partners: the Eugene City Council, Springfield City Council, Lane County Board of Commissioners, and Oregon Department of Transportation, but shall not include a quorum of any policymaking body.
- C. Attendance is strongly encouraged to maintain an informed and active membership. If a member misses three consecutive meetings see Section 9 – Termination, Part A, subsection i.
- D. Alternates could be assigned for voting members that anticipate missing two or more consecutive meetings. The Chair should be informed in writing of any alternate selection with the approval of the LTD General Manager.

Section 4 – RECRUITMENT AND TENURE

- A. LTD Board of Directors Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee, directs the LTD General Manager, with the advice and consent of the LTD Board of Directors, to appoint members of the Committee to serve renewable two-(2) year terms.
- B. Applicants for stakeholder positions shall submit an application form provided by LTD.
- C. The Committee also should include a diverse set of stakeholders. The targeted interest areas include, but are not limited to, the following (alphabetically):
 - a. Business / Chambers / Industry / Large Employers
 - b. LTD Customers / Frequent Transit Riders
 - c. Diversity: Minority / Persons with Disabilities / Low-Income / Gender / Age
 - d. Housing / Development / Affordable Housing
 - e. Neighborhood/Neighborhood Leaders Council/LTD Service Districts
 - f. Non-profit
 - g. Public Health
 - h. Rural
 - i. Safe Routes to School
 - j. Student
 - k. Sustainability / Equity/ Environmental Justice
 - l. Tourism
 - m. Transit Advocate
 - n. Transportation Options / Bike / Ped / Carpool / Vanpool
- D. Selection of Committee members shall meet the requirements of the Title VI of the Civil Rights Act of 1964, the Transportation Equity Act of the 21st Century, and other applicable federal requirements concerning public outreach for public transit districts.
- E. Once members are selected they will be asked to fill out a form to show which of these groups they represent.

Section 5 – OFFICERS

The officers shall consist of a Chair and a Vice-Chair.

- A. LTD Board of Directors Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee, authorizes the Committee to select its own chair from its membership and to develop other internal operating agreements, with the advice and consent of LTD’s Board of Directors.
- B. The Chair shall: preside at all meetings; call special meetings as required; represent the Committee before all other bodies and committees as directed by the LTD Board of Directors; participate in the agenda setting subcommittee.

- C. The Vice-Chair shall perform all duties of the Chair in her/his absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.
- D. The Chair and Vice-Chair are voting members.

Section 6 – ELECTION OF OFFICERS

Officer shall be elected to one year terms with no term limits.

- A. The Officers of the Committee shall be elected annually at the last regular meeting held during the calendar year or as needed to fill vacancies. The term of office shall begin upon election and extend until the first scheduled meeting of the following calendar year.
- B. Nominations will be taken from the floor.
- C. In the event of a vacancy in the Office of Chair, Vice Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting of the following calendar year.

Section 7 – SUBCOMMITTEES

- A. Subcommittees shall be formed by the Committee as necessary to carry out the work of the Committee.
- B. Subcommittees are advisory to the Committee.
- C. Subcommittee membership could extend beyond voting Committee membership as necessary to achieve desired representation on various subcommittee topics, as approved by a vote of the overall Committee. There must be at least one Strategic Planning Committee Member on each subcommittee.
- D. Examples of subcommittees could include but are not limited to: Membership and bylaws subcommittee, Agenda setting subcommittee, Representation on LTD project committees such as MovingAhead Sounding Board, etc.

Section 8 – MEETINGS AND VOTING

- A. Scheduled meetings will be approximately monthly and at least six times per year.
- B. Notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes and other materials may be delivered electronically.
- C. Special meetings shall be held at the call of the Chair of the Committee or the Chair of the LTD Board of Directors. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than 24 hours in advance, consistent with Oregon Public Meetings Law. Every effort shall be made to reach all Committee members.

- D. All meetings shall be open to the public, and interested persons or groups are invited to address the Committee.
- E. Official action may be taken by the Committee when a quorum is present. A quorum shall consist of a simple majority plus one of the voting members. (Example: If total Committee membership is 15, then quorum is 8.)
- F. Each voting member shall be entitled to cast one vote on each issue voted on by the Committee.
- G. Meetings should be conducted according to most current edition of Robert's Rules of Order.
- H. The proceedings of all meetings shall be summarized by a note taker or reported by a minutes recorder, and made available to all Committee members at least one week in advance of the next meeting.
- I. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full Committee, for consideration at the next meeting with a quorum.

Section 9 – TERMINATION

- A. A Committee member's two-year term shall be continuous except under the following conditions:
 - i. A member's unexcused absence from three consecutive meetings shall be considered as a *de facto* resignation. The Committee may vote on dismissal of the member after three consecutive unexcused absences. Before a member is dropped for reasons of absence, he/she shall be notified in writing. A dismissed member may apply to be reappointed by LTD's General Manager with the advice and consent of the Board of Directors.
 - ii. Change in status of the member so they no longer hold one of the required positions outlined under Section 3 Members part B or reside within the LTD service area.
 - iii. The member submits his/her resignation.
 - iv. Removal by appointing authority.

Section 10 – AMENDMENTS

- A. Recommendations for amendments to these Bylaws shall be passed by 2/3 vote of the membership of the Committee. The proposal for amendments in Bylaws shall be included with the meeting notice and agenda.
- B. Recommended amendments shall be submitted to the LTD Board of Directors for adoption.