

**Special Transportation Fund Advisory Committee  
of the  
Tri-County Metropolitan Transportation District of Oregon (TriMet)**

**BYLAWS**

**July 27, 2005**

**Revised November 22, 2006**

**Article I - STF Program, STFAC Purpose, Roles and Responsibilities**

**Section 1. STF Program**

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for the elderly and people with disabilities. The Oregon Department of Transportation (ODOT), Public Transit Division, administers the STF program. Pursuant to applicable provisions of ORS Chapter 391 and Public Transit Division Administrative Rules, ODOT has designated TriMet as the “STF Agency” or “Agency” for Clackamas, Multnomah, and Washington counties. The terms “STF Agency” or “Agency” as used in these Bylaws shall mean TriMet. As the STF Agency, TriMet is responsible for managing and coordinating the STF process for the tri-county region, including development of the STF Plan, receipt of funding applications, and reviews of proposed distributions of formula funds and applications for discretionary funds.

**Section 2. STFAC Purpose**

A Special Transportation Fund Advisory Committee (STFAC) (hereinafter alternatively referred to as “STFAC” or “Committee”) is established and appointed by the TriMet Board of Directors (Board) to advise and assist TriMet, as the STF Agency, in carrying out the purposes of the STF and STF program.

### **Section 3. STFAC Roles and Responsibilities**

The STFAC will:

- (a) Advise the Agency regarding the opportunities to: 1) coordinate STF moneys and STF-funded projects with other transportation programs and services; 2) avoid duplication of service ; and 3) address gaps in service;
- (b) Review the proposed distribution of Formula Program moneys and make informed recommendations to the Agency Board;
- (c) Review Discretionary Grant proposals and make informed recommendations to the Agency Board; and
- (d) Participate in developing STF Plan and biennial review of STF Plan; and
- (e) Participate in annual review of STF funded projects.

## **Article II - Membership, Appointments and Terms**

### **Section 1. Membership**

The membership of the Committee considers geographic diversity and a balance of qualifications, including persons who are elderly and people with disabilities.

All members will be:

- persons who reside in the tri-county area;
- knowledgeable about the transportation needs of the elderly and people with disabilities, and;
- users of and/or be familiar with public and/or community-based transportation services in their area.

More than one-half of all Committee members will be individuals who are elderly and/or people with disabilities.

Membership appointments will be made according to the categories and number of individuals in each of the categories listed below:

Membership Category Description	Number of Persons
Those interested persons who are members of the TriMet Committee on Accessible Transportation (CAT), excepting the CAT member who is a Board member	Up to 14
Seniors or persons with disabilities who reside in Clackamas County	2
Seniors or persons with disabilities who reside in Multnomah County	2
Seniors or persons with disabilities who reside in Washington County	2
Seniors or persons with disabilities who reside outside the TriMet District	2
Staff representatives of the respective County Agencies on Aging and Disability; one per county	3
Staff representative of TriMet	1
Staff representative of Ride Connection	1
Staff representatives of public transit entities other than TriMet, including a rural transit entity representative	2

## **Section 2. Appointments**

The TriMet Board will appoint members to the STFAC.

For the first STFAC Board appointments after the effective date of these Bylaws, candidate nominations will be requested by TriMet staff from the TriMet Committee on Accessible Transportation (CAT), those agencies and organizational groups currently being represented on the Committee, and from other sources. Subsequent to the Board's initial STFAC appointments under these Bylaws, the STFAC will form a nominating committee to assist the Agency on STFAC membership selection.

## **Section 3. Terms of Service**

Terms of service for Committee members will be as follows:

- (a) For those persons who are members of the CAT, terms of service on the STFAC will be concurrent with the person's current term of service on the CAT.
- (b) For those persons who are seniors or persons with disabilities residing in one of three counties and who are not members of the CAT, one-half of the initial appointments to the STFAC will have two-year terms and one-half will have three-year terms, to insure continuity of membership. Subsequent terms of appointments will be two years in length.
- (c) For staff representing agencies and organizations listed in Article II, Section 1, the terms of appointed staff shall be as designated by the represented agency or organization.
- (d) Terms for STFAC members, except those persons who are staff representatives of agencies or organizations listed in Article II, Section 1, will begin on July 1 and end on June 30 of any year.

#### **Section 4. STFAC Chair and Vice Chair**

The Chair and Vice Chair of the CAT will call the initial meeting of the STFAC. First order of business will be for the members of the STFAC to nominate and elect the Chair and Vice Chair of the STFAC.

The Chair and Vice-Chair will serve for terms of two years. Election of the Chair and Vice Chair will be at the first meeting held in July or a successive month in any year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

#### **Section 5. Chair As Presiding Officer**

The Chair will be responsible for the maintenance of order and decorum at Committee meetings and will control the conduct of the meeting. The Chair will determine all Points of Order subject to the right of any member to appeal the determination to the entire Committee. In the event of an appeal, the majority decision of the Committee will govern and conclusively determine any question of order.

#### **Section 6. Staff Role and Responsibilities**

The TriMet General Manager will designate staff to prepare meeting notices, agendas, and minutes for Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

#### **Section 7. Participation and Vacancies**

Attendance and active participation is highly valued by the Committee. The Chair may excuse the absence of a member for good cause. In the event of three unexcused absences within a twelve-month period, the Chair and Vice Chair

reserve the right to review the circumstances. If the absences are found to be unexcused, the position will be considered to be vacant. Vacancies will be filled per Article II, Section 2.

### **Section 8. STFAC Member Responsibilities**

Members of STFAC are expected to gain a working knowledge of the STF program, and related projects, services, and plans.

## **Article III- Meetings**

### **Section 1. Open Meetings**

All Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meetings laws.

### **Section 2. Quorum**

A majority of the filled positions then appointed to the Committee will constitute a quorum for the purposes of conducting business.

### **Section 3. Voting**

Each member of the Committee has one vote. The Chair will cast a vote only in cases of a tie.

### **Section 4. Actions**

All actions of the Committee will be by motion passed by a majority of the members present and voting.

### **Section 5. Meetings Schedule**

The Committee will meet at least two times in any year, as marked from July 1 to June 30. Staff and Chair and Vice Chair will confer as to the meeting schedule.

Meetings will be scheduled as often as necessary to carry out the responsibilities of the Committee.

## **Article IV - Agendas, Minutes, and Recommendations to the TriMet Board**

### **Section 1. Agendas**

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and written or electronic copies of information associated with any agenda action items will be distributed to all Committee members in advance of the meeting.

### **Section 2. Minutes**

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

### **Section 3. Recommendations to the TriMet Board**

The Chair or his/her designee may present recommendations of the Committee to the TriMet General Manager and/or Board of Directors in person or in writing.

## **Article V - Subcommittees**

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select subcommittee members and designate a chair. The Chair may appoint persons to serve on subcommittees who are not members of the Committee as a whole,

provided they have knowledge and experience that would help the subcommittee in completing its assignment.

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### **Article VI - Amendments**

These Bylaws may be amended by a resolution of the TriMet Board. The Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the TriMet Board.