Regional Public Transportation Committee Advisory Committee Bylaws

COIC Board Adopted in 2020

NAME

This committee, established by the COIC Board (Board) shall be known as the Regional Public Transportation Advisory Committee (RPTAC).

PURPOSE

Committee members are appointed by the Board to review, advise, and assist the transportation program in its efforts:

- To help identify the transportation needs of Central Oregon residents.
- To help educate the communities on the value and offerings of public transportation.
- To serve as a forum where citizens can provide comments about service expansions, reductions, or alterations.
- To meet with concerned citizens regarding unresolved issues.
- To advocate for new and expanded services.
- To review future plans for services.
- To consider and make a recommendation on transit issues presented to the committee.
- To consider and make a recommendation on policy issues presented to the committee.
- To serve as the forum for a rider to appeal a loss of a ridership privilege and to make a recommendation regarding determination.

CONSTITUENCY OF THE COMMITTEE

To qualify to serve on the Regional Public Transportation Advisory Committee, an individual must fill out an application, reside within Central Oregon, and represent one of the following communities: Bend, Redmond/Terrebonne, La Pine/Sunriver, Sisters, Warm Springs, Culver/Metolius, Madras, and Prineville/Powell Butte. An applicant should be knowledgeable about public transportation, and be interested in the growth of public transportation.

Representation is met by living or working in one of the above communities and surrounding rural areas. Additionally, a new member should fit into one of the following categories:

1. User of transportation services who is a senior or has a disability;
2. Non-profit provider of transportation to persons who are seniors or have a disability;
3. A representative of human services agency;
4. A representative of the business community;
5. A representative of underserved communities
6. A representative of an educational institution; or,
7. A representative of the community at large

The Transportation Director or their designee will serve as the committee liaison to the Board, however, they shall have no voting ability.

APPOINTMENT AND TENURE OF COMMITTEE MEMBERSHIP

Nominations and applications for appointment can be submitted at the COIC Administrative Office or via online forms. The Board selects committee members for appointment. The committee shall consist of at least thirteen members, with five members representing Bend, two members representing Redmond, and one member representing each of the following areas: La Pine/Sunriver, Sisters, Prineville/Powell Butte, Madras, Culver/Metolius, and Warm Springs.

The term of service for committee members shall be for two (2) years. Initial terms for (1/2) one half of the appointees will be for (3) three years. While re-appointment to the Committee is permissible, no person shall serve more than three (3) consecutive, two-year terms.

Alternates will be appointed by the Board to ensure robust participation and maintain meeting quorums. Alternates are expected to read packet materials and attend meetings. Alternates do not have voting rights; however, they will be considered a voting member and allowed to vote during the following circumstances:

- When taking the place of a committee member who cannot participate in any scheduled meeting or vacates their position.
- During instances where there is less than the full membership required for a quorum at any scheduled meeting, any alternate that is present can step into a voting role. If more than one alternate is present, whomever has the oldest appointment date will participate in the voting process.

Membership terms shall expire on June 30 of the second year.

A vacancy on the Committee may occur by resignation, relocation, or by the declaration of a vacancy by the Board. Any vacancy shall be filled in a manner consistent with the aforementioned nomination and appointment procedures. The appointee's term for service shall be the length of the unexpired term.

CONDUCT OF MEETINGS

The Committee shall meet on the third Wednesday of every other month unless the Committee agrees otherwise. Meetings may be cancelled if there are no relevant topics or information to discuss. The Transportation Director, or their designee, may call special meetings with reasonable notice.

Each member of the Committee shall be entitled to one vote on each recommendation presented at any regular meeting at which the member is present.

The meeting of the Committee shall be open to the public, pursuant to Oregon's Open

Meeting Law; participation at meetings shall be permitted upon recognition by the Chair.

Fifty-one percent of the membership of the Committee shall constitute a quorum.

Roberts' Rules of Order, revised (current edition), shall be the parliamentary authority for all matters of procedure not specifically covered herein.

COIC staff will serve as the Recording Secretary for the Committee.

Remote/virtual participation and voting is acceptable.

OFFICERS AND DUTIES

The officers of the Committee shall be the Chairperson and Vice Chairperson, elected by the Committee. The Chair and Vice Chair will serve two (2)-year terms and each officer shall serve no more than two (2) consecutive terms. The Committee will determine the nomination and election process and time frame, as well as additional officer roles and responsibilities.

The Chair shall preside at all meetings of the Committee and serve as the Committee's liaison to the Transportation Director. The Chair or Vice Chair should report updates to the COIC Board on a quarterly basis. The Vice Chair shall perform all duties for the Chair in Chair's absence.

TERMINATION OF MEMBERSHIP

A member may resign by written notice to the Committee or Board.

A member who fails to attend two (2) consecutive meetings without designating an alternate to serve in their place, may be asked by majority vote of the Committee for resignation.

Automatic resignation from the Committee occurs when a member moves out of Central Oregon or fails to represent their assigned community on the Committee.

AMENDMENT OF BYLAWS

Any amendments to these Bylaws are at the discretion of the Board. The Committee may propose amendments that have been approved by the Committee by majority vote of no less than fifty-one percent, with no less than seven (7) days' notice to all Committee members, in writing, of the proposed changes to these Bylaws.

All such amendments shall become effective upon approval by the Board.