Transit Advisory Council Bylaws

Angie Peters
Revision
7/23/17
**Advisory Council Contacts Fiscal Year 2018**

<table>
<thead>
<tr>
<th>Voting Advisory Council Members</th>
<th>Non-Voting Members</th>
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<tbody>
<tr>
<td>Danie Bullock (Chairman)</td>
<td>Angie Peters</td>
</tr>
<tr>
<td>ex-officio</td>
<td>Public Transit Manager (Union)</td>
</tr>
<tr>
<td><a href="mailto:bullocd@eou.edu">bullocd@eou.edu</a></td>
<td><a href="mailto:angie@ccno.org">angie@ccno.org</a></td>
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<tr>
<td>(541) 429-0539</td>
<td>(541) 963-2877 ext. 158</td>
</tr>
<tr>
<td>Winnie Andrews</td>
<td>Peggy Smith</td>
</tr>
<tr>
<td>ex-officio</td>
<td>Office Assistant</td>
</tr>
<tr>
<td><a href="mailto:bullocd@eou.edu">bullocd@eou.edu</a></td>
<td><a href="mailto:peggy@ccno.org">peggy@ccno.org</a></td>
</tr>
<tr>
<td>(541) 786-5557</td>
<td>(541) 963-2877 ext. 2</td>
</tr>
<tr>
<td>Brenda Ficus (Vice Chairman)</td>
<td>Jodi Tool</td>
</tr>
<tr>
<td>Bedroom Communities Seat</td>
<td>Transportation Options</td>
</tr>
<tr>
<td><a href="mailto:Lilpurplefairy63@yahoo.com">Lilpurplefairy63@yahoo.com</a></td>
<td><a href="mailto:jodi@ccno.org">jodi@ccno.org</a></td>
</tr>
<tr>
<td>(541) 910-0432</td>
<td>(541) 523-7433</td>
</tr>
<tr>
<td>Thomas Taylor</td>
<td></td>
</tr>
<tr>
<td>Member at Large</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Lilpurplefairy63@yahoo.com">Lilpurplefairy63@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>(541) 963-1223</td>
<td></td>
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<tr>
<td>Terry De Spain</td>
<td></td>
</tr>
<tr>
<td>Business Community Seat</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:terrydespain@gmail.com">terrydespain@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>(541) 398-1142</td>
<td></td>
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<tr>
<td>Tina Peck</td>
<td></td>
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<tr>
<td>Thomas Taylor</td>
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<tr>
<td>Member at Large</td>
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<td>Terry De Spain</td>
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**Council Meeting Schedule for Fiscal 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wednesday, August 16, 2017</td>
<td>3:00 PM</td>
<td>La Grande, NEOPT Conference Room</td>
</tr>
<tr>
<td>Wednesday, October 18, 2017</td>
<td>3:00 PM</td>
<td>La Grande, NEOPT Conference Room</td>
</tr>
<tr>
<td>Wednesday, January 17, 2018</td>
<td>3:00 PM</td>
<td>La Grande, NEOPT Conference Room</td>
</tr>
<tr>
<td>Wednesday, March 21, 2018</td>
<td>3:00 PM</td>
<td>La Grande, NEOPT Conference Room</td>
</tr>
<tr>
<td>Wednesday, May 16, 2018</td>
<td>3:00 PM</td>
<td>La Grande, NEOPT Conference Room</td>
</tr>
<tr>
<td>Wednesday, June 20, 2018</td>
<td>3:00 PM</td>
<td>La Grande, NEOPT Conference Room</td>
</tr>
</tbody>
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**Other meetings may be scheduled as needed, but only six meetings are require per fiscal year**
Article I: Name
The name of this committee is the Union County Public Transit Advisory Council. It is more commonly known as the Transit Advisory Council or the TAC.

Article II: Purpose
The TAC receives delegation from the Community Connection of Northeast Oregon, Inc., Board of Directors, to facilitate the necessary local collaboration with staff for the purpose(s) of:

- Public transit advocacy, promotion, and stakeholder outreach
- Program policy development, delivery, and compliance
- System planning, design, deployment, and community integration
- Facility, fleet, and equipment development and planning

Article III: Authority and Duties
A. The TAC serves as an advisory committee to the Community Connection of Northeast Oregon, Inc. (CCNO), Board of Directors

   a. The TAC receives the Board’s delegation to adopt local recommendations into policy and practice that do not exceed the Major Service Change threshold

      i. A Major Service Change is defined as a reduction or increase of 25% or more in total vehicle revenue service miles or revenue service hours in any specific route or more as measured over a one-month period.

      ii. Specifically exempted from the Major Service Change threshold are promotional or demonstration projects, seasons routes, event driven services (such as the County Fair), emergency services, or route modifications to mitigate construction or unavoidable barriers.

B. The TAC shall have the authority to establish appropriate subcommittees including, but not limited to:

   - Mass Transit
   - Bicycle and Pedestrian
   - Capital improvement

C. The TAC shall review and make recommendations on transportation issues that have been referred to the committee. The TAC also reviews proposed amendments to planning documents including, but not limited to:

   - Annual Operations Plan
   - Asset Management Plan
   - Coordinated Human Service Plan
   - Fare Studies
Rides to Wellness Plan/Policy
Safety and Security Plan
Title VI Plan/Policy

D. TAC members may also be asked to attend meetings that are related to transportation issues that have an impact on Union County.

Article IV: Membership

A. The TAC shall not have less than 5(five) members or more than 15(fifteen). The TAC shall seek to preserve a membership representative of the geographic and demographic characteristics of Union County Public Transit’s area of service. Specifically, members shall be sought for the following seats:

- Passengers with Disabilities
- Bedroom Communities (must reside in zip code 97827, 97883, or 97867)
- Fixed Route Passengers
- Low Income (must be a member of a household earning 125% of poverty or below or live in a census tract population with 20% or more of its households living at or below the federal poverty line)
- Business Community (owner or appointee of a business in the area of service)
- Bicycle/ Pedestrian Advocate
- Minority Populations
- A person for the medical community or Eastern Oregon University may join the council in an at large capacity, or in a defined seat if approved by the TAC

The TAC will also entertain comment from non-voting members representing:

- Alternative Modes (Vanpool, Travel Options, etc)
- Union County Board of Commissioners
- Cities of Elgin, Island City, La Grande, North Powder and/or Union

B. Council vacancies will be filled through solicitation of new members and via a majority vote of seated TAC members.

C. A term membership for voting members shall be one year. A councilor may stand for consecutive terms indefinitely as approved by a majority vote of the membership.

   a. A member appointed to represent a prioritized constituency (such as the Business Community) serves at the pleasure of their formal governance structure. They may be extended to additional terms or replaced during a term by the organization they represent.
b. The TAC will likewise seek to accommodate At Large members who serve as legacy partners who were not identified at the time the original TAC was assembled. Examples include, but are not limited to, La Grande Mainstreet Association, the Chamber of Commerce, Representative of Coordinated Care Organizations and/or other groups who may share the mission of the TAC.

D. The membership may consider term limits in future revisions if it is deemed to be in the best interest of Union County Public Transit (UCPT).

E. All voting members shall serve without compensation from UCPT or CCNO.

Article V: Officers and Staffing

Officers shall consist of a Chairman and a Vice Chairman who shall be selected by the membership and who shall serve that the pleasure of the membership for one year. Nominations and election of new officers shall be taken from the floor at the TAC meeting in May and voting shall be in June. New officers shall take office on July 1st. No person shall serve in the same office for more than two consecutive terms.

A. The Chairman shall have general supervisory and directional powers over the TAC. At the pleasure of the Chairman, the Public Transit Manager shall preside over meetings and review agendas with staff liaison(s). The Chairman shall also be an ex-officio member of all subcommittees and shall be the designated spokesperson for the TAC unless this responsibility is delegated to another in writing.

B. The Vice Chairman, in the absence of the Chairman, shall have general supervisory and directional powers over the TAC. The Vice Chairman shall preside at all TAC meetings and review agendas with staff liaison(s) and generally conduct all business (if not previously delegated to the Public Transit Manager) delegated by the Chair in his or her absence.

C. Support staff will be provided by UCPT for the TAC meetings, notification, minute preparation, copying, and information gathering.

Article VI: Organizational Procedures

A. The TAC shall hold meetings a minimum of six times per calendar year. A scheduled meeting may be set aside upon agreement of a majority of the TAC.

B. Meetings should take place every other month, with the exception of the Holiday season where the TAC will take a two-month break, and the end of the fiscal year where the TAC will meet back to back in the months of May and June.

C. The May and June meetings will include consideration of the annual budget, updates to the bylaws, and updates as needed to the annual operations plan, and election of TAC officers.
D. 50% of the voting membership plus one shall constitute a quorum. The concurrence of a majority of the TAC members present shall be required to decide on any matter. If a quorum is not attained fifteen minutes following the scheduled call to order time, the meeting shall be cancelled.

E. All voting members of the TAC who are present are allotted one vote (including the Chairman and Vice Chairman) on all motions.

F. The Bylaws may be repealed or amended or new Bylaws may be adopted outside of the annual renewal by a majority vote of the TAC on its own initiative.
   a. If provisions of the of the amended or new Bylaws conflict with applicable ordinances, state law, or provision of the CCNO Board of Directors, those provisions with prevail over the TAC’s Bylaws.

G. The parliamentary authority governing functions of the TAC shall be Robert’s Rules of Order Revised except where superseded by the Bylaws, local, state, or federal law, or the provisions of the CCNO Board of Directors.

H. Special meetings between scheduled meetings may be called by UCPT’s Transit Manager or by the TAC chair to address emergent issues.

Article VII: Duties of Officers

A. All seats and officers hold duties and responsibilities for the TAC, that may be considered in future revisions at the pleasure of the council. The duties and responsibilities are as follows:

   • Chairman/ Vice chairmen- non-voting member support or research support for meeting topics
   • Bedroom Communities- stake holder research for community needs outside La Grande and Island City
   • Bicycle/ Pedestrian- stake holder research for transit support to bicycle/ pedestrian users in UCPT’s service area
   • Fixed Route- customer satisfaction research for Fixed Route passengers
   • Low Income- stake holder research for fare impacts on low income passengers
   • Minority Communities- stake holder feedback on Limited English Proficiency outreach and material delivery
   • Passengers with Disabilities- driver performance feedback for both Fixed Route and Paratransit

B. The Chairman or Vice Chairman (in addition to the duties listed in Article V) shall preserve order, decorum, and timeliness at TAC meetings - or cause such to be preserved.

C. The Chairman may assess the audience at the beginning of a meeting and, with consent of the TAC, announce reasonable time limits.
D. The Chairman shall summarize (or cause to be summarized) the issues to be addressed and the criteria to be applied prior to the public hearing testimony.

E. The Chairman may appoint members to specific projects or committees.

F. The Chairman and/or Vice Chairman may confer with UCPT’s Transit Manager and support staff between meetings.

**Article VIII: Duties of the Committee**

A. Attendance:
   a. After 3(three) consecutive absences within a calendar year, the TAC members shall by a quorum reach a decision about the continued membership of the chronically absent member.
   b. Prior to TAC meetings, members who will not be in attendance shall notify either Transit staff or the Chairman via phone or email.

B. Representation:
   a. As a member of the TAC all members ultimately serve as a public representation of UCPT and should thus conduct themselves professionally in public.
      i. Instance of illegal activity or arrest are grounds for immediate dismissal from the TAC
      ii. Instances of conduct or discussion that negatively impact UCPT will lead to an investigation and presentation to the TAC with a majority vote deciding on the continued membership of the offending TAC member.